PCCPA

Professional Child Care Provider Association

PCCPA PRESENT

MEAL FOOD PROGRAM

Welcome To PCCPA!

We're a nonprofit, tax exempt organization with a contract from the Texas Department of Agriculture to offer assistance to Registered Family Homes, Licensed Daycare Homes, Licensed Daycare Centers, and At-Risk Centers wishing to participate in the Child and adult Care Food Program.

- The CACFP is a part of the "National School Lunch Act", which was formedin 1968 to provide training and reimbursement to schools that feed ourchildren healthier and more nutritious meals.
- In 1975, the program was expanded to include family daycare centers.
- The Federal Government allocates the money for the program and it is disbursed to the Texas Department of Agriculture, which in turn contracts with sponsors who monitor the daycares to ensure compliance with Federal and State Regulations. If sent accurate records of enrolled children, meal counts, and menus, the reimbursement is then sent to participating daycares through sponsors such as PCCPA Initially, the CACFP provided reimbursement for meals served to children in daycare centers, settlement homes, and recreational centers in low-income areas where large numbers of working mothers resided.
- The program was later extended to daycares provided in:

1. Nonprofit childcare and adult daycare centers
2. Certain for-profit childcare and adult daycare centers
3. Daycare homes for children
4. At-Risk Centers
5. The National School Lunch Act, as amended, authorizes federal assistance to states that administer the CACFP. States may use the assistance to help start, maintain, and expand nonprofit food services for children enrolled for childcare in nonresidential institutions.

PCCPA

www.pccpa.org

Funding

USDA monies are used to fund certain costs associated with food services provided to children. The USDA monies may be used to:

• Reimburse eligible daycares for part of the cost of serving meals and snacks. At **PCCPA**, our child advocacy has kept us abreast of local, state, and national daycare issues. Our advanced technological approach to this program and its operations have helped us to develop a state-of-the-art record keeping and reporting system for monitoring your CACFP participation, accurately processing your claims and making reimbursements on a timely basis.

Most importantly, we not only say, "Your Success Is Our Success", but we also demonstrate it through our personal attention and quality program. Our people are highly experienced in the CACFP Program with our Executive Director, **Ricardo Espinosa**, leading the way with over 3 years of dedicated training to the CACFP program.

As a at-risk program, emergency shelter under our sponsorship, you are entitled to many benefits including newsletters, on-line menu planning and filing of reports, numerous food training materials, clock hours for the continued education you are required to have, and more.

Your Important Program Information

I have been tentatively approved to begin participation effective:_____
My hours of operation as per DPRS or local licensing are:_____
I may claim on the following days:

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

My claimed meals and snacks will begin and end at the following times:

BREAKFAST	AM SNACK	LUNCH	PM SNACK	SUPPER EV	SNACK

You are responsible for the following:

- Child Enrollment Forms, Meal Benefit Income Eligibility Forms, and/or Head Start Eligibility Statements. These should be completed, mailed and/or faxed as soon as a new hild starts the program. They must be in our office before the end of the month for the child to be claimed.

- Computer Software Program: Internet Method of Reimbursement: Menus/Quantities and Attendance/Meal Counts must be completed at point of service, and then submitted to PCCPA at the end of the last day of the month via the internet

- Mail in the following materials by the 5th of the month: All original receipts for food, kitchen supplies and proof of purchase with payment bank checks or credit card statements, and time distributions with payment receipts for employees working in the food service..

Mail To: PCCPA
12808 West Airport Blvd Suite 260-D
Sugar Land, Texas 77498

Main Offi ce Telephone: 281-912-3054

Your Program Monitor is:
_____

Tel_____

Office hours:
9:00 AM – 5:30 PM
Monday - Friday

Civil Rights

Civil Rights

USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.
This institution is an equal opportunity provider.

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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Joint Application Form (HHS)

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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(3) email: program.intake@usda.gov.

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at: SNAP Hotline.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

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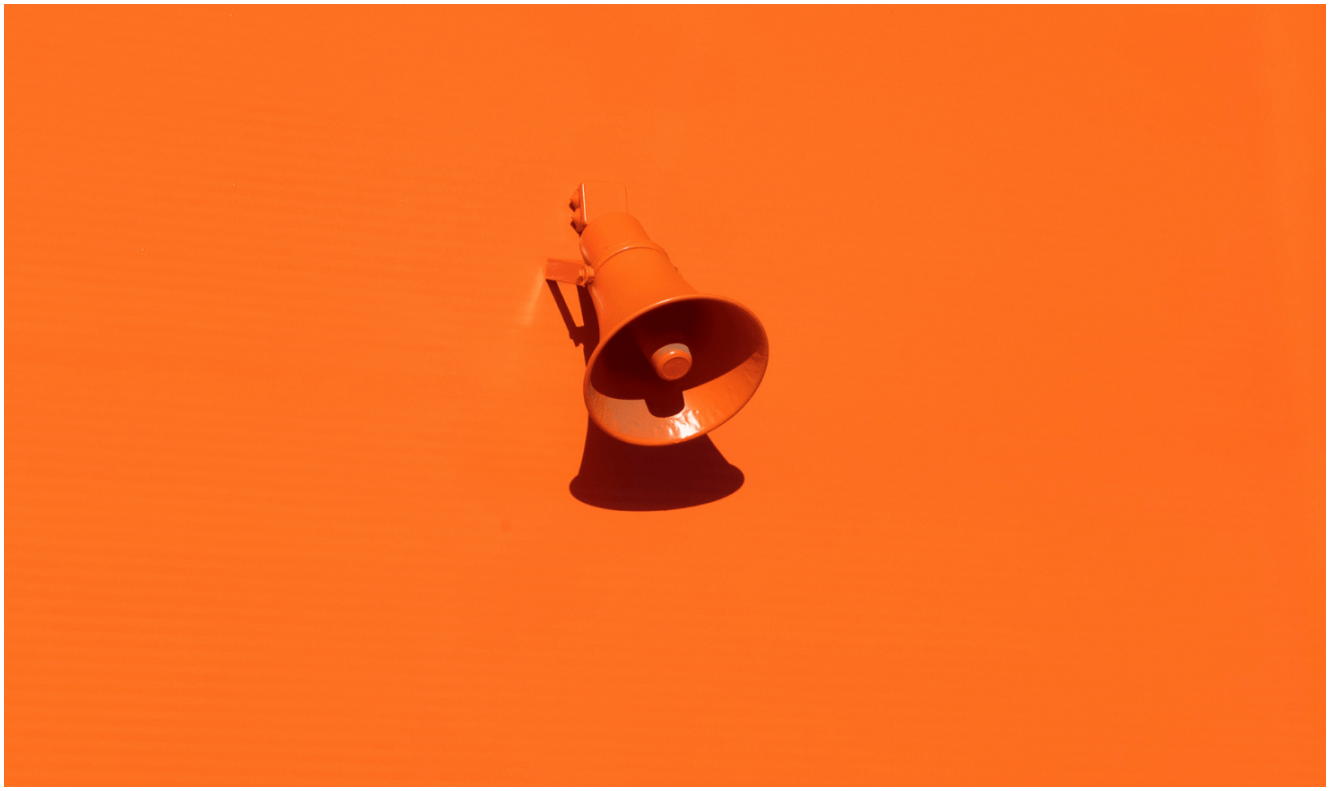


Eligibility

Eligibility and Application Requirements

You can participate in the CACFP through a contract directly with TDA (known as an independent) or under the auspices of a sponsoring organization (sponsor). If you participate in the CACFP alone, you are known as contracting entity (CE).

Eligibility Requirements:

You are only eligible to participate in the CACFP with PCCPA if:

- You can offer copies of the Articles of Incorporation, Assumed Name Certificate, or Certificate of Formation
- You can offer copies of your IRS 501(c)(3) (if applicable)
- You can offer copies of an Organizational Chart
- You can offer copies of your Governing Body Awareness
- You can supply a driver's license or other form of ID for personnel working with in the CACFP
- You can accept final administrative and financial responsibility for the program
- You attend all required TDA training
- You operate a nonprofit food service
- You personally manage the CACFP operations (You may not subcontract for the management of the
- CACFP operations)
- You provide adequate supervisory and operational personnel to effectively manage the CACFP
- operations
- You restrict your employees from securing additional employment that interferes with their CACFP
- responsibilities and duties (ie: scheduling or conflict-of-interest issues)
- You post the In Justice For All and Building For The Future posters in your lobby
- You have an on-site, Microsoft Windows computer with internet access
- You own a working fax machine and copy machine
- Approval to operate at ISD

Your site must maintain all records necessary for state and federal authorities and their agents to evaluate he operation of your daycare. You must maintain CACFP–At-Risk records separately from the records that you keep for Texas Department of Family and Protective Services.

If your participation in the CACFP–At-Risk is terminated for any reason, you must maintain all records related to the CACFP services that they provided, and for which a claim was submitted, for a period of three years from the last day of the program year to which they pertain.

Ineligibility

You will be ineligible to participate in the CACFP if:

- A member of your governing body (an agent, consultant, volunteer, or employee) has been convicted of any activity that occurred during the seven years preceding the application or renewal that indicates a lack of business integrity.
- A member of your governing body (an agent, consultant, volunteer, or employee) has been convicted, yet has entered your childcare when children were present. Convictions include:

1. A felony or misdemeanor classified as an offense against a person or family
2. A felony or misdemeanor classified as public indecency
3. A felony violation of any statute intended to control the possession or distribution of a substance included in the Texas Controlled Substance Act

The daycare homes, or any principal's participation in a publicly funded program, was ever terminated for violating that daycare's program and eligibility to participate in that program has not been reinstated.

Eligibility Determination

Just What Is Eligibility Determination?
Eligibility Determination is an important part of the CACFP. Eligibility status determines whether the enrolled children fall into the free, reduced price, or paid meal category. As an At-Risk site, you will be ategorized as free-priced reimbursement.

You must be located in an attendance area of a school in which 50 percent or more of the children enrolled are eligible for free or reduced-price school meals. Free and reduced-price enrollment data from private or charter schools may not be used to determine area eligibility unless the after school program is actually located in the private or charter school. Determinations of area eligibility are valid for five years and are not required to be re-determined annually.

Childcare sites, whether for-profit or nonprofit, that participate in the traditional childcare center component of the CACFP and want to add the at-risk component, must ensure they meet the criteria for at-risk, including providing an eligible after school program that is separate and distinct from the ongoing childcare
center activities, and is available to any participant (not just those children enrolled for traditional childcare). In this case:

• The enrolled school age children attending the traditional childcare site after their school day or on weekends, holidays, or school vacations that participate in the after school program can be claimed for at-risk snacks/meals received; and
• Children who are not school age and do not attend school would continue to participate

in the traditional CACFP meals service and be claimed under traditional CACFP, even during the afterschool hours.

If the site is located in the attendance zone of a public school that uses "school choice" (meaning a student may choose which campus they wish to attend), the CE may use the enrollment/attendance data for either the public school that the children:

• Attend as a result of busing or school choice; or
• Would have attended if it were not for the school's busing or school choice policy (the neighborhood/ attendance zone in which the at-risk center is located and where the children live).

Obtain the percentage of children eligible for free and reduced-price meals at each school, both before and after the students are reassigned to the school outside their neighborhood. This documentation must be obtained from both the school to which the students are attending and the school located in the neighborhood where the children live.

Reimbursement

Reimbursement Information

You must ensure that meals served and claimed for reimbursement are eligible according to the program's requirements. To be eligible for reimbursable meals, the meals must:

- Meet CACFP Meal Pattern requirements
- Be served to eligible children
- Be served according to federal and state regulations and policies
- Be operated by a nonprofit food service program
- Use all CACFP funds to conduct or improve the food service operation principally for the benefit of the enrolled children

The money you receive is considered a partial reimbursement for your daycare food costs. It is not intended to cover your total food expenses. To be eligible for reimbursement, you must furnish 100% of the required food served during a program meal or snack to children enrolled in the program, and the facility may not charge parents a separate fee for the food.

You must ensure that the meals served to the children meet the CACFP requirements. At each meal, you will take an actual count of the enrolled children who are present and the number of meals served to them.

Menus and attendance are to be filled out At Point Of Service

This count must be taken at the point of service (where the child receives their reimbursable meal), and recorded directly into the computer software program. You will be reimbursed for eligible meals served to these children. Reimbursement is based on each child in the Free category.

You are allowed to claim Dinner and Snack, or just Snack.

You may not claim more children than you are allowed to have present at any one time by the Texas Department of Protective and Regulatory Services, Daycare Licensing.

NOTE: All children who are enrolled at your site must also be enrolled into the CACFP and reported on the attendance record, regardless of whether they will be claimed.

As per your contract with us, all claims must be in our office by the 5th day of the month following that claim's month. In order to assure this, mail your receipts, invoices, proof of payments (ie: bank statements, checks, credit card statements), and time distribution reports with pay stubs for employees who receive payment for working in the CACFP on the 1st day of the month

For example, if your claim for the month is August, you will mail your paperwork in on the 1st of September to ensure it reaches our office by the 5th. **It will be at our discretion whether we will accept claims received after the 5th.**

Example

Mon	Tue	Wed	Thr	Fri	Sat	Sun
			1	Mail Out Paperwork	3	4
5 Due Date		7	8		10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

All reimbursement will be paid by direct deposit to your bank account, within 5 business days of receipt of the funds from TDA. You are paid based on current USDA reimbursement rates. These rates are adjusted annually by the Cost of Living Index.

Children with certain disabilities are eligible without age restriction, but proper medical documentation is required prior to any claim. Children of migrant workers are also exceptions to this rule, and are eligible to participate through the age of 15.

Record Retention

You must retain all documents relating to your participation in the program, such as claims and supporting documents that are specific to a particular program year, for at least three years from the end of that program year.

YOU ARE REQUIRED TO MAINTAIN YOUR RECORDS FOR 3 YEARS

Current Reimbursement Rates

Approval To Operate On Isd Grounds
Approval to operate: All Non-ISD organizations submitting approval for a site(s) participating on a school campus MUST provide a signed agreement from the appropriate

MEAL SERVICESF	REE
Breakfast	
Lunch/supper	
Snack	

District Office/District Official for each (of the) sites(s). The agreement must confirm that the appropriate District Office/District Official has given permission for the Non-ISD organization to operate the Program on the school campus (the agreement must include all of the school campuses/sites that the Non-ISD organization is submitting for approval), the program that the Non-ISD organization is allowed to operate on each of the school campus/site, and the effective date of the agreement.

NOTE: If the school district in question is providing the same services as proposed to be provided by the non-school entity, there may be a conflict of interest and/or possible non-compliance issue; school-districts will receive priority of service as decreed by program rules and regulations.

Site Reimbursement Policy

It is our policy to begin processing site reimbursements the same day funds are received. Reimbursements will be processed by direct deposit, which is an ACH 2-day process fund transfer system. For instance, if we begin the ACH process on a Tuesday, sites and providers can expect the funds to arrive in their bank accounts on Thursday. Weekends and holidays are not included as part of the 2-day system. If a site fails to inform us that they have changed banks accounts and the ACH returns the transaction, we will issue a paper check and so note in our records. It is our goal to make reimbursement payments within a maximum of 3 days after we receive funds.

Licensing Requirements

Your site must have a current Texas Health and Human Services Commission (HHSC) license certification of compliance with alternate licensing standards. Copies of the license/ certification are required at the time of application. You must provide documentation for any changes in licensing statuses, which includes:

- Selling A Business
- Moving
- Closing
- A Change Of Ownership

Exemptions to HHSC licensing requirements:

Your site must have a current Texas Health and Human Services Commission (HHSC) license certification of compliance with alternate licensing standards. Copies of the license/ certification are required at the time of application. You must provide documentation for any changes in licensing statuses, which includes:

- Selling A Business
- Moving
- Closing
- A Change Of Ownership

At-Risk afterschool care centers may be exempt from licensing requirements. The following conditions, as defined by HHSC regulations, determine whether an organization is exempt and if it must obtain a written exemption from HHSC:
• Sites operating for less than two hours per day, regardless of the number of days service is provided, are not subject to licensing regulation and do not require a written exemption from HHSC.
• Sites operating for more than two hours per day, but less than three days per week, are not subject to licensing regulation and do not require a written exemption from HHSC.
• Sites that operate exactly two hours per day for three or more days a week require a license or written exemption from HHSC.
• Sites operating more than two hours per day and three days per week or more, require a license or written exemption from HHSC.

NOTE: “Less than two hours”, “more than two hours”, and “exactly two hours” applies to the “Normal Hours of Childcare Operations”, as indicated on the site application, and not the meal service duration. Organizations exempt from licensing based on any of the above, must submit documentation demonstrating compliance with city, county or state health and safety requirements with the site application. A copy of the most recently completed inspection report, a certificate that states the center/shelter is in compliance with health and

safety regulations or other documentation from the health and/or safety authority stating your center/shelter is in compliance with health and safety regulations will be accepted.

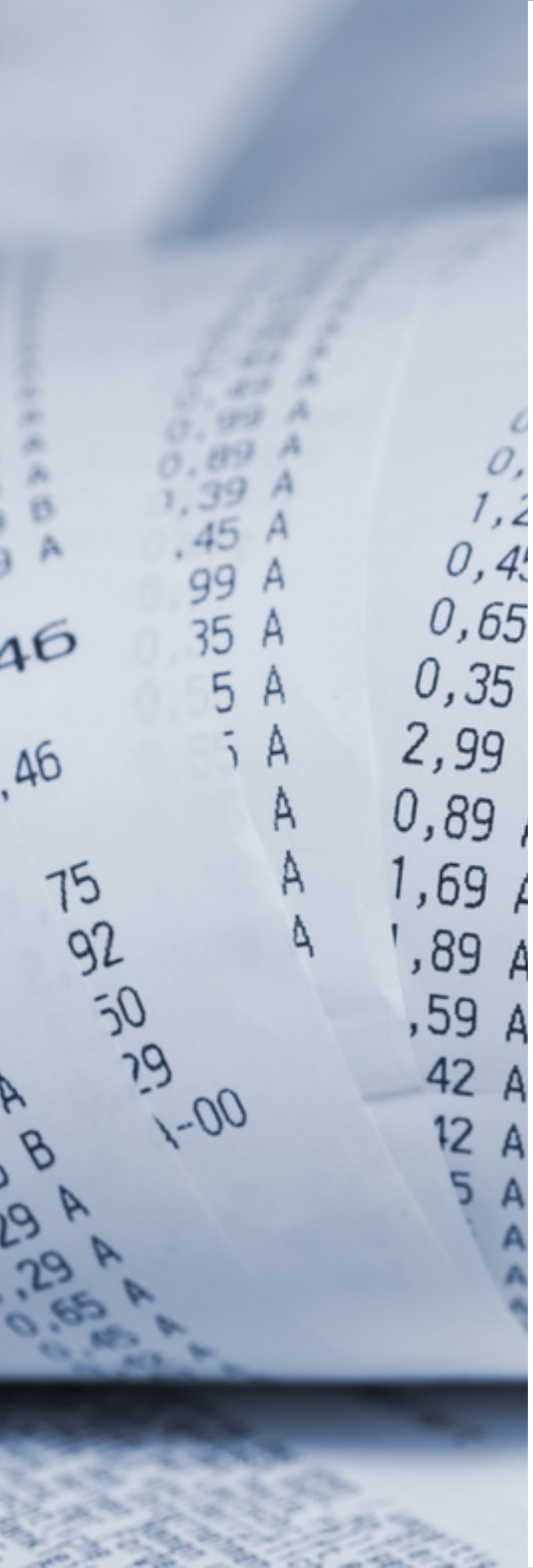
Organizations exempt from licensing that do not or cannot obtain documentation of compliance with city, county or state health and safety requirements are not eligible to participate in the Program

Financial Management

Nonprofit Food Service
In order to participate in the CACFP, all organizations must operate a nonprofit food service principally for the benefit of the enrolled participants and maintain documentation of food service operations. “Nonprofit” means that all CACFP funds are partial reimbursements for your cost to feed the children at your site.

Any reimbursement that is not verified as a food or foodrelated expense must be returned to the Texas Department of Agriculture by the end of the physical year September 31 of any year.

Your site is not required to open a new bank account for the nonprofit food service account. However, you must keep monthly records, reimbursement, and expenses separately from the site’s income and expenses.



USDA restricts the use of funds to only allowable nonprofit food service costs. Use an account at your bank that you have a debit/credit card or a separate credit card
account that can show payments for nonprofit food expenses. Any items that are not for the NONPROFIT FOOD SERVICE should not be on these receipts! These records must be kept separate.

PCCPA will send a quarterly reimbursement/expense sheet. This will help the site to
balance their records to verify the nonprofit food service is being maintained.
Your site is responsible for:

- The accountability of costs through the consistent use of Generally Accepted Accounting Principles (GAAP).
- Maintaining records to demonstrate the costs claimed have been paid, and are allowable to the program and comply with financial management requirements

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YOU ARE REQUIRED TO MAINTAIN YOUR RECORDS FOR 3 YEARS.

Operating Costs

Allowable costs must be reasonable and necessary to operation a nonprofit food service. Costs must be allowable expenses for serving meals to children. Although operating costs do not affect the amount of reimbursement you receive, you are required to keep records of operating costs to show that the food service is nonprofit. Some allowable costs must be prorated in order to determine the appropriate program share to be charged to the nonprofit food service account Operating costs include:

- Food
- Facilities and space (check with our office first) ie: rent, utilities and other space costs
- Supplies and equipment ie: kitchen equipment, cleaning supplies, paper goods, etc
- Purchased services ie: security services, maintenance, and janitorial
- Office costs ie: computers, printers, copiers, fax combos, ink, paper
- Site personnel who have been identified but PCCPA as fully or partially working in the CACFP

Any items that are not for the NONPROFIT FOOD SERVICE should not be on these receipts!

Good Receipt

Bad Receipt

Operating Records

Invoices of food cost and quantity of food purchased must be maintained with the signature of the delivery person and the date received. No items can be purchased with payment from the Food Stamp Debit Card.

Required food cost records include:
- Itemized Purchase records
- Itemized Delivery receipts
- Itemized Invoices
- Itemized Supermarket receipts
- Credits, returns, and rebates
- Proof of payment for invoices
- Payment records for personnel working partial or whole in the nonprofit food service

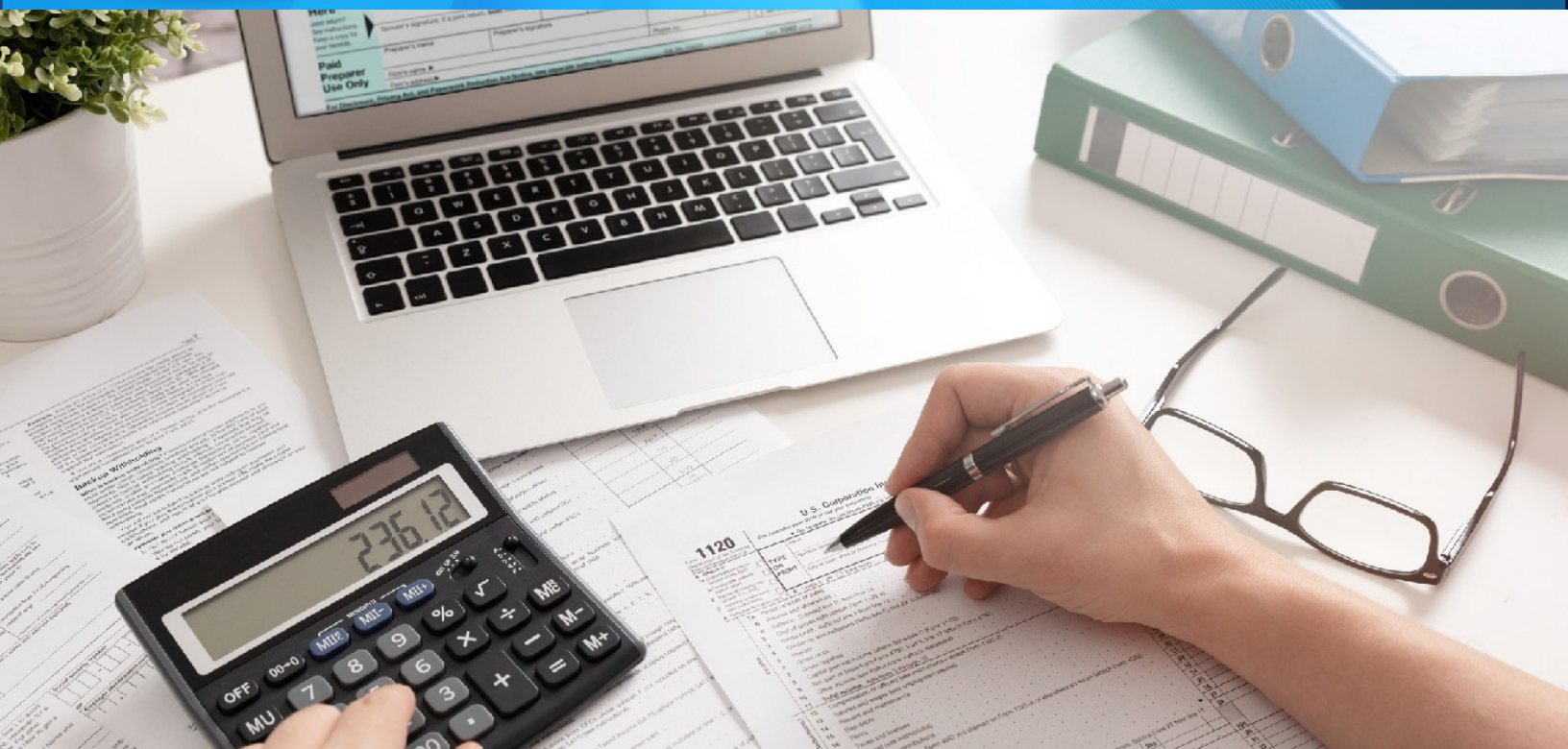
Costs listed above must be mailed in by the 1st of the month in order for us to receive them by the 5th. It is suggested that these important receipts be copied and filed at the site, and the originals sent by certified mail.
The site is not allowed to send copies of receipts without the pre-approval of PCCPA Executive Director

THESE ITEMS CANNOT BE FAXED!

Time Distribution Reports: Employees who have part of their salaries charged to the nonprofit food service account must complete daily time distribution reports in order to establish the portion of costs that may be claimed as food service labor.

To complete your budget, only allocate or charge the nonprofit food service portion of the employee's salary to the nonprofit food service account.

SEE FORMS FOR EXAMPLIES



Facility Training

PCCPA offers on-going training and education for the ultimate benefit of its daycares and their children.

Newsletters

Stay alert for our newsletters to receive:

- program information and updates
- recipes
- menu suggestions
- helpful nutritional information

Training Modules

Satisfy the DPRS Licensing requirements for your daycare by working with our Training Modules. These modules will give you the opportunity to earn FREE clock-hours while at home. But best of all, you don't pay a thing! Interacting Children's Kitchen Activities will earn you clock hours while also providing your daycare children a wonderful learning experience. These clock hours are available on our website.

Annual FND Training As required by FND, you must complete annual training. The topics covered include:

- Program meal pattern
- Meal counts
- Claims submissions
- Review of procedures
- Recordkeeping requirements
- Reimbursement system
- Nutrition education

This training will satisfy some of the clock hours needed by DPRS Licensing requirements. We offer numerous dates, times, and places for these workshops in all the major areas we serve throughout the state. Further information will be posted on our Newsletters.

Civil Rights Training

We offer annual Civil Rights training as required by TDA and FND. In order to make this training convenient, this course will be taken when the annual training is done

Child Enrollment Verification

Each child enrolled in to the day care must be enrolled in the CACFP with PCCPA' Child Enrollment (Verification) Form. Each child in a family must have individual forms. Children cannot share forms! The enrollment documentation must provide the means for the parent or guardian to indicate or enter each of the required enrollment elements.

The following information must be included on an Enrollment Form if a child is to be considered properly enrolled:

- Child's name, Eng/Span Flyer of Sponsor Information, & Participation in CACFP Program
- Child's date of birth
- Meals/snacks normally served to the child while in care
- Days and hours the child is normally in care Enrollment and withdrawal dates
- Parent's or guardian's signature
- Date of signature
- Enrollment Names must be for at least 60% of participating children.
- Shelter ALL information must be collected, signature can be of Shelter Administrator

The parent is NOT required to fill out ONE Enrollment form PERCHILD.

Siblings are not allowed to share Enrollment
forms and name Should be collected!

You are responsible for submitting accurate and complete Enrollment forms and mailing or faxing these forms to our main office before the end of the month that the child will be claimed.

No reimbursement will be made for a child who does not have a current enrollment form on file with us. Unless 60% of names are collected for at risk sites, and EMERGENCY shelter will have to enroll child with information to the best of their ability. Parent Contact number should be replaced with State representative Information.

You are responsible for renewing the enrollments of each of child every year. You are also responsible for informing us, via the space provided on our Child Enrollment Form, when a child is no longer attending your daycare. No reimbursement will be made for a child who does not have a completed, and current, Enrollment Form on file in our office

Parent Pack Distribution

A Parent Pack must be distributed to all new children and every year when children are renewing enrollment forms, and NEW child arriving should be handed the following

Parent Packs are to include:

- Income Eligibility Chart
- Building for the future (English & Spanish)
- Non-Discrimination & WIC (English & Spanish)
- Parent Letter (English & Spanish)
- Census of the area
- Parent Receipt of CACFP Information

You will have the sign and date a statement that you have given have received their parent packet. You will then maintain the receipt of the CACFP Information, a copy of the Income Eligibility Form, and the Child's Enrollment Form in a 3-ring binder at the site. Enrollment, Income Eligibility Forms, and Parent packs will be renewed yearly.

NOTE: All children's enrollment and income eligibility forms are valid for the entire 12 months from the anniversary date of being with PCCPA. For example, if the site's anniversary is July all children's enrollment and income eligibility forms will expire the last day in June.

Households are not required to report changes in circumstances, such as an increase in income, a decrease in household size, or when the household is no longer certified as eligible for SNAP, TANF, or FDPIR during that 12-month period

Monitor Visits

Each program year, your Program Monitor will make at least three visits to your daycare. Within the regulations of TDA /FND, two of these monitor visits will be unscheduled and one monitor visit may be scheduled. Your first visit must be conducted within 28 days of your start date or you will not be able to claim meal services after the 28th day.
Once you've renewed, no more than 6 months can elapse between any two of your visits, including those between fiscal years, or you will not be eligible to claim meal services beginning the day after the 6th month elapses. Since this is a nutrition program, your Program Monitor will conduct a review during an approved meal service time when enrolled children are present. We want to see your everyday operations, so nothing special needs to be done on your part to prepare for ourvisit.

Your monitor will review:

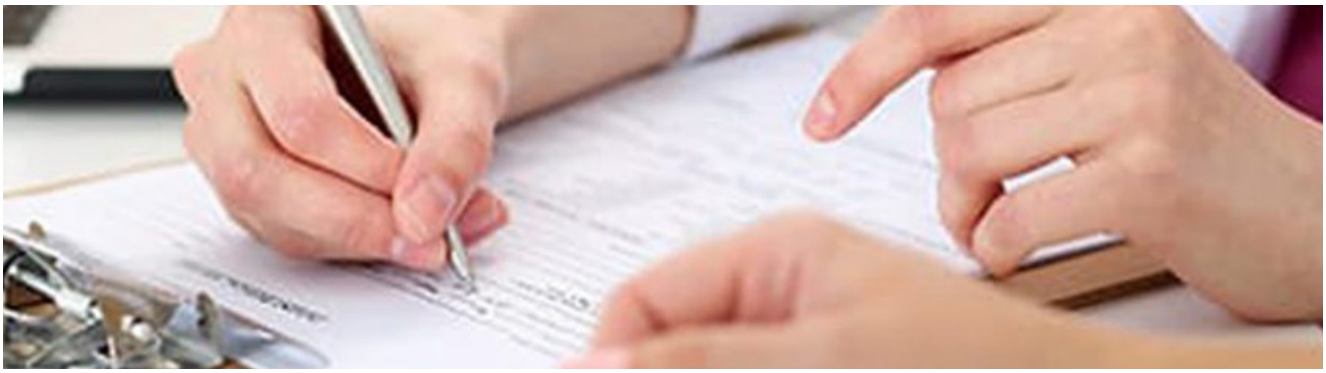
- Recorded meal counts
- Recorded attendance
- Any advanced menu planning (at least through the current day)
- Your kitchen will be inspected for sanitation and storage
- Your monitor will also ask to see your computer software records.
- Meal service will be observed and quantitatively analyzed

While this is happening, you are to just go about your normal duties of feeding and caring for your children.

If your computer program is not up to date, with the attendance/meal counts or menus/ quantities, then meal counts will be disallowed for the days not posted.

RECORD KEEPING IS ESSENTIAL TO CLAIM REIMBURSEMENT!

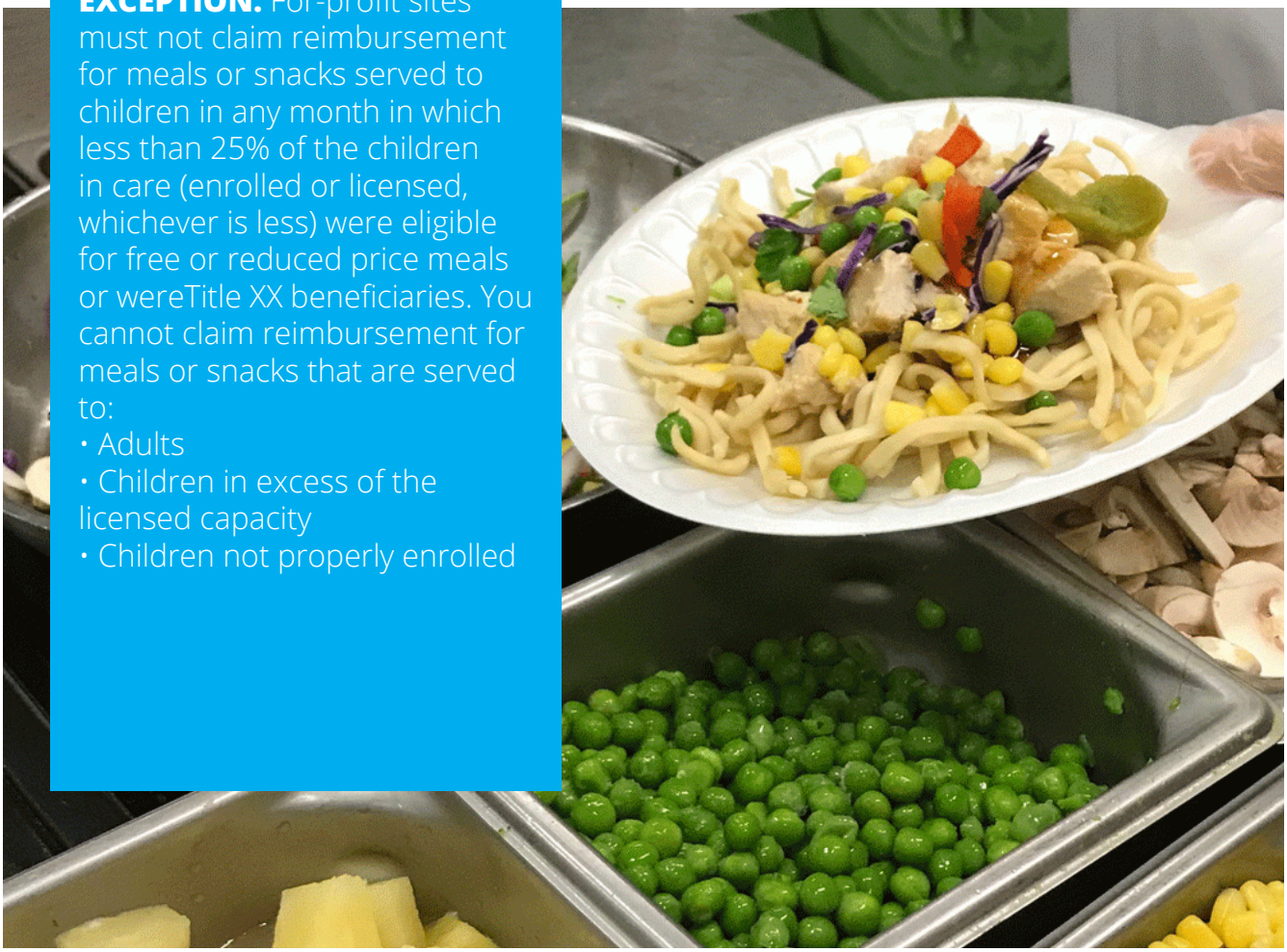
You are required to allow TDA, FND, and USDA representatives to enter your site to monitor meal services and program records. These visits may or may not be scheduled.
If at any time you do not allow a monitoring visit during normal daycare hours, then you will not be allowed to make food program claims for that period of time. Refusing a State Representative's monitoring visit may be grounds for immediate program termination.



Meal Counts

The maximum numbers of meals you may claim per child per day are as follows:
One meal and one snack, or Two snacks Pattern requirements include:
• Meals served to children who are enrolled
• Meals that are eaten in the site
• Meals served to children who meet CACFP age requirements
• Meals supplied by your site
• Meals served at a time that FND has approved
• Meals served that FND has approved for participation in the CACFP
• Meals prepared by a source (self-prep or vended) that FND has approved
• Meals served in any month in which you are at least 25% of the enrolled children or licensed capacity (whichever is less) and eligible for free or reduced price meals
• Meals that are counted at the point of service (where it is observed that the child receives a reimbursable meal)

EXCEPTION: For-profit sites must not claim reimbursement for meals or snacks served to children in any month in which less than 25% of the children in care (enrolled or licensed, whichever is less) were eligible for free or reduced price meals or wereTitle XX beneficiaries. You cannot claim reimbursement for meals or snacks that are served to:
• Adults
• Children in excess of the licensed capacity
• Children not properly enrolled



Meal Service Schedule

Each meal and snack must be reported individually on the appropriate claim for reimbursement. You must ensure that:

- Three hours elapse between the beginning of breakfast and the beginning of lunch
- Four hours elapse between the beginning of lunch and the beginning of supper, when a snack is not served in between
- Two hours elapse between the beginning of a:
  - Meal service and the beginning of a snack
  - Snack and the beginning of a meal service
  - Snack and the beginning of another snack
- The duration of a meal service (breakfast, lunch and supper) does not exceed two hours
- The duration of a snack service does not exceed one hour
- A meal service cannot begin any later than 30 minutes before the closing hours indicated as the normal hours of operations on the Site Application with PCCPA

NOTE: When determining meal service times, a snack is not a meal. You must get preapproval from our office before you can start using any changes for a meal service. When setting new meal times, always request the EARLIEST time you will serve food for which you intend to claim reimbursement. You may not claim reimbursement before the time you are approved to begin your meal services.

Meal Service Styles

You may serve meals:

- As a unit (cafeteria style)
- Family style

In either type of meal service, you must ensure that the minimum quantities of each meal component are available to each child. At lunch or supper, the minimum quantity of the vegetable and fruit component is the combined amount of each of the two or more fruit or vegetable items that are served.

Cafeteria Style Unit

- Meal service to each child must be served with at least the minimum amount of each component and placed on the table in front of the child all at the same time.

Family Style Meal Service

- A sufficient amount of prepared food must be placed on each table to provide the full, required portions of each of the food components for all children at the table
- Children should initially be offered the full required portion of each meal component. The family style meal service allows children to make choices in selecting foods and the size of initial servings.
- It is your responsibility, during the course of the meal, to actively encourage each child to accept service of the full required portion for each food component of the meal pattern, e.g., if a child initially refuses a food component, or initially does not accept the full required portion of a meal component, you should offer the food component to the child again.

However, any component not served family style must be served as a full portion to each child according to each child's age and the CACFP minimum requirements chart.

Do not be fooled into thinking that toddlers and younger preschool children are "to young" to begin to learn to serve themselves if the food items offered are appropriate to the child's age. A little "help and assistance" is always conducive to learning, no matter what the task may be. Be supportive of your daycare children, do not just do it for them.
Teach them to make wise choices. Second meals cannot be claimed for reimbursement.

Meal Pattern Requirements

The meal pattern charts show the minimum amounts of each required component that must be served to each child to qualify for reimbursement. Sites may choose to serve additional foods. Serving sizes vary for children of different ages

Best Practices
The following recommendations are best practices and not required for Program compliance. The use of these best practices is optional and intended to further strengthen the nutritional quality of the meals served.

Vegetables and Fruits

- Make at least one of the two required components of a snack a vegetable or a fruit
- Serve a variety of fruits and choose whole fruits (fresh, canned, frozen, or dried) more often than juice
- Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week

Grains

- Provide at least two servings of whole grain-rich grains per day
- Meat and Meat Alternates
- Serve only lean meats, nuts, and legumes
- Limit serving processed meats to no more than one serving per week
- Serve only natural cheeses and choose low-fat or reduced-fat cheeses

Milk

- Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milks within this sugar limit are not available also must be fat free or low fat milk

Additional

- Incorporate seasonal and locally produced foods into meals
- Limit serving purchased pre-fried foods to no more than one serving per week
- Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey,
- candy or cookie pieces), and sugar-sweetened beverages (e.g., fruit drinks or sodas)

Meal Pattern Charts

BREAKFAST FOOD COMPONENTS Serve All Three Components for a Reimbursable Meal[1]	Ages 1 – 2	Ages 3 – 5	Ages 6 – 12	Ages 13 – 18[2] at-risk afterschool programs and emergency shelters
Fluid Milk	½ cup or 4 fluid ounces	¾ cup or 6 fluid ounces	1 cup or 8 fluid ounces	1 cup or 8 fluid ounces
Vegetables, fruits, or portions of both	¼ cup	½ cup	½ cup	½ cup
Grains (oz eq)	* Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week. Oz eq = ounce equivalents			
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll, or muffin	½ oz eq*	½ oz eq*	1 oz eq*	1 oz eq*
Whole grain-rich, enriched or fortified cooked breakfast cereal[8], cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold)				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup	¼ cup

[1] Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.
[2] Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
[3] Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
[4] Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
[5] At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
[6] Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.
[7] Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.
[8] Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
[9] Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served.
Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

LUNCH or SUPPER FOOD COMPONENTS Serve All Four Components for a Reimbursable Meal	Ages 1 – 2	Ages 3 – 5	Ages 6 – 12	Ages 13 – 18[2] at-risk afterschool programs and emergency shelters
Fluid Milk	½ cup or 4 fl oz	¾ cup or 6 fl oz	1 cup or 8 fl oz	1 cup or 8 fl oz
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products	1 ounce	1 ½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces	2 ounces
Large egg	½ large egg	¾ large egg	1 large egg	1 large egg
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup	½ cup
Peanut butter or soy nut butter, or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp	4 tbsp
Yogurt, plain or unflavored unsweetened or sweetened	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nut-seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables	⅛ cup	¼ cup	½ cup	½ cup
Fruits	⅛ cup	¼ cup	¼ cup	¼ cup
Grains (oz eq)				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll, or muffin	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched or fortified cooked breakfast cereal[10], cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

[1] Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.
[2] Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
[3] Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
[4] Alternate protein products must meet the requirements in Appendix A to Part 226.
[5] Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
[6] Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
[7] 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.
[8] At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.
[9] Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.
[10] Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

SNACKS Select Two of the Four Components[1]	Ages 1 – 2	Ages 3 – 5	Ages 6 – 12	Ages 13 – 18[2] at-risk afterschool programs and emergency shelters
Fluid Milk[3]	½ cup or 4 fl oz	¾ cup or 6 fl oz	1 cup or 8 fl oz	1 cup or 8 fl oz
Meat/meat alternates				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products[4]	½ ounce	½ ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce
Large egg	½ large egg	½ large egg	½ large egg	½ large egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Peanut butter or soy nut butter, or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp	2 tbsp
Yogurt, plain or unflavored unsweetened or sweetened	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup
Vegetables	½ cup	½ cup	1 cup	1 cup
Fruits	½ cup	½ cup	¾ up	¾ cup
Grains (oz eq)				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll, or muffin	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched or fortified cooked breakfast cereal , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup	¼ cup

[1] Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
[2] Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
[3] Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
[4] Alternate protein products must meet the requirements in Appendix A to Part 226.
[5] Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
[6] Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
[7] 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.
[8] Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.
[9] Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
[10] Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

LUNCH OR SUPPER FOOD COMPONENTS

1. Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.
2. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
3. Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
4. Alternate protein products must meet the requirements in Appendix A to Part 226.
5. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
6. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
7. 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.
8. At least one serving per day, across all eating occasions, must be whole grain-rich. Grainbased desserts do not count towards the grains requirement.
9. Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.
10. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

1. Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
2. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
3. Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
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5. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
6. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
7. At least one serving per day, across all eating occasions, must be whole grain-rich. Grainbased desserts do not count towards meeting the grains requirement.
8. Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.
9. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
10. Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-toeat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

Meat and Meat Alternates

Protein is one of the six basic nutrients. Meat and meat alternates provide the protein requirements for body maintenance and growth, and are important sources of iron and B vitamins (thiamine, riboflavin, niacin). Meat/meat alternate can be used up to three times a week in place of the entire grain component at breakfast.

Meats include
- beef
- pork
- lamb
- veal
- turkey
- poultry
- fish

Meat Alternates include:
- cheese
- eggs
- peanut butter
- nut butters
- commercial yogurt
- dried beans and peas
- nuts and seeds
- Tofu or soy protein

Basis Rules:

- A serving of cooked meat means lean meat without the bone. A serving of cooked poultry can include the meat and skin.
- Nuts and seeds may fulfill all the meat/meat alternate requirements at snack time, but no more than 1/2 of the meat/meat alternate requirements at lunch or supper.
- No more than 2 meats/meat alternate can be used in the same meal to meet the requirement.
- Dry beans and peas may count as a meat/meat alternate or the vegetable/fruit requirement, but not both in the same meal.
- Peanut butter, soy nut butter, or other nut and seed butters may fulfill all the meat/meat alternate requirements.
- Yogurt (commercially prepared) with only 23 grams of sugar per 6 ounces may be used to fulfill all the requirements at lunch, dinner, and snacks.
- Cottage cheese, cheese food, or cheese spread must be served at twice the amount as natural or processed cheeses which are American, Cheddar, Mozzarella, and Swiss.
- Only large eggs can fulfill all meat/meat alternate requirements.
- Casserole-type dishes often appear to be more than adequate in terms of quantity. Be sure there is at least a minimum amount of required protein in each serving or your casserole will not count as a meat/meat alternate.
- Serving sandwiches open-face (only one piece of bread) will help avoid the possibility of children filling up on bread and having no room for their meats, fruits, and vegetable

Meat And Meat Alternates that do not count:

All meat served as a part of a meal must be USDA inspected. Game meat, such as deer, rabbit, and squirrel are not USDA inspected and are not eligible.
Fish and shellfish caught by individuals are not USDA inspected and are not eligible.
• Meats may not contain extenders, binders, or be mechanically separated such as dried milk soy flour, soy protein, isolated soy protein, starchy vegetable flour, calcium-reduced skim milk or cereal unless it comes with a CN Label.
• Commercially purchased processed foods such as ravioli, chili, spaghetti with meat sauce, beef stew, and pot pies will not count unless the product has a CN LABEL.
• The following items cannot be used to satisfy the meat/meat alternate component for a snack:

- Frozen yogurt.
- Yogurt bars.
- Yogurt covered fruits or nuts.
- Yogurt flavored products.
- Homemade yogurt

Grains/Breads Requirements

At least one serving per day across all eating occasions must be whole grain-rich
- Grain-based deserts no longer count towards the grain component; and
- Ounce equivalents (oz eq) are used to determine the amount of creditable grains
- Bread, pasta or noodle products, and cereal grains must be wholegrain or enriched.
- Biscuits, rolls, muffins, etc., must be made with wholegrain or enriched meal or flour.

For products made with corn meal or corn flour, such as cornbread and corn tortillas; thelabel must have:
- "Whole corn" (or other "whole" corn designations, such as whole grain corn, whole ground corn, whole cornmeal, whole corn flour, etc.); or
- "Enriched" corn (or other "enriched" corn designations, such as enriched yellow cornmeal, enriched corn flour, enriched corn grits, etc.). The minimum serving size for cereal is measured by volume (cup) or weight (oz.),whichever is less

Foods that qualify as grains/breads include, but are not limited to:
• Breads that are enriched or whole grain-rich • Biscuits, bagels, rolls, tortillas, muffins, or crackers made with enriched or whole grain meal or flour Cooked cereal grains that are enriched or whole grain such as:
- rice
- bulgur
- oatmeal
- corn grits
- wheat
- couscous

Ready-to-eat breakfast cereals that are enriched, whole grain, or fortified with no more than 6 Grams of sugar per serving Cooked macaroni or noodle products that are made with enriched or whole grain flour Pie crust that is made with enriched or whole grain meal or flour Hard pretzels, hard bread sticks, and chips that are made from enriched or whole grain meal or flour

Grains/Breads Requirements

A breakfast cereal is creditable if any of the following are true:
• The cereal is labeled as whole grain (100% of the grain component is whole grain)
• The cereal is labeled as “enriched”
• The cereal is labeled as “fortified”
• The ingredient statement shows that the primary grain ingredient is either whole grain, enriched flour or meal, bran or germ
• Manufacturer documentation provides the gram amount of creditable grains per serving

Grain-based products that do not qualify:

Formulated grain-fruit products such as:
• toaster pastries
• coffee cake
• doughnuts
• sweet rolls
• cookies (all types)
• cakes
• brownies
• snack bars (cereal bars, breakfast bars, granola bars, etc)
• sweet crackers
• dessert pie crusts (dessert pies, cobblers, turnovers, etc)

NOTE: Due to their high fat content, it is recommended that grain-based chips be served less often than more nutritious snack choices. All serving sizes and equivalents must be as specified in the Food Buying Guide (FBG) for Child Nutrition Programs as published by USDA. A link to the FBG is located on the TDA website at http://www. squaremeals.org, under F&N Resources, Tools & Links. The FBG Calculator and Crediting Handbook for the Child and Adult Care Food Program are also available. The calculator allows users to build shopping lists of foods from the FBG and determine how much of each item to purchase to provide enough servings for children in their program. The Crediting Handbook provides crediting information for commonly served foods.

Did you know? Some cereal manufacturers no longer attach the words “fortified” or “enriched” to the name of the cereal on the label. In fact, some cereal manufacturers add the words “whole grain” or “made with whole grain” to the product label even if the grain component is not 100% whole grain. This makes the cereal difficult to determine if it is creditable

Whole Grains

Grains are divided into 2 subgroups:
• Whole Grains – Whole grain-rich contain the entire grain kernel — the bran, germ, and endosperm.
• Refined Grains – Refined grains have been milled, a process that removes the bran and germ. This is done to give grains a finer texture and improve their shelf life, but it also removes dietary fiber, iron, and many B vitamins.

EXAMPLES that are not whole-grain nor contain any whole grain:

- white flour
- de-germed cornmeal
- white bread
- white rice
- multi-grain
- stone-ground
- 100% wheat
- cracked wheat
- seven-grain
- bran

Whenever possible, whole grain-rich versions of these grain products should be offered.

Most children 2 years and older do not consume enough whole grains or other foods rich in dietary fiber. You can help by providing children with a variety of whole grains during the eek.

Dietary Guidelines for Americans recommend making at least half your grains whole grains because it...

• Gives children the B vitamins and minerals they need for energy to play and learn.
• Promotes proper digestion and makes children's "potty time" easier by providing dietary fiber.
• Helps them feel full longer and maintain a healthy weight as they grow.
• Adds texture and flavor to their plate

Read the Label

Take a look at the ingredient list. Choose products that name a whole-grain ingredient first on the list, or second after water – that means there is more of it than the other ingredients. Whole-grain-rich foods will have “whole” grain listed as the first grain ingredient in the ingredient list.

- whole wheat
- brown rice
- oatmeal
- bulgur
- buckwheat
- whole corn
- whole-grain cornmeal
- whole oats
- whole rye
- wild rice

For foods made of multiple grains, make sure the whole-grain ingredients appear near the beginning of the ingredient list. Use the Nutrition Facts label to check the fiber content of whole-grain foods. Choose those higher in dietary fiber. Good sources of fiber contain 10% to 19% of the Daily Value. Excellent sources contain 20% or more

Consider Offering These Whole Grains:

- Amaranth
- Brown rice
- Buckwheat
- Bulgur (cracked wheat)
- Millet
- Oatmeal
- Ready-to-eat breakfast cereals:
- Whole-grain cereal flakes
- Muesli
- Rolled oats
- Quinoa
- Sorghum
- Triticale
- Whole-grain barley
- Whole-grain cornmeal
- Whole-corn tortillas
- Whole rye
- Whole-wheat or whole-grain bread,
- pita,
- sandwich buns, and rolls
- Whole-grain crackers
- Whole-wheat pasta
- Whole-grain noodles
- Whole-grain tortillas
- Wild rice

Fruits and Vegetables

Fruits and vegetables are good sources of vitamins C and A, fiber, iron and other minerals. Plan to serve a variety of them. Fruit and vegetables are now separate components. You must serve one fruit and one vegetable, or two vegetables for lunch and supper. Examples are:

• potatoes and carrots (two vegetables)
• green beans and bananas (one fruit and one vegetable)

If both items are in the same dish (soup, stew, salad, on a sandwich, etc.), then that dish is considered a “combination dish”, and will only meet one fruit/vegetable requirement.

- You cannot serve the same food in two different forms, such as orange juice and a whole orange, to meet the total requirements.
- Home-canned fruits and vegetables are NOT acceptable on the food program because of health and safety reasons. Home-frozen ones are acceptable.
- Fresh, frozen, canned, and dehydrated (not candied) fruits and vegetables are acceptable.
- Juice is limited to once per day across all eating occasions.
- Small amounts (less than 1/8 cup per serving, 2 tablespoons) of vegetables and fruits used for flavorings or garnishes are not counted as “servings” on the food program.
- Dried fruits are acceptable as a fruit component. However, the portion sizes are difficult to serve at breakfast and snacks. They can also be an expensive choice. We recommend that you serve dried fruits, such as raisins or apricots, at lunch or supper when portion size is smaller, with a second fruit and/or vegetable as required. The quantities of dried fruit is half the recommended quantity of fruits or vegetables.
- Dry beans or peas may count as a vegetable or meat/meat alternate, but not as bothin the same meal.
- Dark green leafy vegetables will need two times more for the recommended quantities of vegetables.

Milk

Milk must be served as a beverage at lunch and supper time. At breakfast, it must be served as a beverage or on cereal. Milk is one of the options for snacks.

- Children between one and two years of age must drink whole milk.
- Children two and above must drink low fat or fat free milk. Homemade milk shakes, made with fluid milk, will count as a milk component only if the minimum requirement of fluid milk is in each serving.

The dietary rules state that children over two years of age are to consume low-fat (1%) or fat-free (skim) fluid milk. Fluid milk served in CACFP to children two years of age and older must be:

- fat-free or low-fat milk (1%)
- fat-free or low-fat lactose reduced milk (1%)
- fat-free or low-fat lactose free milk (1%)
- fat-free or low-fat buttermilk
- fat-free or low-fat acidified milk

Milk served must be pasteurized fluid milk that meets State and Local standards.
Note: DFPS regulations prohibit serving flavored milk
Reduced-fat (2%) milk is no longer allowed on the
Almond milk is not a substitution for cow's milk.
Children over 2 MUST be served nonfat or 1% milk to count for reimbursement.
Non-Dairy Milk Substitutions

- Soy milk is the only substitution that can be used in place of cow's milk.
- Lactate cow's milk can be used in place of regular cow's milk.
- You are not required to document the type of milk served on your menus. However, at the time of enrollment, the parent must state what the non-dairy milk substitute is. It is at your discretion to provide a non-dairy milk substitute if it is not related to a medical disability.

If a parent provides a non-dairy milk substitute that meets the nutritional standards and it has been approved by the State agency, you may serve the non-dairy milk substitute and still claim reimbursement for the meal.

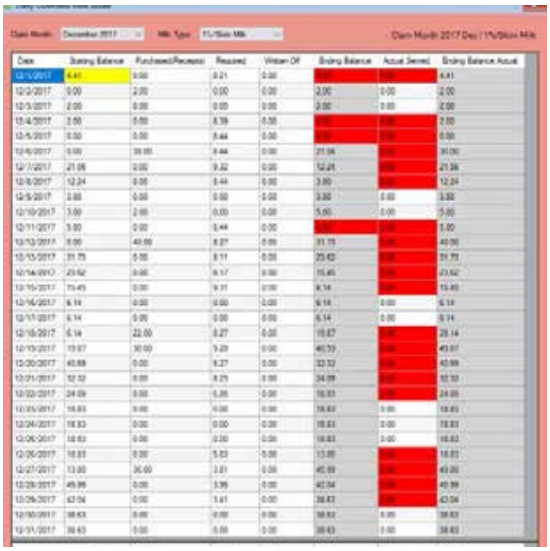
Milk Audit Report

The Milk Audit is designed to track milk by type and how much is required by age groups in attendance per day. To access the Milk Audit:

1. press the CLAIMS tab
2. go to Milk Audit

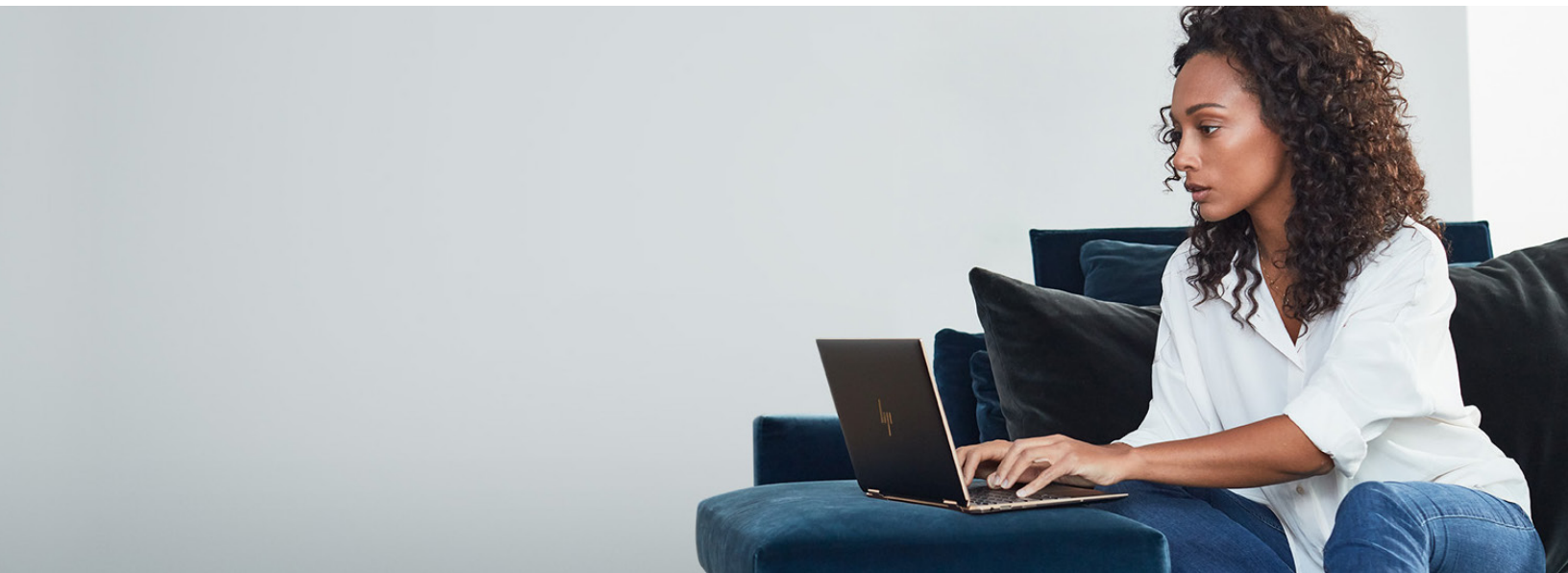
The Monthly Overview screen will open and provide a summary of all milk types and totals for all combined milk types. Click any underlined number to pull up the daily milk audit for the whole, 1%/ skim, and substitute columns to see

(Monthly Overview)



(Daily Overview)

By clicking on Print, the Milk Audit Report will open to show how much you were short on any giving day'



Claim Month: December 2017

1%/Skim Milk

Date	Starting Balance	Purchased	Required	Written Off	Ending Balance	Short In Day	Short Percentage
			1%/Skim Milk				
12/1/2017	4.41	0.00	8.21	0.00	0.00	3.80	46.29
12/2/2017	0.00	2.00	0.00	0.00	2.00	0.00	0.00
12/3/2017	2.00	0.00	0.00	0.00	2.00	0.00	0.00
12/4/2017	2.00	0.00	8.39	0.00	0.00	6.39	76.16
12/5/2017	0.00	0.00	8.44	0.00	0.00	8.44	100.00
12/6/2017	0.00	30.00	8.44	0.00	21.56	0.00	0.00
12/7/2017	21.56	0.00	9.32	0.00	12.24	0.00	0.00
12/8/2017	12.24	0.00	8.44	0.00	3.80	0.00	0.00
12/9/2017	3.80	0.00	0.00	0.00	3.80	0.00	0.00
12/10/2017	3.80	2.00	0.00	0.00	5.80	0.00	0.00
12/11/2017	5.80	0.00	8.44	0.00	0.00	2.64	31.28
12/12/2017	0.00	40.00	8.27	0.00	31.73	0.00	0.00
12/13/2017	31.73	0.00	8.11	0.00	23.62	0.00	0.00
12/14/2017	23.62	0.00	8.17	0.00	15.45	0.00	0.00
12/15/2017	15.45	0.00	9.31	0.00	6.14	0.00	0.00
12/16/2017	6.14	0.00	0.00	0.00	6.14	0.00	0.00
12/17/2017	6.14	0.00	0.00	0.00	6.14	0.00	0.00
12/18/2017	6.14	22.00	8.27	0.00	19.87	0.00	0.00
12/19/2017	19.87	30.00	9.28	0.00	40.59	0.00	0.00
12/20/2017	40.59	0.00	8.27	0.00	32.32	0.00	0.00
12/21/2017	32.32	0.00	8.23	0.00	24.09	0.00	0.00
12/22/2017	24.09	0.00	5.26	0.00	18.83	0.00	0.00
12/23/2017	18.83	0.00	0.00	0.00	18.83	0.00	0.00
12/24/2017	18.83	0.00	0.00	0.00	18.83	0.00	0.00
12/25/2017	18.83	0.00	0.00	0.00	18.83	0.00	0.00
12/26/2017	18.83	0.00	5.03	0.00	13.80	0.00	0.00
12/27/2017	13.80	36.00	3.81	0.00	45.99	0.00	0.00
12/28/2017	45.99	0.00	3.95	0.00	42.04	0.00	0.00
12/29/2017	42.04	0.00	3.41	0.00	38.63	0.00	0.00
12/30/2017	38.63	0.00	0.00	0.00	38.63	0.00	0.00
12/31/2017	38.63	0.00	0.00	0.00	38.63	0.00	0.00
Totals		**162.00**	**149.05**	**0.00**		**Short In Month : 14.27%**	

When there is a shortage of milk, the corresponding meals or snacks will be deducted

Whole milk is NOT ALLOWED for children 2yrs and older. In order for your milk to count for children 2yrs and older, you MUST serve 1%, Skim, Lactose-Free 1%, or Soy Milk. If a child is drinking anything else, it MUST be stated as to what their child is drinking, why, and supported by a Doctor's Note.

1yrs can only have Whole, Lactose-Free Whole

2% Milk is NOT allowed

Smoothies

Milk and fruit can be credited in smoothies to meet meal pattern requirements. You must ensure the milk used in the smoothies meets the fluid milk requirements for the right age group. Milk can be credited as fluid milk if the milk used in smoothies meets the uidrequirements indicated above. Fruits and vegetables can be credited as a juice if:

• Vegetables are credited in the following forms: fresh, frozen, or canned, 100% vegetable juice, and 100% vegetable and fruit juice blends

• Pureed vegetables and fruits (fresh, frozen, or canned) are credited as juice following the same requirements regarding juice (i.e. not more than 50% of the daily offering can be a juice).

• Vegetables from the dry beans and peas subgroup may credited as juice when served in a smoothie.

Yogurt can be credited as a meat/meat alternate. Yogurt is the only creditable meat/meat alternate allowed in a smoothie.

Commercially prepared smoothies must have a CN label, manufacturer's specification or product analysis/formulation statement.

Not Creditable:

• Yogurt smoothies do not serve as a milk substitute in any meal type.

• Milk is not creditable in commercially prepared prepackaged smoothies

Water Availability in the CACFP

Water for Children Over 1 Year Old Potable (suitable for drinking) water must be made available to children one year and older throughout the day, including mealtimes, to drink upon their request, but it does not have to be made available for self-serve. Even though water must be made available during mealtimes it is not part of the reimbursable meal and cannot be served in lieu of fluid milk. Keep in mind the CACFP regulation now dictates that water be READILY available to all children. Site should at least verbally OFFER water at least once every 2 hours, in case a child is too shy to request it

Non-Reimbursable Foods

Listed below are some frequently used food items which are not reimbursable in the Child and Adult Care Food Program when used for the Food Category. These food items may still be served, but cannot be reimbursed. Frying is not allowed as a way of preparing foods.

- Bacon
- Braunschweiger (liverwurst)
- Can meat soups
- Cheese Whiz
- Cream cheese
- * Macaroni & Cheese w/sauce (boxed) will count as bread/bread alternate
- Canned meat sauce
- Ox Tails
- Pepperoni
- Pig's Feet
- Pork Bones
- * Pot Pies (commercial) will count as bread/bread alternate
- * Ravioli (canned/frozen) will count as bread/bread alternate
- Rollercoasters will count as bread/bread alternate
- * Spaghettios (or similar items) will count as bread/bread alternate

* Note: These items will count as a bread/bread alternate, but not as a meat/meat alternate. Meats may not contain extenders, mechanically separated, or binders such as:

- dried milk soy flour
- soy protein
- isolated soy protein
- starchy vegetable flour
- calcium-reduced skim milk
- cereal

Bread/Bread Alternates (Grains)

- Corn Chips made from: (1) corn (type not specified), degermed corn, wheat, wheat flour, and yellow degermed corn
- Breakfast cereal with no more than 6 grams per one ounce of sugar
- Caramel Corn
- Corn Cakes (from popcorn)
- Corn Nuts
- Gravy
- Potato Chips
- Popcorn (& popcorn products)
- Shoestring Potatoes, hard

Fruits/Vegetables/Juices

- Awake
- Bright and Early
- Banana Chips, dried
- Cranberry Juice Cocktail
- Cran-Apple Juice Cocktail
- Cranberry relish or sauce
- Five Alive
- Fruit Butters
- Fruit Preserves
- Fruit Leather or Roll Ups
- Gatorade
- Hawaiian Punch
- Hi-C Drinks
- Hominy
- Jams and Jellies
- Jell-O (gelatin)

More Foods That Do Not Count

- Ketchup
- Kool-Aid
- Lemonade
- Limeade
- Mustard
- Nectars
- Pasta Sauce
- Pizza Sauce
- Potato chips
- Popsicles (juice bars OK)
- Sunny Delight
- Soft Drinks
- Tang
- Tea
- Juice for the snack when milk is the only other component
- Fruit flavored drinks or punches since most of them have less than 50% full-strength juice.
- Beverages called “ades”, citrus beverages, drinks, coolers, punches, cocktails and thirst quenchers also do not contain enough juice
- TDA requires that ready-to-eat cereals contain no more than 6 grams of sugar per serving. On the ingredient label, sugar cannot be listed as the first ingredient

Milk

- Bread Pudding and Rice Pudding: count as a bread alternate /SNACK time only
- Cream
- Custards
- Chocolate Drink
- Evaporated Milk
- Eagle Brand Milk
- Half and Half Milk
- Instant Hot Chocolate Mixes
- Ice Cream
- Ice Milk
- Imitation Chocolate Milk
- Commercial milk shakes (Dairy Queen, McDonald’s, Wendy’s)
- Nondairy creamer
- Powdered Milk
- Puddings
- Sherbet
- Sour Cream
- Sour Cream Dips
- Whipped Cream
- Yogurt with no more than 23

Common Serving Mistakes

- Potato in any form is not a bread
- Pepperoni and bacon are not creditable meats
- Stuffing - the type of stuffing must be specified, such as “bread stuffing”
- Pizza - o Crust is creditable as a bread

o To count as a vegetable, another vegetable has to be added to tomato sauce. The tomato sauce by itself does not count.

o Extra cheese or a meat must be added to count as a meat Not filling in all meal components on the menu

Meals for Children with Disabilities

You are required to provide meal component substitutions to a disabled child when supported by a medical statement signed by a licensed physician. The determination of whether or not a child has a disability that restricts his or her diet is to be made on an individual basis by a licensed physician. The physician's medical statement of the child's disability must be based on the regulatory criteria for "disabled child" and contain a finding that the disability restricts the child's diet.The medical statement must identify:

- The child's disability and an explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The food or foods to be omitted from the child's diet
- The food or choice of foods to be used as substitutions
- Any other restrictions and/or requirements specific to the child's disability (ie: caloric
- modifications or the substitution of a liquid nutritive formula)

NOTE: If the child's disability requires only textural modification(s) to the regular program meal, as opposed to a meal pattern substitution, then the medical statement is recommended, but not required. Children with food allergies or intolerances, or obese children do not meet the regulatory criteria for "disabled child". However, if the physician's assessment finds that the food allergy may result in severe, life-threatening reactions (ie: anaphylactic reactions) or the obesity is severe enough to substantially limit a major life activity, then the child meets the definition of "disabled child", and you must make the substitutions prescribed by the licensed physician and supported by the physician's medical statement.

You must:

- Keep on file a copy of the licensed physician's medical statement
- Send a copy of the licensed physician's medical statement to our office
- Provide the meal substitutions at no additional cost to the child's parent or guardian
- Document meal substitutions

We strongly encourage you to work closely with the parent or guardian for the health, wellbeing and education of children with disabilities to ensure that reasonable accommodations are made to allow children with disabilities to participate in the meal service. This is particularly important when accommodating children whose disabilities require significant modifications or personal assistance.

The reimbursement rate for meals served to children with disabilities is the same standard rate as all other program meals.

Children who cannot consume fluid milk due to medical or special dietary needs may be served non-dairy beverages in lieu of fluid milk. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrient levels found in cow's milk.
Parents or guardians may request in writing non-dairy milk substitutions without providing a medical statement (this does not include a request to substitute whole or 2% milk for children over two years old). CEs and sites must ensure the substitution meets the requirements as stated above. The written request from the parent/ guardian must be on enrollment form and identity the medical or special dietary need that restricts the diet of the child plus the substitutions.

NOTE: If the parent or guardian agrees to provide a creditable non-dairy milk substitute that meets the requirements above, the site may claim the meals so long as all other components were provided by the site. This only applies to non-dairy milk substitutes and does not apply to other required meal components or substitutions. If a child is lactose intolerant, sites are encouraged to determine the availability of lactosereduced or lactose-free milk. Sites are also encouraged to provide lactose reduced or lactose-free milk as a fluid milk choice as a creditable part of a reimbursable meal.

Sites cannot assess additional charges to the child's parent (or guardian) for the substitution(s). If a site serves a meal without milk or an approvable substitution as outlined above, to a child, the meal cannot be claimed unless there is a valid medical statement on file.

Points to Remember for Successful Meal Planning

Help Children Eat and Enjoy
Seeing children learn to eat well and enjoy a wide variety of foods is a good sign that you have successfully planned your day care meals. Feeding young children can be an enjoyable experience for you as well as the children. Pleasant eating experiences are as important as nutritious foods because they provide pleasant associations with food and eating. In order to encourage favorable food attitudes and good eating habits among your daycare children:

- Don't try to hurry them to finish eating. Most children don't have the same concept of time as adults do.
- Plan combinations of food which make meals nutritious, interesting, and attractive from the standpoints of color, texture, flavor, and temperature.
- Give small servings and encourage second servings to ensure all required quantities.
- De-emphasize the "clean plate" idea. Children should not be forced to eat unwanted food. This can lead to problems with overeating.
- qUse new foods frequently, but introduce them one at a time with familiar foods.

Introduce New Foods Appropriately

Food habits and attitudes that form during the preschool years remain with most people throughout life. For this reason, how you introduce new foods will determine your ultimate success in planning meal services for your daycare children. When introducing new foods keep the following thoughts in mind:

- Be positive in your total approach.
- Introduce only one new food at a time.
- q Serve only "taste-size" portions until the children accept the food. Snack time is a good time to taste-test new foods.
- Do not try to introduce a new food when children do not feel well or are cross and
- irritable.
- Try serving new foods different ways. (i.e. fresh carrot coins, grated carrots)
- If children turn down a newly introduced food, do not make a fuss. Wait a few days and reintroduce the food.
- If children accept a newly introduced food, serve it again within a few days so that they may become familiar with it

Congregate Feeding

Meals served in the CACFP are intended to be consumed in settings where organized groups of children are gathered to eat; therefore, meals must be consumed on-site in order for the meal to be reimbursable. Sites must not allow children to take meals off-site for later consumption. Failure to comply with the congregate feeding requirement will result in the disallowance of meals and may lead to placement in the serious deficiency process

Share Tables

Children who, for various reasons, do not want to consume certain food or beverage items included in their meal may return whole food or beverage items they choose not to eat to a share table. The food and beverages returned to a share table may then be used in a number of ways:

• Children may take an additional helping of a food or beverage item from the share table at no cost;
• Food or beverage items left on the share table may be served and claimed for reimbursement during another meal service; and/or
• Food or beverage items may be donated to a non-profit organization, such as a community
food bank, homeless shelter or other non-profit charitable organization
The site must ensure the use of a share table is allowed in city/county and if not prohibited that all local and State health and food safety codes are followed. The site must also ensure the following:
• Steps are taken to encourage each child to consume his/her meal, including preparing appealing meals and serving them in a convenient manner;
• Milk is only recycled when the carton is unopened
• Reuse of food and beverage items only occur in situations where it is necessary to prevent food waste.

Prohibition of Separation by Gender

Regardless of which meal service style is chosen, the site may not separate children on any protected basis, including gender, during a meal service, whether or not that child is participating in the meal service. USDA recognizes there are some situations in which separation by gender may be permissible.
• Facilities that separate by gender as normal part of their operations
• Facilities that separate due to religious event or guidelines

Cycle Menus

A cycle menu is one that is different every day, planned for a specified period of time (e.g., 3 – 4 weeks) and then repeated. Cycle menus can help sites save time and labor by:

• Reducing menu planning time. The cycle menu is planned weeks in advance thereby cutting menu planning time

• Streamlining purchasing procedures the site knows in advance what items are needed and where possible can obtain those items more efficiently and at a cost savings

• Standardizing food production. Staff become more familiar with the recipes and more efficient in producing them

• Reducing storage and food waste. The site knows through history how much of each component to keep on hand and how much of each items to make

Sites are not required to use cycle menus. If cycle menus are used sites are encouraged to evaluate them periodically to ensure they are providing a variety of food options as well as providing cost and time savings.

Using the appropriate USDA meal pattern and DFPS Childcare Licensing requirements, you should vary the form, size, shape, color, texture, flavor, and temperature of foods that you offer. Since children's diets often lack sufficient nutrients, such as iron and vitamins A and C, FND recommends using foods that are good sources of these nutrients.

Center:

Monthly Menu Plan (Non-Infant)

Month of: October 2017

Monday	Tuesday	Wednesday	Thursday	Friday
2 B: Chex Blueberry, Banana Fresh, 1% 2yrs+ / Whole 1yrs L: Chicken Breasts, Stuffing / Dressing, Asparagus - Fresh, Cantaloupe - Fresh, 1% 2yrs+ / Whole 1yrs P: Wheat Thins(WG), Pineapple Juice D: Mozzarella, French Bread, Tossed Salad - Fresh, Grapes - Fresh, 1% 2yrs+ / Whole 1yrs (Homemade)	**3** B: Egg Large, --, Potato / Hashbrown - Frozen, Mandarin Oranges - Canned, 1% 2yrs+ / Whole 1yrs L: Beef Ground, Flour Tortillas, Lettuce & Tomato - Fresh, Beans / Refried - Canned, 1% 2yrs+ / Whole 1yrs Taco Day P: Banana Bread, Fruit Cocktail/ Mixed Fruit/ Fruit Salad- Canned D: Chicken Breasts, Brown Rice(WG), Broccoli - Frozen, Apple Slices Fresh, 1% 2yrs+ / Whole 1yrs Chicken Broccoli Rice Casserole	**4** B: French Toast Sticks, Apple Slices Fresh, 1% 2yrs+ / Whole 1yrs L: Chicken Breasts, Brown Rice(WG), Broccoli - Frozen, Mandarin Oranges - Canned, 1% 2yrs+ / Whole 1yrs Chicken Broccoli Rice Casserole P: Animal Crackers - Plain, Apple Sauce Canned D: Shrimp, Lo Mein Noodles, Mixed Vegetables - Frozen, Fruit Cocktail/ Mixed Fruit/ Fruit Salad- Canned, 1% 2yrs+ / Whole 1yrs	**5** B: Honey Bunches Oats Pecan & Maple Brown Sugar, Pears - Canned, 1% 2yrs+ / Whole 1yrs L: Beef Meatballs, Whole Grain Bread(WG), Tomato Sauce - Canned, Honeydew Melon - Fresh, 1% 2yrs+ / Whole 1yrs Spaghetti & Meatballs P: Fried Cheese Sticks, Tomato Sauce - Canned, -- D: Beef BBQ, Rolls, Beans / Ranch Style - Canned, Watermelon - Fresh, 1% 2yrs+ / Whole 1yrs	**6** B: 1% / Whole Yogurt, Blueberries - Fresh, 1% 2yrs+ / Whole 1yrs L: Turkey Patty, Hamburger Buns(WG), Lettuce & Tomato - Fresh, Peaches - Canned, 1% 2yrs+ / Whole 1yrs Turkey Burgers P: Blueberry Muffin, Kiwi/Banana Juice D: Corn Dog-Beef, Wheat Bread, Corn - Canned, Pineapple - Canned, 1% 2yrs+ / Whole 1yrs
9 B: Pancakes, Strawberries - Fresh, 1% 2yrs+ / Whole 1yrs L: Chicken Breasts, Biscuits, Potato Soup, Apple Sauce Fresh, 1% 2yrs+ / Whole 1yrs All mixed together except for the apples P: Cheese Crackers, Kiwi/Banana Juice D: Mozzarella, Raviolis, Mixed Vegetables - Frozen, Tangerines - Canned, 1% 2yrs+ / Whole 1yrs	**10** B: Oatmeal, Raisins, 1% 2yrs+ / Whole 1yrs L: Beef Steak Fingers, Rolls, Potato/ Mashed-Boxed, Corn - Canned, 1% 2yrs+ / Whole 1yrs P: --, Potato/ Sweat Potato Tots-Frozen, Cantaloupe - Fresh D: Beef Sloppy Joes, Hamburger Buns, Pickles - Canned, Pineapple - Canned, 1% 2yrs+ / Whole 1yrs	**11** B: Cheerios-Dulce De Leche, Banana Fresh, 1% 2yrs+ / Whole 1yrs L: Beef Ground, White Rice, Tomatoes / Stewed - Canned, Mandarin Oranges - Canned, 1% 2yrs+ / Whole 1yrs Baked together with cheese except the fruit P: Mozzarella, Whole Grain Bread(WG) Tomato & Mozzarella Toast D: Chicken Breasts, White Bread, Lettuce & Tomato - Fresh, Watermelon - Fresh, 1% 2yrs+ / Whole 1yrs Chicken Sandwich	**12** B: Cream of Wheat, Blueberries - Fresh, 1% 2yrs+ / Whole 1yrs L: Colby Cheese, Flour Tortillas, Cucumbers - Fresh, Pineapple - Canned, 1% 2yrs+ / Whole 1yrs Cheese Quesadilla P: Belvita(WG), Strawberry Banana Juice D: Chicken Breasts, Macaroni Noodles, Tomato Sauce - Canned, Fruit Cocktail/ Mixed Fruit/ Fruit Salad- Canned, 1% 2yrs+ / Whole 1yrs	**13** B: Rice Krispies Original, Mangoes - Canned, 1% 2yrs+ / Whole 1yrs L: Chicken Breasts, Macaroni Noodles, Spaghetti Sauce - Canned, Peas & Carrots - Frozen, 1% 2yrs+ / Whole 1yrs P: Deli Meat-Turkey & Cheese, Triscuits(WG) D: Cheddar Cheese, White Bread, Tomato Soup, Mandarin Oranges - Canned, 1% 2yrs+ / Whole 1yrs Grilled Cheese

SAMPLE

Food Buying Guide

How to use the Food Buying Guide
• Provides information to help serve meals that meet program requirements
• Management tool to help determine the contribution foods make towards meal pattern requirements
• The yield information can help determine how much to purchase to serve the required quantities of food for the number of children you are serving
• Provides meal pattern charts
• The guide includes charts on common jar sizes, measurements for portion control and how to make cost comparisons
• Saves money by avoiding waste and shortages of food purchases
You can find the Food Buying Guide by going to www.pccpa.org and clicking on Links.

Food Item	Age	Number to Serve	Required	Total
Ground Beef,	1-2 Yrs	35	1oz Serving	35
Market Style	3-5 Yrs	40	1 1/2oz Serving	40
	6-12 Yrs	7	2oz Serving (1.5)	14
			Total:	**109 (1oz svg)**
Peaches,	1-2 Yrs	35	1/8 cup (.125)	4.38
Fresh, Raw	3-5 Yrs	40	1/4 cup (.25)	10.00
Sliced	6-12 Yrs	7	1/4 cup	1.75
			Total:	**16.13 cups**
Milk (Fluid)	1-2 Yrs	35	1/2 cup (.5)	17.5
	3-5 Yrs	40	3/4 cup (.75)	30.00
	6-12 Yrs	7	1 cup	7.0
			Total:	**54.5 cups**

1	2	3	4	5	6
Food as Purchased	**Purchase Unit**	**Servings Per Purchased Unit**	**Serving Size**	**Servings Needed**	**Amount to Purchase (Col 5 ÷ Col 3)**
Ground Beef Market Style	Pound	11.20	1oz cooked lean meat	109 (1oz) servings	109 ÷ 11.2=9.7 lbs
Peaches Fresh, Raw Sliced	Pound	7.7	1/4 cup raw, sliced fruit	65 (1/4 cup) servings	65 ÷ 7.7 = 8.44 lbs
Milk, Fluid	Gallon	16.0	1 cup	54.5 cups	54.5 ÷ 16 = 3.4 gal

Food Weights and Approximate Equivalents

Food	Weight	Approximate Measure
Allspice	1 ounce	4 1/2 tablespoons
Apples, AP	1 pound	3-4 medium
Applesauce	1 pound	2 cups or 1 pint
Apples, canned pie pack	1 ½ pounds	1 quart
Baking Powder	1 ounce	2 tablespoons
Bananas, AP	1 pound	1 medium
Bran, All bran	8 ounces	1 quart
Bread crumbs, dry	1 pound	4 cups or 1 quart
Bread crumbs, soft	1 pound	2 quarts or 1/2 gallon
Butter	1 pound	2 cups or 1 pint
Celery, diced (depending on size)	1-2 bunches	1 quart
Cheese, cottage	1 pound	2 cups or 1 pint
Cheese, grated or ground	1 pound	1 quart
Chili Powder	1 ounce	4 tablespoons or 1/4 cup
Cinnamon, ground	1 ounce	4 tablespoons or 1/4 cup
Cloves, ground	1 ounce	5 tablespoons
Cocoa	1 pound	4 cups or 1 quart
Coconut, shredded	1 pound	6-7 cups
Corn Flakes	1 pound	4 quarts or 1 gallon
Cornmeal	1 pound	3 cups
Cornstarch	1 pound	3 1/2 cups
Cream of Tartar	1 ounce	3 tablespoons
Flour, All purpose	1 pound	4 cups or 1 quart
Gelatin, flavored	1 pound	2 1/3 cups
Ginger, ground	1 pound	5 tablespoons
Lettuce, average head	9 ounces	1 head
Macaroni, AP	1 pound	4 cups or 1 quart
Margarine	1 pound	2 cups or 1 pint
Milk, Fluid Whole	1 pound + 1 ounce	2 cups or 1 pint
Milk, Nonfat Dairy	1 pound	4 cups or 1 quart
Mustard, ground dry	1 pound	4 1/2 cups
Noodles, dry, AP	1 pound	6 cups or 1 1/2 quarts
Nutmeg, ground	1 ounce	3 1/2 tablespoons
Oats, rolled, AP	1 pound	6 cups or 1 1/2 quarts
Oil, vegetable	1 pound	2-2 1/8 cups
Onions, AP	1 pound	4-5 medium
Paprika	1 ounce	4 tablespoons or 1/4 cup
Peanut Butter	1 pound	1 3/4 cups
Peanuts, EP	1 pound	3 1/4 cups
Pepper, ground	1 ounce	4 tablespoons or 1/4 cup
Rice, AP	1 pound	2 cups or 1 pint
Salt	1 ounce	1 1/2 tablespoons
Shortening	1 pound	2 1/4 cups
Soda	1 ounce	2 1/3 tablespoons
Spaghetti, AP (2” pieces)	1 pound	5 cups or 1 1/4 quarts
Sugar, brown, light pack	1 pound	3 cups or 1 1/2 pints
Sugar, brown, solid pack	1 pound	2 cups or 1 pint
Sugar, granulated	1 pound	3 cups or 1 1/2 pints
Vanilla	½ ounce	1 tablespoon

Commercially Prepared Products

PCCPA will constantly be adding commercially prepared products that have been identified as having a CN label. Call our office for a list of creditable items. Most produces with CN labels must be purchased from a food vender and are not may not be available at the local grocery store. A sample of these products are:

Tyson Sliced Chicken Pepperoni CN# 087800- 1 serving is 2OZ Tyson Golden Crispy Whole Grain Chicken Chunks CN#084299- 5 pieces equal 2oz meat
and 1oz grain Tyson Fully Cooked Chicken CrumblesCN#092866- 1 serving 2oz
Advance Pierre Chicken Nuggets CN#090071- 5Nuggets equal 2oz chicken /1oz grain
State Fair Turkey Hotdogs CN# 090719- 1 Turkey Corn Dog equals 2oz meat/2oz grain
Commercially prepared products (ravioli, pizza, egg rolls, lasagna, etc.), including those prepared by restaurants (fast food outlets, etc.), must have one of the following in order to identify the food's contribution to the meal pattern requirements:

- A child nutrition (CN) label
- A product analysis/product formulation statement from the food manufacturer
- Manufacturer's specification

For menu items in which a CN label, product analysis/product formulation statement, or manufacturers specification cannot be obtained, it is recommended that additional food items are served that meet the meal pattern requirement to reduce the risk of disallowance.

CN Labels are limited to:
Entrée items and commercially prepared products (main dish products) which contribute a minimum of 0.5 ounces' equivalent meat/meat alternate toward meal pattern requirements. Examples of these products include, but are not limited to:

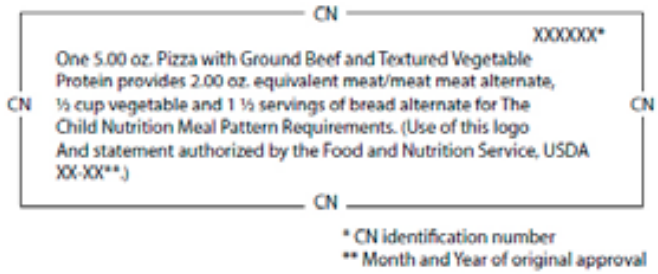
- beef patties
- beef meat balls
- cheese or meat pizzas
- meat or cheese and bean burritos
- egg rolls
- breaded fish portions
- breaded chicken nuggets
- breaded steak fingers

CN Labels

Manufacturers may not, under any circumstances, place the CN logo and contribution statement on fact sheets or other product information. Products containing the CN label will have the following information printed on the principal display panel of the label:

- Product name
- Ingredients listed in descending order by weight
- Inspection legend for the appropriate inspection
- Establishment number (meat, poultry, and seafood items only)
- Manufacturers or distributor's name and address
- CN label statement

Sample CN Logo:



The CN label statement must be an integral part of the product label and include the following information:

- CN logo (with the distinctive border around the CN statement)
- Six-digit product identification number, which will appear in the upper right hand corner of the CN label statement
- A statement of the product's contribution toward meal pattern requirements for the Child Nutrition Programs
- A statement specifying that the use of the CN logo and label statement is authorized by USDA FNS
- The month and year the label was approved by FNS

If you purchase and serve a product without a CN label, and the product does not meet CACFP requirements, the meal/snack will not be reimbursable unless you have a product analysis/product formulation statement or manufacturer's specification for the item.

Product Analysis/Product Formulation Statements A product analysis/product formulation statement from a food manufacturer must contain:

- A detailed explanation of what the product actually contains
- The amount of each ingredient in the product by weight or measure
- A certifying statement as to the contribution of the product to the meal pattern

The signature of a high-ranking official employed by the manufacturer is responsible for:

- Reviewing the manufacturer's product analysis or product formulation statement before serving to determine the credibility of information provided by the manufacturer.
- Ensuring the proper documentation is maintained on each commercially prepared product used to meet USDA meal pattern requirements.
- Assuring that the food product meets specifications and has the correct code number

Health & Sanitation

Handwashing Procedures
The following procedure for washing hands should be used:

1. Wet hands with warm water
2. Cover hands with germicidal liquid or bar soap
3. Rub hands together, using a rotary motion and some friction for 20 to 25 seconds. Be sure to rub between the fingers and around fingernails. A hand brush should be used for washing under nails.
4. Rinse hands well under running water, holding them so the water flows from the wrists down the fingers.
5. Turn the faucet off with a paper towel if there is no foot pedal control.
6. Dry hands with another paper towel or individual service towel. Do not use a drying
7. towel which is used by others, as it may be covered with bacteria.
8. Be careful not to re-contaminate hands before returning to work.
9. Hands transmit disease germs. Because hands are the point of contact with food and utensils, they must be washed frequently with germicidal soap.

It is important to develop and practice the following habits:

- Wash hands before going on duty
- Wash hands after a visit to the rest room.
- Wash hands after smoking, every time!
- Wash hands after touching hair, nose, or other parts of the body.
- Wash hands after handling fresh produce or raw foods.
- Wash hands after handling money.
- Keep hands and nails clean when handling food.
- Wash hands after clearing away dirty dishes, utensils, etc

Purchase & Storage of Food

Purchasing
1. Purchase food from a source that is approved or considered satisfactory by the health authority.
2. Meat and poultry should have been inspected, milk should be pasteurized, and ice cream should come from a plant that passes health requirements. Eggs should be fresh, clean, and not cracked. Frozen and dehydrated eggs should be pasteurized.

Dry Storage
1. Poisonous and toxic materials should not be stored with food items or bactericides and cleaning compounds. Bactericides and cleaning compounds should not be stored with food items.
2. Storerooms should be well ventilated and cool. Shelves should be far enough off the floor to permit cleaning and reduce damage to food by water or contamination by condensation, leakage, or rodents.

Refrigerator and Freezer Storage
1. Refrigerator foods are kept between 36°F to 45°F.
2. A thermometer should be kept in each unit and located where it can be checked every day.
3. Left over foods should be covered quickly and stored separately from fresh foods.
4. Frozen foods should be thawed in the refrigerator or under cool, drinkable water below 70°F.
5. Hot foods which need to be refrigerated should be cooled quickly. Foods should be placed in shallow pans in order to cool quickly.
6. Do not overcrowd the refrigerator this will cause the temperature to be higher. Clean out refrigerators often.

Storage of Leftover Foods
1. Leftover foods should be transferred immediately after service from serving pans to clean containers with tight fitting covers.
2. All containers should be labeled with their contents and dated.
3. For best results, containers should not be larger than 1/2 gallon in volume or 4” deep.
4. Put properly labeled and dated foods immediately into the refrigerator or freezer. Hot foods will not drastically affect the temperature of the refrigerator or freezers and will not damage the equipment.
5. Leftover foods must be used within 48 hours if they are stored in the refrigerator.
6. Frozen leftovers may be stored at 0°F or below for 1-2 months.

Food Preparation

1. Meat cooked to the rare stage should not be held for more than 30 minutes at room temperature.
2. Heat ham to an internal temperature of 165°F to 170°F. Hams that have been precooked should be reheated to at least 148°F.
3. Cook poultry dressing in a separate pan. The internal temperature of the fowl during cooking will then be high enough to destroy bacteria.
4. Heat creamed items quickly and thoroughly. Leftover creamed items should be heated to at least 165°F before serving.
5. Wash all fresh fruits and vegetables thoroughly.
6. Take extra precautions when making sandwiches or salads from potentially hazardous foods such as eggs, meat, and milk.
7. Thoroughly cook custard and pie fillings prepared from raw ingredients.
8. Cook and hold all foods at proper temperatures.
9. Practice good personal hygiene during food preparation.
10. Wash hands properly and often while preparing foods

Serving Food

1. Keep hot foods hot and cold foods cold.
2. Handling food with the hands should be reduced to a minimum.
3. Use scoops, tongs, forks, or ladles to serve food.
4. Wear clean plastic disposable gloves. Use them when putting sandwiches together and for other such jobs.
5. Plastic gloves should definitely be worn if an employee has a cut or sore on his/her hand.
6. Wash hands properly and often.
7. Practice good personal hygiene while serving food.

Handle ice as if it were food. Use a clean scoop or tongs to serve. Scoops or tongs should be placed in a clean container and not placed in the ice bin

PROCEDURE
POLICIES
DOCUMENT
PROCESS
MANUAL OPERATION
DECISION
DOCUMENTS
PROCESS
DECISION

Site Procedure Enrollment Form

1. All children enrolled into a site for day care must be enrolled into the CACFP.
2. The site's new children enrollment documentation (one per child) must be included in the site's enrollment packet to be completed by the parent/guardian and the parent/guardian must sign and date the enrollment documentation upon completion.
The site may use TDFPS enrollment form, when approved by our Program Specialist, in advance of using this form. Enrollment form must be in our office no later than the first day of the month the child will be claimed. These enrollments must be included in the child's records to ensure that PCCPA Monitor will be able to review them at any time.
3. Parent/guardian must fill form out in full:

- Child's name;
- Child's date of birth; and age of child
- Meals/snacks normally served to the child while in care;
- Days and Hours the child is normally in care. Meals and snacks should be between the hours the child is in care. This includes a 30-minute window the child does not leave after dinner.
- Enrollment and withdrawal dates;
- Food Allergies that would alter the CACFP Meal Pattern must have a Doctor Statement
- Race and Ethnic Identity You are not required to answer this question
- Parent/guardian full address and phone number
- Parent's or guardian's signature; and
- Date of signature
-

the site is using Minute Menu to complete enrollment forms, DCC Regulation 4314 I Eenrollment f of Children Exceptions:
"Providers that have a means to electronically collect enrollment information and print a document or documents for parents to sign, after the documentation is completed, may use that method. For example, the Provider inputs the required information as the parent or guardian relays it to them, or provides a computer for the parent or guardian to enter the information, then prints and has the parent or guardian sign the form."

Enrollment forms can be faxed, scanned and emailed, or mailed to us. If faxing a cover sheet, please make sure they include the number of sheets faxed. (It is your responsibility to call and verify faxes have been received).

Sites must ensure that a completed legible enrollment form is sent on time for our staff to process the information.

Site Procedures Medical or Special Dietary Needs

1. All children enrolled into an At-Risk Center that has Medical or Special Needs must have a medical statement on file in their child records and PCCPA office.

2. The determination of whether or not a child has a disability that restricts his or her diet is made on an individual basis by a licensed physician or State recognized medical authority. The site is required to provide meal component substitutions to a disabled child when supported by a medical statement signed by a licensed physician or a State recognized medical authority. The site must supply the meal substitutions at no additional cost to the child's parent (or guardian), and, document meal substitutions on meal production (menus).

3. The medical statement must identify:

- The child's disability and an explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The food or foods to be omitted from the child's diet
- The food or choice of foods to be used as substitutions
- Any other restrictions and/or requirements specific to the child's disability
- Signed and dated by licensed physician or a State recognized medical authority.

4. Medical or Special Needs statement must be included in the child's records to ensure that our Program Monitors will be able to review them at any time. Medical or Special Needs statement must be in our office no later than the first day of the month the child is claimed attached to the enrolment form.

5. Enrollment forms with documentation of medical or special needs statement can be faxed, scanned and emailed, or mailed to us. If faxing a cover sheet, please make sure they include the number of sheets faxed. (It is your responsibility to call and verify faxes have been received)

The site must ensure that a completed legible form sent on time for the office to process and activate these forms must be included in the child's records to ensure that PCCPA Monitor will be able to review them at any time.

All sites must keep copies of this documentation in their records for 3 years.

At-Risk Reimbursement Policy

It is our policy to begin processing day care home reimbursements the same day funds are received.

For those receiving reimbursements by direct deposit, the ACH fund transfer system is a 2 - day process. For instance, if we begin the ACH process on a Tuesday, sites and providers can expect the funds to arrive in their bank accounts on Thursday. Weekends and holidays are not included as part of the 2-day system. If a site fails to inform us that they have changed banks accounts and the ACH returns the transaction, we will issue a paper check and so note in our records.

For those receiving reimbursements by check (providers only), checks are issued and mailed the day following day we receive and process the funds. We cannot assure when the day care will actually receive their checks as that is a function of the post office. If a provider has not received her check within 10 business days after we issued it, we assume it was lost in the mail. In this situation, we will stop payment on the check, issue a replacement and so note in our records.

It is our goal to make reimbursement payments within a maximum of 3 days after we receive funds

At-Risk Policies

Required Training
1. You are required to take specific training programs designed by TDA, FND. The requirements are as follows:
Program meal pattern • Meal counts • Claims submissions • Review of procedures
Recordkeeping requirements • Reimbursement system • Nutrition education

2. Every site currently on the food program, including new sites, must receive "Civil Rights" training each year Program Responsibilities The site agrees to:

1. Record Attendance and meal count at point of service and submit monthly:
a. Record menus served to children
b. Record number of meals, by type, served to each child and the number of enrolled children in attendance.
c. Internet menus and attendance be recorded on point of service
d. All receipts and time distribution forms and any other supporting material must be submitted monthly and must be received in our office before the 5th of the following month.
e. All internet claims must be submitted at the end of the final day of the month.

2. Claim only meals actually served during approved meal service times to children who are eligible to participate in the program, enrolled in childcare and in attendance
3. Notify us immediately if there is any change in the meal service; including days, times, and types of meals served.

4. Notify us immediately via the Child Enrollment (Verification) Form of the names of any children added to or deleted from the enrollment for day care.

5. Upon enrolling a new child into the site and into the CACFP, you will give the parent: WIC Information in English and Spanish, Building for the Future in English and Spanish, child enrollment form, H1626 Parent letter in English and Spanish. At that time you will have the parent receipt of information and that is to be put in the child file at the daycare.

6. Serve meals which meet the current CACFP requirements for the ages of children to be served.

7. Serve meals to all enrolled children without regard to race, color, national origin, sex, age, or disability

8. Ensure that food is prepared and served only in sufficient amounts to meet CACFP requirements

9. Allow representatives of the Sponsor, TDA, FND, and the United States Department of Agriculture to enter the site to review CACFP operations and records.

10. Notify the Sponsor immediately if there is any change in the site's childcare licensing or registration status.

11. Meet all local health and sanitary code requirements applicable to food service delivery.

12. Notify the Sponsor with 30 day notice in writing if terminating this agreement to participate in the CACFP.

13. Participate with only one sponsor at a time.

14. Record Retention: All records, computer documentation, and source documentation will be kept for 3 years

15. Obtain prior written approval from TDA, FND before transferring to another sponsor within the contract period. Termination of this agreement during the contract period does not constitute approval to transfer to another sponsor. If the site terminates this agreement and wants to participate in the CACFP again during the same contract period, the site may only participate with its current Sponsor unless transfer is approved by TDA, FND. General

Exception:
Each year a site may transfer to a different sponsor without TDA, FND approval, if otherwise eligible to participate in the CACFP by signing an agreement with a new Sponsor between June 1 and September 30 to be effective beginning on the following October 1.

Note: The above listed items are CONTRACTUAL REQUIREMENTS and are not subject to variation or amendment. Failure to comply may be reason to seek legal recourse.
Monitor Review When we make a monitor review and your menus and attendance are not recorded at point of service, we are required to disallow all meals that have not been recorded at point of service.

You Must Post in Your Facility:
1. "Building for the Future" poster in English and Spanish
2. Information in "WIC" – The special Supplemental Nutritional Program for low income women, infants and children in English and Spanish
3. And justice for all poster in English and Spanish
4. Menu for all meals for the children parents to review

NEW ☐ UPDATE ☐ DROP IN ☐

Institution Name: _____ Agreement Number: _____

Facility/Provider Name: _____

Child and Adult Care Food Program (CACFP)

Participant Enrollment Form

Your day care facility participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). The enrolled participant will receive nutritious meals and snacks at no cost to you. CACFP needs verification of enrollment for each participant in this facility. Please fill out the parent/guardian section of this form, sign it and return it to the above facility/provider. Provide information for one participant per section. **(In order for the institution to receive reimbursement for meals served/claimed, this form must be completed for each enrolled participant annually.)**

Parent/Guardian Please Complete:

Participant's (Child) Name: Eddie Munster Date of Birth: 7/13/16 Age: 8m

Sex: ☑ Male ☐ Female Date participant enrolled in the facility: 4/7/17

Food Allergies: ☐ Yes ☑ No If "yes" specify: _____

(If the participant cannot be served the CACFP Meal Pattern, a statement from the participant's Health Care Provider must be provided.)

Check Days of Normal Care at facility: ☐ Sunday ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday

Check meals normally eaten at facility: ☑ Breakfast ☐ AM Snack ☑ Lunch ☑ PM Snack ☑ Supper ☐ Evening Snack

Please list the normal times of arrival and departure (check am or pm): **Arrive:** 7:30 ☑ am ☐ pm **Depart:** 6:00 ☐ am ☑ pm

RACE OF PARTICIPANT: You are NOT required to answer this question.

☑ White ☐ Black or African American ☐ America Indian/Alaska Native

☐ Asian ☐ Native Hawaiian or Other Pacific Islander

ETHNIC IDENTITY: You are NOT required to answer this question.

☐ Hispanic or Latino ☑ Not Hispanic or Latino

If participant is an infant (0-11 months), please complete this box. Check all applicable choice(s) below:

This institution/facility offers Target Up & Up formula for infants through CACFP. It is your choice
(To be completed by facility/provider)

whether or not to use this formula based on your infant's needs. Baby foods provided by the institution/facility must be in compliance with the infant meal pattern as required by 7CFR 226.20.

Please mark your preference (choose all that apply)	Today's Date — Birth - 3 months	Today's Date — 4 - 7 months	Today's Date — 8 - 11 months
I will bring expressed breastmilk for my infant.			
I want the provider to provide the infant formula for my infant.			
I will bring the infant formula for my infant. Please list the kind of infant formula you will bring.			Gerber Soothe

According to CACFP requirements, in order to claim meals for reimbursement, the provider must provide infant cereal and other foods when your infant is developmentally ready to accept them.

Please mark your preference	Today's Date — 4 - 7 months	Today's Date — 8 - 11 months
I want the provider to provide the infant cereal and other foods for my		✓
I will bring the infant cereal and/or other foods for my infant.		

Note to parents who are getting formula through the WIC Program: Your baby is eligible to get formula from this child care institution/facility as well as from the WIC Program. It is your decision which formula you want your baby to use when she/he is at child care. If you find you are getting more formula than your baby needs, you may wish to talk with your WIC nutritionist or your child care provider.

I hereby certify the information given on this sheet is true and correct to the best of my knowledge. I also certify that I was given CACFP Meal Benefits Income Eligibility Form Letter to Household, the WIC information, Building for the Future Flyers, Civil Rights Appeals Procedures.

Parent/Guardian Signature: Lilly Munster Date: 4/7/17

Print Name: Lilly Munster

Address: 1313 Mockingbird Ln City: Mockingbird Heights State: TX Zip Code: 00000

Home Telephone Number: (281) 111-1111

Work Telephone Number: (281) 111-1111 Emergency Telephone Number: _____ Date Dropped: _____

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director Office of Adjudication and Compliance, 1400 Independence Avenue SW, Washington, DC 20250-9401 or call (866) 632-9992, (202) 260-1026 or (202) 401-0216 (TDD). This institution is an equal opportunity provider and employer.

1040
1040
Family Budget Plans

CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 1. All Household Members

Name of Enrolled Child(ren): Eddie Monster

Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.	CHECK IF NO INCOME
Eddie Monster	☐	☑
Marilyn Monster	☐	☑
Dracula Monster	☐	☑
Tabby Monster	☐	☑
Lily Monster	☐	☐
Herman Monster	☐	☐
	☐	☐

Part 2. Benefits: If any member of your household receives SNAP, TANF, or FDPIR, provide the name and eligibility number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**

NAME: IRS Applies ELIGIBILITY NUMBER: Food Stamps #, IRS Applies

Part 3. (Applies only to parents/guardians with children enrolled in a day care home) If any member of your household receives benefits listed on the enclosed *List of Eligible Federal/State Funded Programs (H1660)*, provide the name of the program and eligibility number:

NAME:_____ ELIGIBILITY NUMBER: _____

Check here if no case number ☐

Part 4. Total Household Gross Income—You must tell us how much and how often

A. Name (List only household members with income)	**B. Gross income and how often it was received** **Note:** Self-employed report income after expenses in box 1			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
(Example) *Jane Smith*	$200/weekly	$150/twice a month	$100/monthly	$200/bi-monthly
	$ /	$ /	$ /	$ /
	$ /	$ /	$ /	$ /
	$ /	$ /	$ /	$ /
	$ /	$ /	$ /	$ /
	$ /	$ /	$ /	$ /

Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. **If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the next page.)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: Lily Munster Print name: Lily Monster

Date: 4/7/17

Address: 1313 Mockingbird Ln Phone Number: (281) 111-1111

City: Mockingbird Heights State: TX Zip Code: 00000

Last four digits of Social Security Number: * * * - * * - 9432 ☐ I do not have a Social Security Number

CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 1. All Household Members

Name of Enrolled Child(ren): Eddie Munster

Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.	CHECK IF NO INCOME
Eddie Munster	☐	☑
Marilyn Munster	☐	☑
Drac-O-La Munster	☐	☑
Eddie Munster	☐	☑
Lily Munster	☐	☐
Herman Munster	☐	☐
	☐	☐

Part 2. Benefits: If any member of your household receives SNAP, TANF, or FDPIR, provide the name and eligibility number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**

NAME: _____ ELIGIBILITY NUMBER: _____

Part 3. (Applies only to parents/guardians with children enrolled in a day care home) If any member of your household receives benefits listed on the enclosed *List of Eligible Federal/State Funded Programs (H1660)*, provide the name of the program and eligibility number:

NAME: _____ ELIGIBILITY NUMBER: _____

Check here if no case number ☐

Part 4. Total Household Gross Income—You must tell us how much and how often

A. Name (List only household members with income)	**B. Gross income and how often it was received** Note: Self-employed report income after expenses in box 1			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
(Example) *Jane Smith*	$200/weekly	$150/twice a month	$100/monthly	$200/bi-monthly
Lily Munster	$200/weekly	$ /	$ /	$ /
Herman Munster	$ /	$400/ more a month	$ /	$ /
	$ /	$ /	$ /	$ /
	$ /	$ /	$ /	$ /
	$ /	$ /	$ /	$ /

Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. **If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the next page.)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: Lily Munster Print name: Lily Munster

Date: 4/7/17

Address: 1313 Mockingbird Ln Phone Number: (281) 111-1111

City: Mockingbird Heights State: TX Zip Code: 00000

Last four digits of Social Security Number: ___-___-9432 ☐ I do not have a Social Security Number

INSTRUCTIONS FOR
CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM
(CHILD CARE)

Follow these instructions, if your household gets SNAP, TANF or FDPIR:

Part 1: List all enrolled children and household members.
Part 2: List the eligibility number for any household members (including adults) receiving SNAP or TANF or FDPIR benefits. The SNAP or TANF number must be the 8 or 9 digit EDG# assigned by HHSC.
Part 3: Skip this part.
Part 4: Skip this part.
Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.
Part 6: Answer this question if you choose.
Part 7: Answer this question if you choose.

If you are applying on behalf of a FOSTER CHILD, follow these instructions:

If **all** children you are applying for are foster children, or if you are only applying for benefits for the foster child:

Part 1: List all foster children**.** Check the box indicating that the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Skip this part.
Part 5: Sign the form. A Social Security Number is **not** necessary.
Part 6: Answer this question if you choose.
Part 7: Answer this question if you choose.

If some of the children in the household are foster children.

Part 1: List all enrolled children and household members. For any people, including children, with no income, you must check the "No Income Box." Check the box if the child is a foster child.
Part 2: If the household does not have an eligibility number, skip this part.
Part 3: Applies only to parents/guardians of children in Tier II Day Care Homes. Sponsors must provide the *List of Eligible Federal/State Funded Programs* (H1660), with this form to households with children enrolled in Tier II Day Care Homes. Parents/Guardians can enter the program name and number as applicable.
Part 4: Follow these instructions to report total household income from this month or last month.
Column A – Name: List only the first and last name of **each** person living in your household who share income and expenses, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if you need to.
Column B – Gross Income and How Often it was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month, or monthly.
Box 1: List the **gross income,** not the take-home pay. Gross income is the amount earned before taxes and **other deductions. You should be able to find it on your stub or your boss can tell you.**
Box 2: List the amount each person got from the month from welfare, child support, alimony.
Box 3: List retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits.

Box 4: List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. *For ONLY the self-employed, report income after expenses in Box 1*. Box 4 is for your business, farm or rental property. Do not include income from SNAP, TANF, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.

Part 5: Adult household member must sign the form and list the last four digits of the Social Security Number or mark the box if s/he doesn't have one.

Part 6: Answer this question if you choose.

Part 7: Answer this question if you choose.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List all enrolled children and household members. For any people, including children, with no income, you must check the "No Income Box."

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

Column A – Name: List only the first and last name of each person living in your household who share income and expenses, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if you need to.

Column B – Gross Income and How Often it was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month, or monthly.

Box 1: List the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.

Box 2: List the amount each person got from the month from welfare, child support, alimony.

Box 3: List retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits.

Box 4: List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. *For ONLY the self-employed, report income after expenses in Box 1*. Box 4 is for your business, farm or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.

Part 5: Adult household member must sign the form and list the last four digits of the Social Security Number or mark the box if s/he doesn't have one.

Part 6: Answer this question if you choose.

Part 7: Answer this question if you choose.

Privacy Act Statement: This explains how we will use the information you give us.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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DCC

MONTHLY CHECK SHEET

Center Name: _____ **Center #:** _____ *(3 digits)*

Claim Month: _____ **Claim Year:** _____

"I hereby confirm that the following checked items have been sent in the same package to Child Food Program of Texas for the claim month dated above."

1) Employees that are paid from the CACFP funds
   - ☐ CACFP operating labor sheets (Time Distribution Reports)
     (only **one** is needed per CACFP employee)
   - ☐ Proof of CACFP employee payment (payment records)

2) Items purchased for the food program
   ie: food, kitchen supplies, paper goods or cleaning supplies for meal service, etc.
   (**NO TOILET PAPER** and **NO PERSONAL ITEMS!**)
   - ☐ Vender invoices
   - ☐ Grocery store receipts
   - ☐ Proof of payment (payment records)
     ie: bank statements, canceled checks, credit card statements, etc.

3) Monthly Records
   - ☐ Center Purchase Record
   - ☐ Center Inventory Reconciliation

_____
Center Representative's name Printed

_____
Center Representative's Signature

_____
Center Representative's Position

CACFP OPERATING LABOR SHEET

Center Name: Staff Test **Month/Year:**

Employee Name: Position/Title:

Employee Rate of Pay: Pay Period (circle one): Weekly Every 2 Weeks Monthly

DATE	Start Time for Work Day	HOURS WORKED ON CACFP (Please enter the number of hours spent each day on the tasks listed below:)					TOTAL HOURS WORKED ON CACFP PER DAY	End Time for Work Day
		# HOURS MENU PLANNING	# HOURS FOOD SHOPPING	# HOURS COOKING	# HOURS SERVING MEALS	# HOURS CLEANING UP		
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	:							:
						TOTAL CACFP HOURS FOR THE MONTH:		

By signing below, I / we do hereby certify that the distribution of activities for the employee represents the actual work performed during the period covered by this report to the best of my/our knowledge.

Employee's Signature *Supervisor's Signature*

NOTE: A payroll record to verify each employee was paid **must** acccmpany this sheet.

FOR SPONSOR USE ONLY	#HOURS	X	RATE OF PAY	=	ALLOWABLE LABOR

rev. 5/2016

MILK DONATIONS

► **Center Name:** _____

► _____ ► _____

Center Representative's Signature *Print Name*

Please fill out accordingly.

Donor: _____

Please Print Name

_____

Signature

_____

Date

_____

Phone Number

GALLONS DONATED

_____ Skim or 1% milk

_____ 2% milk

_____ Whole milk

_____ Specialty milk

EXAMPLE

Please fill out accordingly.

Donor: _____

Please Print Name

_____

Signature

_____

Date

_____

Phone Number

GALLONS DONATED

_____ Skim or 1% milk

_____ 2% milk

_____ Whole milk

_____ Specialty milk

EXAMPLE

Please fill out accordingly.

Donor: _____

Please Print Name

_____

Signature

_____

Date

_____

Phone Number

GALLONS DONATED

_____ Skim or 1% milk

_____ 2% milk

_____ Whole milk

_____ Specialty milk

EXAMPLE