



CACFP TRAINING

Child and Adult Care Food Program



WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

BOOT CAMP

**DPI
and
CACFP Staff**



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DPI and CACFP Staff

USDA
Food and Nutrition
Service
(FNS)

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Wisconsin Department of Public Instruction (DPI)

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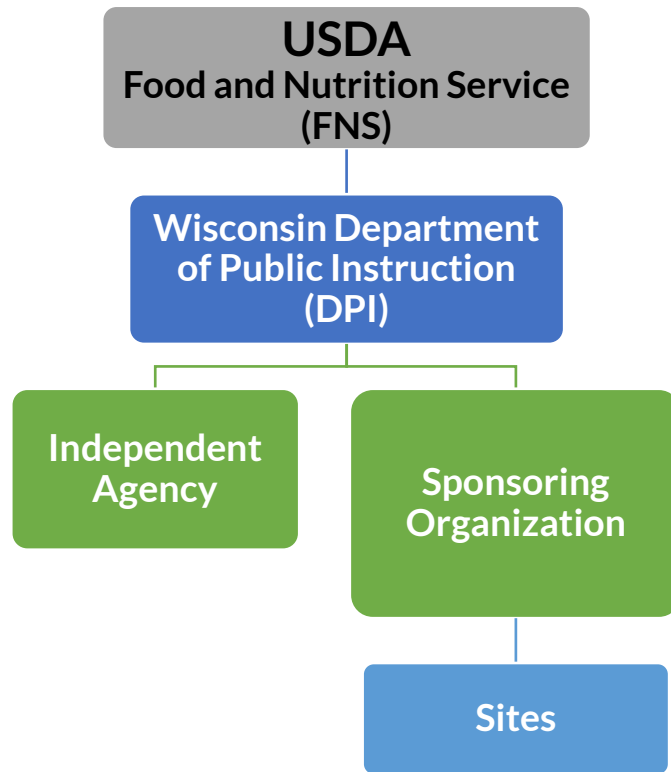
DPI and CACFP Staff

DPI

- Administer CACFP in Wisconsin
- Contract with Agencies
- Provides Reimbursement for Meals Served

CONSULTANTS/AUDITOR

- Provide Training, Technical Assistance, and Resources
- Approve Contracts
- Review Programs for Compliance



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Consultant – Agency Assignments

- Most agencies are assigned to a consultant by county
- At-Risk Afterschool Programs assigned to At-Risk consultant, not by county



Annual assignments October 1

CACFP Assigned Consultant List

Federal Fiscal Year 2024 Child and Adult Care Food Program Assigned Consultants

Please see the [Community Nutrition Team Personnel Directory](#) for contact information.

9/28/23

Agency Code	Agency Name	Consultant Assignment	Program Type*
407044	3J Academy Group	Lisa Kellner	CCI
406823	4C For Children, Inc.	Dana Reedy	CCIH
556826	Abundant Life Church	Lisa Calderone	CCI
407095	Acelero Learning Milwaukee County	Lisa Kellner	CCI
306835	Active Learners Daycare	Emily Rox	CCI
10014	Adams-Friendship School District	Lisa Kellner	AR
206803	ADVOCAP Inc	Moryah Kemper	CCI
206901	Agnesian Healthcare, Inc	Moryah Kemper	CCI/ADC
516899	Aim Now Incorporated	Jessica Hansen	CCI
406792	All Walks of Life CC Center II Inc	Jessica Hansen	CCI
402572	All Walks of Life CC LLC	Lisa Calderone	CCI
256804	Alphabet Academy LLC	Lisa Calderone	CCI
186801	Altoona Family Child Care Center LLC	Emily Rox	CCI
496810	Amhersts Own Child Care Inc	Dana Reedy	CCI
136818	Animal Crackers, Inc	Moryah Kemper	CCI
442624	Appleton's Community Child Care Center	Bridget Resse	CCI
610154	Arcadia School District	Lisa Calderone	CCI
702848	Arts for Kids Inc	Jessica Hansen	CCI
717002	Assumption Catholic Schools	Dana Reedy	CCI
406789	Atonement Evngl Luth Ch of Mil	Lisa Calderone	CCI
180217	Augusta School District	Emily Rox	CCI
386802	Auntie M's Child Care Center, LLC	Mika Vuckovich	CCI
186827	Babes In Toyland CC Center LLC	Emily Rox	CCI
401869	Baby Angels Child Care Center LLC	Lisa Calderone	CCI
26802	Bad River Band of Lake Superior Tribe	Tami Biordi	CCI
186828	Bagwolff LLC	Emily Rox	CCI
556809	Bear Buddies Educational Resources Inc	Lisa Calderone	CCI
566811	Bear-A-Boo Day Care LLC	Lisa Calderone	CCI
136896	Bee Balm Learning Center LLC	Moryah Kemper	CCI
516996	Belle City Learning Center LLC	Jessica Hansen	CCI
248842	Berlin Comm Day Care & Preschool Inc	Moryah Kemper	CCI
136809	Bernies Place Inc.	Moryah Kemper	CCI

Reach Out!



Join Email List: Send an email to subscribe-cacfp@lists.dpi.wi.gov with the word "subscribe" in the body of your email

DPI CNT emails come from:
cnt@dpi.wi.gov

Wisconsin Department of Public Instruction



CACFP

BULLETIN

June 2023-12

Announcements from the Child and Adult Food Care Program (CACFP)

IN THIS ISSUE:

[New Federal Fiscal Year \(FFY\) 2024 Income Eligibility Documents \(CC, HS, OS, ADC, FDCH\)](#)

- o [Household Size Income Statement, Household Letter, and Household Size Income Scale](#)
- o [Income Eligibility Calculator](#)

[Updated Wisconsin WIC Program Information Sheet \(CC, HS, FDCH\)](#)

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New Federal Fiscal Year (FFY) 2024 Income Eligibility Documents (CC, HS, OS, ADC, FDCH)

FFY 2024 Income Eligibility Documents (CC, HS, OS, ADC, FDCH)

CACFP Menu and Meal Pattern Requirements



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CACFP Menu and Meal Pattern

Menu Checklist

(Menu Checklist Spanish)

- Required Components
- Creditable Foods
- Daily Requirements



Menu Checklist

Use this checklist to ensure menus and meals comply with CACFP meal requirements. Refer to Guidance Memorandum 12: Meal Requirements. Specific Adult Day Care (ADC) requirements are listed below.

Meal Requirements

Breakfast contains:

- Fluid Milk
- Fruit or Vegetable
- Grain
 - Meat/Meat Alternate may replace the Grain component a maximum of three times per week

Lunch/Supper contains:

- Fluid Milk (optional at supper for ADC)
- Meat (beef, chicken, pork, fish, etc.) and/or Meat Alternate (cheese, eggs, beans, etc.)
- Vegetable
- Fruit (a second different vegetable may be served in place of the entire fruit component)
- Grain

Snack contains two of the following components:

- Fluid Milk
- Vegetable
- Fruit
- Meat (beef, chicken, pork, fish, etc.) and/or Meat Alternate (cheese, yogurt, beans, etc.)
- Grain

Creditable Foods and Daily Requirements



- All foods served are creditable (see [Creditable and Non-creditable Foods Guide](#))
- One grain served each day is whole grain-rich*
- Grain-based desserts are not served (see [Is It a Grain-Based Dessert?](#))
- Breakfast cereals (ready-to-eat cereals, instant, and hot cereals) contain no more than 6 grams of sugar per dry ounce*
- Yogurt contains no more than 23 grams of sugar per 6 ounces*
- Juice is not served at more than one meal or snack per day
- Menu items are not deep fat fried on-site
- ADC Only:** Yogurt (regular and soy) may be served to meet the milk requirement for one meal per day when not served as a meat alternate for that same meal

*Refer to [CACFP Reference Guide](#) for information on crediting cereal, yogurt, and whole grain rich foods.

Use this checklist to ensure menus and meals comply with CACFP meal requirements.
Refer to Guidance Memorandum 12: Meal Requirements.
Specific Adult Day Care (ADC) requirements are listed below.

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- All foods served are creditable (see [Creditable and Non-creditable Foods Guide](#))
- One grain served each day is whole grain-rich*
- Grain-based desserts are not served (see [Is It a Grain-Based Dessert?](#))
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*Refer to [CACFP Reference Guide](#) for information on crediting cereal, yogurt, and whole grain rich foods.



Menu Checklist

Menu Documentation Requirements

- A copy of one menu for each meal/snack claimed is on file with monthly claim documents



Menus must include:

- Dates
- Documented meal substitutions / changes
- Type(s) of milk served (fat content by age group and if flavored)
- Whole grain rich (WGR) items notated with WW, WG, WGR (ex. WW Bread, WG Bagels)
- Specific names of actual foods served:
 - Fruits and vegetables (ex. "pears" instead of "fruit")
 - Cereal names (ex. "Corn Flakes" instead of "cereal")
If cereal is WGR, identify on the menus next to cereal's name (ex. WG Cheerios)
- Best practice: Identify all main dish meal components on the menu. For example, instead of listing "Tacos" write out "Beef and Cheese Tacos on Whole Grain Soft Tortilla" or "Tacos (beef, cheese, and whole grain soft tortilla)"

Product Documentation

Product Labels (original label, or readable picture/copy of label) are on file for:

- Breakfast cereals: name and brand of item, nutrition facts label and ingredient list
- Yogurt: name and brand of item, nutrition facts label
- Whole grain-rich foods (one of the following):
 - Label with name and brand of item, and front of the package or ingredient list (depending on method used to determine item as whole grain rich)
 - Child Nutrition label or Product Formulation Statement crediting the item as whole-grain rich
- Tofu: name and brand of item, nutrition facts label



Refer to CACFP Training Spotlights: [Documentation for Whole Grain-Rich \(WGR\) Foods](#) and [Product Labels for Cereal and Yogurt Sugar Limits](#) for information on product documentation.

Child Nutrition (CN) Labels and Product Formulation Statements (PFS)

- A CN label or PFS is on file to credit all store-bought combination foods and processed meat/meat alternates (i.e., chicken nuggets, pizza, meatballs, fish sticks, corn dogs, etc.). Refer to the [Crediting Store-Bought Combination Foods](#) handout for more information.

Foods Prepared from Scratch / Homemade Items

- Standardized recipes are on file (recipes must include a specified serving size (portion) and CACFP crediting information per serving (how the serving size contributes to the CACFP meal pattern)). Refer to [CACFP Training Spotlight: Recipes for Foods Prepared From Scratch](#) for more information and links to websites that provide standardized recipes.



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Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
<u>Breakfast</u> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Banana WG Cheerios Milk	Avocado Baked scrambled eggs Milk	Mixed fruit Biscuit Ham slice Milk	Strawberries Oatmeal Milk	Fresh apple slices Yogurt Milk
<u>Lunch or Supper</u> Meat/Meat Alternate Vegetable Fruit Grains Milk	HM cheese pizza Cucumbers Apple slices Milk	Turkey breast sandwich on WG bread Steamed broccoli Watermelon Milk	Oven baked chicken Brown rice Cauliflower Zucchini Milk	Meatloaf Roasted beets Kiwi Corn bread Milk	Baked fish Quinoa Tomatoes Pineapple Milk
<u>Snack</u> <i>Select two of the following:</i> Meat/Meat Alternate Vegetable Fruit Grains Milk	Zucchini bread Milk	English muffin with peanut butter Milk	Jicama and carrot sticks Milk	Yogurt Sliced fresh strawberries Water	WG crackers Cottage cheese Water

* 1% or skim, unflavored milk is served to children ages 2 and older

* Whole, unflavored milk is served to 1 year olds

* WG = Whole Grain; Bold = WG; HM = Homemade

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Foods Prepared from Scratch / Homemade Items

- Child Nutrition label or Product Formulation Statement crediting the item as whole-grain rich

- Tofu:** name and brand of item, nutrition facts label

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USDA CACFP Crediting Handbook

(USDA CACFP Crediting Handbook Spanish)

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

CREDITING HANDBOOK FOR THE Child and Adult Care Food Program



DPI Creditable and Non-Creditable Foods Guide



CREDITABLE AND NON-CREDITABLE FOODS GUIDE

1-18 Year Olds and
Adult Participants in Adult Daycare Centers

This guide provides information about the CACFP meal components and includes lists of foods that are creditable and non-creditable to each component. To go to a specific meal component, click the link in the "Meal Components" table at the bottom of this page.

Creditable Foods

Creditable foods are foods that may be counted toward meeting CACFP meal pattern requirements for a reimbursable meal or snack. Foods listed in this guide do not include all creditable foods. Contact your assigned [Consultant](#) with questions regarding specific foods or required quantities.

Non-Creditable Foods

Non-creditable foods are foods that may not be counted toward meeting CACFP meal pattern requirements. However, they may be served as extra foods. Foods listed in this guide do not include all non-creditable foods. Contact your assigned [Consultant](#) with questions regarding specific foods.

For a CACFP meal to be reimbursable, the minimum required amount of each meal component must be served, and foods served must be creditable.

Refer to [CACFP Meal Pattern for 1-18 Year Olds](#) or [CACFP Adult Meal Pattern](#) for serving sizes.

Foods must be of an appropriate size and texture for participants' eating abilities.

Food must not be used as a punishment or reward.

Some brand names are included on lists in this guide; however, this does not imply product endorsement.

Refer to the [Menu Checklist](#) for information on required menu documentation.



MEAL COMPONENTS

[Milk](#)

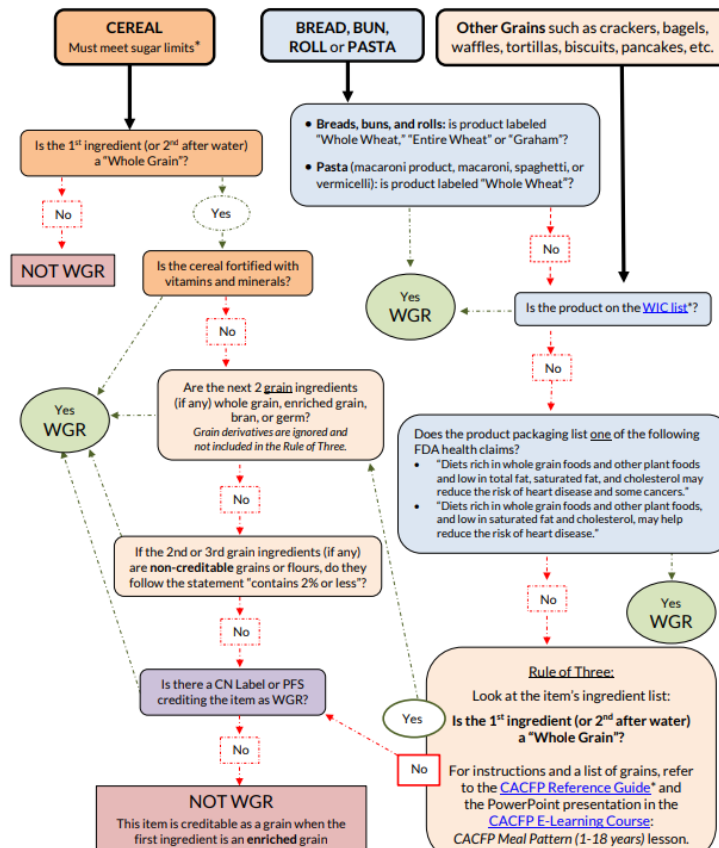
[Meat/Meat Alternates](#)

[Vegetables](#)

[Fruits](#)

[Grains](#)

Whole Grain-Rich Flowchart



Wisconsin WIC Approved Whole Grains



Wisconsin WIC Approved Whole Grains
Foods listed below meet CACFP whole grain rich (WGR) criteria.

BREADS, BUNS, ROLLS

Any brand labeled "100% Whole Wheat" and lists whole wheat flour as the first ingredient.

Allowed brands:

- Aunt Millie's bread
- Beigel's Windmill Farms bread
- Best Choice bread
- Binbo bread
- Brownberry bread and buns
- Butternut bread
- Country Hearth bread
- Food Club bread
- Great Value bread and buns
- Hy-Vee bread
- IGA whole wheat bread
- Kroger bread and buns
- Lewis Bake Shop bread
- Our Family bread
- Pepperidge Farm bread and buns
- Private Selection bread
- S. Rosen bread
- Sara Lee bread
- Schnuck's bread
- SunnyBrook bread
- Village Hearth bread and buns



WHOLE WHEAT PASTA

Any shape pasta

Only the following brands labeled "Whole Wheat" or "100% Whole Wheat":

- Barilla (Whole Grain)
- Essential Everyday
- Food Club
- Gia Russa
- Good and Gather
- Great Value
- Heartland
- Hy-Vee
- Kroger
- Our Family
- Racconto
- Ronzoni 100% Whole Grain



TORTILLAS / WRAPS WHOLE WHEAT

Only the following brands labeled "Whole Wheat" or "100% Whole Wheat":

- Best Choice
- Bucky Badger
- Chi-Chi's
- Don Pancho
- Essential Everyday
- Food Club
- Frescados
- Great Value
- Hy-Vee
- IGA
- Kroger
- La Bandertia
- Market Pantry
- Mission
- Ortego
- Our Family
- Tio Santi



TORTILLAS / WRAPS WHITE OR YELLOW SOFT CORN

Only the following brands labeled "White Corn" or "Yellow Corn":

- Best Choice
- Bucky Badger
- Chi-Chi's
- El Ray
- Essential Everyday
- Food Club
- Frescados
- Hy-Vee
- IGA
- La Bandertia
- La Burrita
- Mission
- Our Family



OATS/OATMEAL

- Plain, any brand
- Quick
- Old fashioned
- Gluten free



BROWN RICE

- Any brand, dry
- Plain brown rice without added herbs, seasonings, or beans
- Regular, instant, and boil-in-bag type



Is it a Grain-Based Dessert? Perception Counts!

Is it a Grain-Based Dessert? Perception Counts!



Grain-based desserts are not creditable in the CACFP and cannot be served as the grain component of a meal or snack. This includes store-bought grain-based desserts, homemade grain-based desserts including those made with healthy ingredients (i.e., whole grains or with less sugar, butter, oil, etc.), and whole grain-rich grain-based desserts. Items in the chart below are common grain-based desserts.

Grain-Based Desserts: NOT CREDITABLE IN THE CACFP

Biscotti, sweet, made with fruits, chocolate, icing	Doughnuts
Bread/breadstick with sweet filling (such as pie filling)	Fig or fruit-filled bars/rolls/cookies
Bread pudding, sweet	Gingerbread
Brownies	Granola bars, grain-fruit bars
Cake (including coffee cake, pound cake, cupcakes)	Ice cream cones
Caramel popcorn and kettle corn	Pita chips, sweet, such as cinnamon-sugar flavored
Cereal bars, breakfast bars, marshmallow cereal treats	Puppy chow
Churros	Rice pudding, sweet
Cinnamon rolls	Scones, sweet, made with fruits, chocolate, icing
Cookies	Sopapillas
Croissants, sweet, such as chocolate-filled	Sweet rolls/buns
Crusts of dessert pies, cobblers, fruit turnovers	Toaster pastries, Pop-tarts®
Danish pastries (Danishes), sweet pastries	Vanilla wafers

Not sure if an item is a Grain-Based Dessert?

How a food item is perceived plays a role in determining if it is a grain-based dessert.

Before adding an item to menus ask is the item:

- Commonly thought of as a dessert or sweet treat?
- Shaped like a grain-based dessert listed in the chart above (such as a cookie or granola bar)? Grain-based desserts may be labeled with a different name, i.e., breakfast flat instead of granola bar or breakfast round instead of cookie.



If you answered yes to either question above the item is a grain-based dessert and must not be served. Choose another option. Not sure if an item is a grain-based dessert? Contact your assigned [Consultant](#).

Sweet Ingredients

Programs are discouraged from serving creditable foods that contain sweet ingredients, such as chocolate chips in muffins. Instead, purchase or prepare healthier alternatives to promote healthy eating habits.

Things to Consider When Selecting Foods for Your Menu.

If the answer to the questions below is yes, choose a healthier option.

Does the food item contain:	<ul style="list-style-type: none"> • Candy pieces? • Jam, fruit puree, or custard fillings? • Marshmallows? • Flavored chips (chocolate, caramel, white chocolate, strawberry, butterscotch)?
Is the food item:	<ul style="list-style-type: none"> • Dessert-flavored (chocolate, caramel, butterscotch, etc.)? • Coated with dessert-flavored coatings or toppings (cocoa, caramel, cinnamon-sugar, powdered sugar, glazes, etc.)? • Iced or frosted? • Covered with sprinkles, jimmies, or other sweet garnishes? • A cereal/trail mix with sweet ingredients such as marshmallows or candy pieces?

CACFP Training Spotlight: Recipes for Foods Prepared from Scratch

IN THIS HANDOUT:

RECIPES FOR FOODS PREPARED FROM SCRATCH

Programs that prepare combination dishes from scratch, such as homemade casseroles, soups, pizza, and quiches, must use standardized recipes. A standardized recipe includes:

- A specified serving size (portion)
- CACFP crediting information per serving (how the serving size contributes to the CACFP meal pattern*)

This information is required so staff know how much to serve to each participant, how the amount served meets CACFP meal pattern requirements, and whether additional foods must be served as part of the meal to meet the minimum amounts for each component.

This standardized recipe for [Beef Goulash](#) includes a serving size and CACFP crediting information per serving. Use this information to calculate amounts to serve to each age group.

Beef Goulash

Quantity of standardized ingredient (single) and quantity of ingredients and methods to prepare from scratch. For example, 1 cup of goulash and 1/2 cup of noodles. For example, 1 cup of goulash and 1/2 cup of noodles. For example, 1 cup of goulash and 1/2 cup of noodles.

CACFP CREDITING INFORMATION

1 1/2 cup goulash (No. 8 scoop) and 1/2 cup cooked noodles (No. 16 scoop) provides 1 1/2 oz equivalent meat, 1/2 cup vegetable, and 1/2 oz equivalent grains.

INGREDIENT	AMOUNT	UNIT	MEASUREMENT	COOKING METHOD
Beef (lean, cooked)	1 1/2	cup	1 1/2	Boiled
Onions (fresh, sliced)	1	cup	1	Boiled
Garlic (fresh, minced)	1	teaspoon	1	Boiled
Mustard	1	teaspoon	1	Boiled
Black pepper (ground)	1/4	teaspoon	1/4	Boiled

CACFP CREDITING INFORMATION

1 1/2 cup goulash (No. 8 scoop) and 1/2 cup cooked noodles (No. 16 scoop) provides 1 1/2 oz equivalent meat, 1/2 cup vegetable, and 1/2 oz equivalent grains.

Age Group	Serving Size (Portion)
1-2	1/3 cup goulash and 1/4 cup noodles
3-5	1/2 cup goulash and 1/4 cup noodles
6+	1 cup goulash and 1/2 cup noodles
Adults (ADC)	1 cup goulash and 1 cup noodles

When the serving size (portion) does not contain the entire amount of a component needed to meet CACFP meal pattern requirements, additional food(s) must be served.

For example, one serving of [Chicken or Turkey Pot Pie](#) (1 biscuit with 2/3 cup chicken mixture) provides:

- 2-ounce equivalent meat
- 1/4 cup vegetable
- 1.5-ounce equivalent grains



When this serving size (portion) is served to a 6–18-year-old at lunch/supper, an additional 1/4 cup vegetable must be served to meet the 1/2 cup minimum requirement for the vegetable component. For example, serving 1/4 cup carrots alongside the Chicken/Turkey Pot Pie.

*School Food Authorities operating the At-Risk Afterschool Program using the NSLP meal pattern must use recipes that contribute to the NSLP meal pattern.

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CACFP Menu and Meal Pattern



Do you purchase meals
from a school?
(vended or part of school)



Schools prepare meals in
line with NSLP

Different from CACFP



These items cannot be
served in CACFP meals

Meals must meet CACFP requirements

Serving Meals in the CACFP



3

Meal Service Styles






Meal Service Styles: CACFP Requirements

(Meal Service Styles: Adult Daycare Centers)

All programs can use:

- ✓ Pre-plated
- ✓ Family Style
- ✓ Cafeteria Style


Only At-Risk Afterschool programs and Adult Daycare Centers can use Offer versus Serve.

 Meal Service Styles: CACFP Requirements			
Meal Service Style	Definition	Requirement	Best Practices
Pre-plated 	Staff put all components on the plate or into cups	Minimum serving size of each component, per the CACFP meal pattern, <u>must</u> be placed on plate and in cup	Have plates/cups prepared prior to participants being seated Use scoop sizes or measuring cups Provide staff with summary sheets of how much to serve (i.e., 3 apple slices)
Family Style Dining 	Common serving dishes of each component is placed on the table Participants serve themselves	Minimum serving size of each component, per the CACFP meal pattern, <u>must</u> be available for each participant seated at the table Encourage participants to take all components in the minimum serving size, but do not require	Place components/ common serving dishes on table prior to participants being seated Use age-appropriate size bowls, utensils, tables, chairs
Combination of Pre-plated and Family Style Dining 	These two meal services may be combined to better accommodate the participant's abilities, or the foods being served		
Cafeteria Style Dining 	Participants move through a serving line and serve themselves food or staff serve the food All meal components must be served, and quantities taken by participants or served by staff must meet the minimum serving size <i>Offer versus Serve (OvS) is not allowed in child care centers, head start programs, outside of school hours centers, or emergency shelters. OVS is only allowed for CACFP Adult Day Care and At-Risk Afterschool programs</i>		

Meal Service Styles Handout



Meal Service Styles: CACFP Requirements

Meal Service Style	Definition	Requirement	Best Practices
<p><i>Pre-plated</i></p> 	Staff put all components on the plate or into cups	Minimum serving size of each component, per the CACFP meal pattern, <u>must</u> be placed on plate and in cup	<p>Have plates/cups prepared prior to participants being seated</p> <p>Use scoop sizes or measuring cups</p> <p>Provide staff with summary sheets of how much to serve (i.e., 3 apple slices)</p>
<i>Family Style Dining</i>	<i>Common serving</i>	<i>Minimum serving size</i>	<i>Place components/</i>



how much to serve
(i.e., 3 apple slices)

Family Style Dining



Common serving dishes of each component is placed on the table

Participants serve themselves

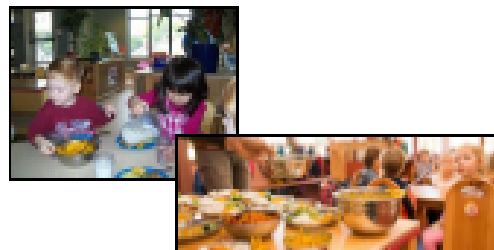
Minimum serving size of each component, per the CACFP meal pattern, must be available for each participant seated at the table

Encourage participants to take all components in the minimum serving size, but do not require

Place components/ common serving dishes on table prior to participants being seated

Use age-appropriate size bowls, utensils, tables, chairs

Combination of Pre-plated and Family Style Dining



These two meal services may be combined to better accommodate the participant's abilities, or the foods being served

All meal components must be served:

- When foods are served pre-plated: Quantities placed on plates and in cups by staff must meet the minimum serving size
- When foods are served family style: Quantities available in common serving dishes must provide the minimum serving size for each participant seated at the table

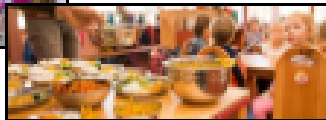
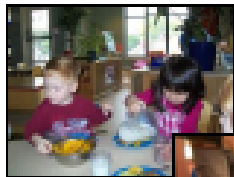
Cafeteria Style Dining

Participants move through a serving line and serve themselves food

to take all components in the minimum serving size, but do not require

tables, chairs

Combination of Pre-plated and Family Style Dining



These two meal services may be combined to better accommodate the participant's abilities, or the foods being served

All meal components must be served:

- When foods are served pre-plated: Quantities placed on plates and in cups by staff must meet the minimum serving size
- When foods are served family style: Quantities available in common serving dishes must provide the minimum serving size for each participant seated at the table

Cafeteria Style Dining



Participants move through a serving line and serve themselves food or staff serve the food

All meal components must be served, and quantities taken by participants or served by staff must meet the minimum serving size

Offer versus Serve (OvS) is not allowed in child care centers, head start programs, outside of school hours centers, or emergency shelters. OVS is only allowed for CACFP Adult Day Care and At-Risk Afterschool programs

3

Serving Meals in the CACFP


- ✓ **All components must be served at the same time**
- × **Foods/beverages cannot be withheld until**
 - × The end of the meal, or
 - × A participant eats certain foods first



3

Serving Meals in the CACFP

At-Risk Afterschool Programs and Adult Daycare Centers: Offer vs. Serve

Note: Adult Daycare Centers cannot do share tables, which is information included on the handout


CACFP At-Risk Afterschool Meals Program: Offer vs Serve and Share Tables

Offer versus Serve	
What is Offer versus Serve (OVS)?	OVS is an optional method to serve meals at breakfast, lunch, or supper. All required food components must be offered to each participant who then may decline some of the foods. OVS is not allowed for snacks.
Key Terms:	<ul style="list-style-type: none"> Food Component—a group of foods in a reimbursable meal. Food components include Milk, Meat/Meat Alternate, Vegetable, Fruit, Grain Food Item – a specific food offered within the food Component (e.g., broccoli is a food item in the vegetable component) <p>All food items at breakfast, lunch and supper must be <i>different</i> from one another. For example, bran flakes and puffed rice cereal are the same food item (i.e., cereal), and apple slices and apple sauce are two forms of apples that are not identical but are the same food item.</p>
Examples:	
OVS at Breakfast <ul style="list-style-type: none"> The 3 required food components at breakfast are milk, fruit/vegetable, and grains. OVS requires at least 4 food items, in the required minimum serving sizes, be offered: <ol style="list-style-type: none"> 1. Milk Component 2. Fruit/Vegetable Component 3. Grain Component 4. Meat/meat alternate Component The child must take 3 different food items of the 4 food items offered. 	
OVS at Lunch or Supper <ul style="list-style-type: none"> Requires one food item from each of the 5 food components, in the required minimum serving sizes, be offered: <ol style="list-style-type: none"> 1. Milk Component 2. Meat/meat alternate Component 3. Vegetable Component 4. Fruit Component 5. Grain Component The child must take 3 food components, rather than 3 food items. 	

Product Labels:
Cereal, Yogurt, Tofu, and
Whole Grain-Rich Items



4

Product Labels

Product labels must be on file for:



Breakfast Cereals



Yogurt



Whole Grain-Rich



Tofu

4

Keep Labels on File

Save the packaging of each brand and type of item.

- Only one copy needs to be maintained, so once you have it on file, you do not need to keep another copy.



4

Keep Labels on File



File labels in:

- Binders
- Folders
- Large Envelopes

When new items are served,
keep the label in your filing
system.

4

Keep Labels on File

Establish a system/procedure to keep labels with the following questions:

- Who is responsible?
- Where are labels maintained?
- Check saved labels frequently.



4

Keep Labels on File

Best Practice: Save product labels for each brand/type of item served monthly and keep these labels with the monthly claim documentation.



4

Keep Labels on File

CACFP Training Spotlight: Product Labels for Cereal and Yogurt Sugar Limits



IN THIS HANDOUT:

PRODUCT LABELS FOR CEREAL AND YOGURT SUGAR LIMITS

This handout provides information on cereal and yogurt sugar limit requirements and documentation required to keep on file to show they meet these requirements. This handout is applicable to all programs except for School Food Authorities operating the At-Risk Afterschool Program using the NSLP meal pattern.

Cereals

Cereals served in the CACFP must contain no more than 6 grams of sugar per dry ounce (1 dry ounce = 28 grams) and be made from enriched or whole grain meal or flour or be fortified. Cereals include ready-to-eat cereals, instant, and hot cereals.

Cereals on a state's WIC cereal list

Cereals on any state's WIC cereal list meet CACFP sugar limit requirements. The [CACFP Reference Guide](#) includes the list of Wisconsin WIC Approved Cereals.



Documentation To Keep On File

No label is required; however, it is best practice to keep labels for all cereals served

When buying store/generic brands, verify that the brand and type of cereal is on the WIC list. If it is not on the WIC list the label must be kept on file (see below)

Cereals not on a state's WIC cereal list

To determine if a cereal not on a state's WIC list meets CACFP sugar limits, use the cereal's Nutrition Facts label and the cereal sugar limits chart in the [CACFP Reference Guide](#).

Documentation To Keep On File

Product label or picture/copy of the label that includes:

- Name and brand of cereal
- Nutrition Facts label

Other acceptable documentation includes a product specification sheet from the manufacturer that includes the name and brand of cereal and the Nutrition Facts

Multi-Grain Cheerios	
Nutrition Facts	
About 8 servings per container	
Serving size 1/2 cup (30g)	
Calories 150 200	
Total Fat 1g 2%	
Sodium 200mg 4%	
Total Carbohydrate 32g 6%	
Total Sugars 18g 36%	
Protein 1g 2%	

The CACFP Reference Guide is posted under Guidance Memorandum 12 (Guidance Memorandum 1 for FDCH Sponsors) on the [Guidance Memorandum webpage](#) (<http://dhs.gov/community-nutrition/docs/guidance.html>)

4

Keep Labels on File

CACFP Training Spotlight: Documentation for Whole Grain-Rich (WGR) Foods

CACFP TRAINING Spotlight

DPI COMMUNITY NUTRITION TEAM

IN THIS HANDOUT:

DOCUMENTATION FOR WHOLE GRAIN RICH (WGR) FOODS

One serving of grains per day must be whole grain rich (WGR). This handout provides information on documentation to keep on file to show that a grain item meets CACFP WGR criteria. The type of documentation required depends on the item and/or method used to determine the item as WGR.

This handout is applicable to all programs except for School Food Authorities operating the At-Risk Afterschool Program using the NSLP meal pattern.

When the item is:

- Bread, Buns, and Rolls labeled "Whole Wheat," "Entire Wheat," or "Graham"
- Pasta labeled "Whole Wheat" (macaroni product, macaroni, spaghetti, or vermicelli)

Product label or picture/copy of label (front of the package) that includes the name and brand of product and shows:

- Bread, buns or rolls are labeled "Whole Wheat," "Entire Wheat," or "Graham"
- Pasta is labeled "Whole Wheat"



Bread, buns, rolls, and pasta labeled "Whole Grain," "Contains whole grains," "Made with whole grains," "Made with whole wheat," or "Wheat" are **not** WGR based on the front of the package. These items must be verified as WGR with other documentation.

When the item is on a WIC Approved Whole Grains list

See [Wisconsin WIC Approved Whole Grains](#)

Keep the Following On File

Product label or picture/copy of label (front of the package) that includes the name and brand of product



Resources mentioned in this document are posted under Guidance Memorandum 1.2 (Guidance Memorandum 1.2 for FDCH Sponsor) on the [Guidance Memorandum webpage](#) (dpi.wisconsin.gov/communitynutrition/cacfp/guidance-mem/)

Child Nutrition (CN) Labels and Product Formulation Statements (PFS)

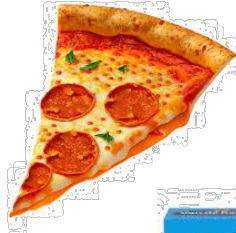
Store-bought Combination Foods
and
Processed Meat/Meat Alternates



5

CN Labels and PFS

Store-bought Combination Foods:
Contain 2+ meal components



Processed Meat/Meat Alternates:
Contain non-creditable ingredients or do not have a standard of identity



5

Crediting Store-Bought Combination Foods & Processed Meat/Meat Alternates



Crediting Store-Bought Combination Foods and Processed Meat/Meat Alternates

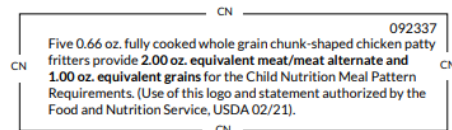
Store-bought combination foods and processed meat/meat alternates, such as pizza, chicken nuggets, ravioli, beef patties, Salisbury steak, meatballs, fish sticks, cheese sauce, etc., are only creditable to the CACFP Meal Pattern when one of the following is on file:

- Child Nutrition (CN) Label
- Product Formulation Statement (PFS)



Child Nutrition (CN) Label

A CN label will be found on the product's package. Most often, CN labels are on foods purchased from a food distributor. Store-bought combination foods and processed meats purchased in grocery stores generally do not include a CN label.



A sample CN Label is shown on the right.

Product Formulation Statement (PFS)

A PFS is not found on a product's package. A PFS must be obtained by contacting the product's manufacturer. Store-bought combination foods and processed meats purchased in grocery stores that do not include a CN label require a PFS.

Manufacturer Name		Product Formulation Statement		
Product Name	Unbreaded Chicken Breast Tenderloins	Code No.	092337	
Manufacturer	Three Forks, Inc.	Case/Pack Case/Packing Size	3/11.01 oz./Patty	
1 Meat/Meat Alternate Please list the ingredients to determine the creditable amount of Meat/Meat Alternate				
Description of Food Being Cooked	Chicken per Raw Portion of Creditable Ingredient	Multiple	EBL Value	Creditable Amount*
Chicken (CHICKEN TENDERLOIN)	1.14000	3	0.71	0.878024
Total				0.878024

*Creditable Amount: Multiple value per raw portion of creditable ingredient by the EBL Value calculation.

A serving of 3 chicken tenders provides 2 ounces of meat/meat alternate.

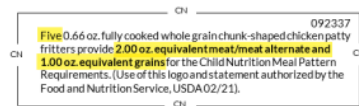
A sample PFS is shown on the right.

Use Information From the CN Label or PFS to Determine How Much to Serve

CN Labels and PFSs identify a specific **servicing amount** and the **meal pattern contribution** of creditable ingredients per serving.

The sample CN Label on the right identifies:

- Servicing amount: 5 chicken patty fritters
- Meal pattern contribution:
 - o 2.00 oz meat/meat alternate (m/ma)
 - o 1.00 oz eq grains



Compare this information to the CACFP Meal Pattern minimum requirements to determine how much to prepare and serve to each participant:

Ages	Meal Pattern Requirements	Amounts to Serve at Lunch/Supper	Meal Pattern Contribution per Serving	Meets Meal Pattern Requirements
1&2 year olds	1 oz M/MA ½ oz eq Grains	3 fritters	1.2 oz M/MA 6/10 oz eq Grains	✓
3-5 year olds	1.5 oz M/MA ½ oz eq Grains	4 fritters	1.6 oz M/MA 4/5 oz eq Grains	✓
6 years & older	2 oz M/MA 1 oz eq Grains	5 fritters	2 oz M/MA 1 oz eq Grains	✓



Crediting Store-Bought Combination Foods and Processed Meat/Meat Alternates

Store-bought combination foods and processed meat/meat alternates, such as pizza, chicken nuggets, ravioli, beef patties, Salisbury steak, meatballs, fish sticks, cheese sauce, etc., are only creditable to the CACFP Meal Pattern when one of the following is on file:

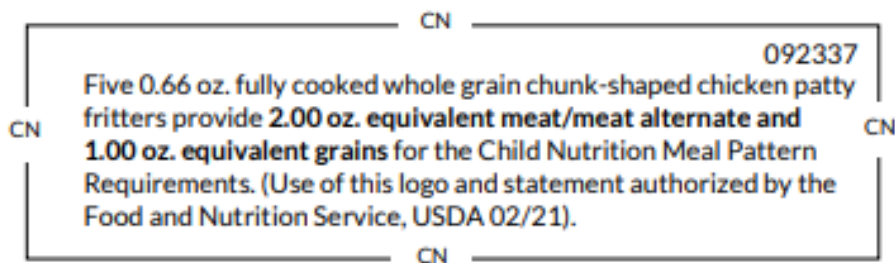
- Child Nutrition (CN) Label
- Product Formulation Statement (PFS)



Child Nutrition (CN) Label

A CN label will be found on the product's package. Most often, CN labels are on foods purchased from a food distributor. Store-bought combination foods and processed meats purchased in grocery stores generally do not include a CN label.

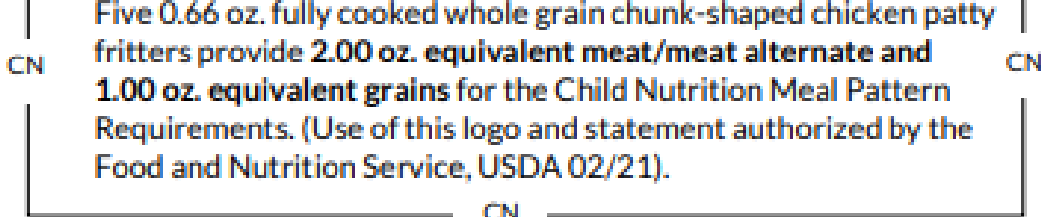
A sample CN Label is shown on the right.



Product Formulation Statement (PFS)

A PFS is a statement of the ingredients and their amounts in a product.

packages, frozen chicken, or breaded chicken patties. Store-bought combination foods and processed meats purchased in grocery stores generally do not include a CN label.



A sample CN Label is shown on the right.

Product Formulation Statement (PFS)

A PFS is not found on a product's package. A PFS must be obtained by contacting the product's manufacturer. Store-bought combination foods and processed meats purchased in grocery stores that do not include a CN label require a PFS.

A sample PFS is shown on the right.

Manufacturer Name		Product Formulation Statement				
Product Name: <u>Uncoated Breaded Chicken Breast Tenderloins</u>		Code No: <u>020499-0028</u>				
Manufacturer: <u>Dynon Foods, INC</u>		Case/Pack/Case Portion Size: <u>3 (1.81-oz.) Pieces</u>				
I. Meat/Meat Alternate						
Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate						
	Description of Food (Buying Guide)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield	Creditable Amount *	
Chicken	CHICKEN TENDERS	1.140158	X	0.75	0.855119	
Total					0.855119	
* Creditable Amount = Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information						
A serving of 3 chicken tenders provides 2 ounces of meat/meat alternate.						

Use Information From the CN Label or PFS to Determine How Much to Serve

CN Labels and PFSs identify a specific serving amount and the meal pattern contribution of creditable ingredients per serving.

A sample PFS is shown on the right.

Ingredient or Food Naming Class	Amounts per 1/2 cup portion in Creditable Ingredient	Category	Unit	Creditable Amount
Chicken	CHICKEN TENDERS	1.14038	X	0.73
Total				0.97848324

* Creditable Amount - Multiply ounces per one portion of creditable ingredient by the FBO Table Information.

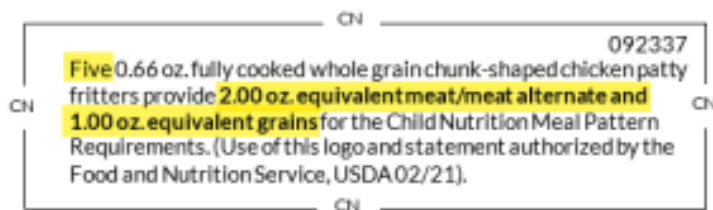
A serving of 3 chicken tenders provides 2 ounces of meat/meat alternate.

Use Information From the CN Label or PFS to Determine How Much to Serve

CN Labels and PFSs identify a specific **serving amount** and the **meal pattern contribution** of creditable ingredients per serving.

The sample CN Label on the right identifies:

- Serving amount: 5 chicken patty fritters
- Meal pattern contribution:
 - 2.00 oz meat/meat alternate (m/ma)
 - 1.00 oz eq grains



Compare this information to the CACFP Meal Pattern minimum requirements to determine how much to prepare and serve to each participant:

Ages	Meal Pattern Requirements	Amounts to Serve at Lunch/Supper	Meal Pattern Contribution per Serving	Meets Meal Pattern Requirements
1&2 year olds	1 oz M/MA ½ oz eq Grains	3 fritters	1.2 oz M/MA 6/10 oz eq Grains	✓
3-5 year olds	1.5 oz M/MA ½ oz eq Grains	4 fritters	1.6 oz M/MA 4/5 oz eq Grains	✓
6 years & older	2 oz M/MA 1 oz eq Grains	5 fritters	2 oz M/MA 1 oz eq Grains	✓

Crediting to the Grains Component

When a store-bought combination food or processed meat/meat alternate contributes to the grains component, the CN Label or PFS will identify if the grain is whole grain-rich.



CN Label

Whole Grain-Rich: When the grain ingredient is whole grain-rich the CN Label will state the following:

X.XX oz. equivalent grains

See example on the right.

	CN	XXXXXX
CN	Four 1.00 oz. fish nuggets provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the FNS, USDA 02/21).	CN

Not Whole Grain-Rich: When the grain ingredient is not whole grain-rich the CN Label will state the following:

X.XX oz. equivalent grains (enriched)

See example on the right.

	CN	XXXXXX
CN	Four 1.00 oz. fish nuggets provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains (enriched) for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the FNS, USDA 02/21).	CN

Product Formulation Statement (PFS)

The PFS will indicate if the item is whole grain rich by the selection of 'Yes' or 'No' to the statement "Does this product meet the Whole Grain-Rich Criteria"

See example on the right.

Product Formulation Statement for Grains Products <i>(Contracting entities must retain a copy of the label from the product package in addition to the following information on the manufacturer's letterhead that is signed by an official company representative.)</i>	
Product Name: <u>Fully Cooked "Buffalo Style" Chicken Breast Bites</u>	Code No.: <u>4000 WG</u>
Manufacturer: <u>John Soules Foods Acquisitions dba ProView Foods</u>	Serving Size: <u>4</u> (4 PC)
I. Does the product meet the Whole Grain-Rich Criteria: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program:	

Grain-Rich Criteria"

See example on the right.

Product Name: Fully Cooked "Buffalo Style" Chicken Breast Bites Code No.: 4-1250 WG
Manufacturer: John Soules Foods Acquisitions dba ProView Foods Serving Size: 4 (4 PC)

I. Does the product meet the Whole Grain-Rich Criteria: Yes No

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program:

What if a CN Label or PFS Is Not on File?

A CN Label or PFS must be on file for store-bought combination foods and processed meat/meat alternates to serve these items as meal components of a CACFP meal. When a CN Label or PFS is not on file or cannot be obtained:

- Do not serve the food item as a CACFP meal component. If served, these items can only be served as an extra food in addition to creditable meal components.
- Purchase a different item that has a CN Label or PFS that can be obtained.
- Do not claim meals when a CN Label or PFS is not on file and these items are served as meal components.

What Else Do You Need to Know?

- The CN Label or PFS for a specific product cannot be used for a different product.
- The Nutrition Facts Label and Ingredients List is not acceptable documentation to credit store-bought combination foods and processed meat/meat alternates to the CACFP Meal Pattern.

Nutrition Facts	
Amount/serving	%DV*
Total Fat 20g	34%
Sat. Fat 4g	8%
Trans Fat 0g	0%
Cholesterol 10mg	20%
Sodium 240mg	48%
Vitamin A 0%	0%
Total Carb. 2g	4%
Sugars 0g	0%
Protein 20g	40%

Ingredients: Meatballs (Pork, Beef, Eggs, Water, Romano Cheese (Sheep's Milk, Rennet, Salt), Ground Gluten Free Oats, Salt, Garlic Powder, Black Pepper, Parsley)

Contains: Milk, Egg

A CN Label or PFS must be on file for store-bought combination foods and processed meat/meat alternates to serve these items as meal components of a CACFP meal. When a CN Label or PFS is not on file or cannot be obtained:

- Do not serve the food item as a CACFP meal component. If served, these items can only be served as an extra food in addition to creditable meal components.
- Purchase a different item that has a CN Label or PFS that can be obtained.
- Do not claim meals when a CN Label or PFS is not on file and these items are served as meal components.

What Else Do You Need to Know?

- The CN Label or PFS for a specific product cannot be used for a different product.
- The Nutrition Facts Label and Ingredients List is not acceptable documentation to credit store-bought combination foods and processed meat/meat alternates to the CACFP Meal Pattern.

Nutrition Facts		Nutrition Facts	
Amount/serving	%DV*	Amount/serving	%DV*
Total Fat 10g	20%	Total Carb. 1g	2%
Sat. Fat 4g	8%	Fiber 0g	0%
Trans Fat 0g	0%	Sugars 0g	0%
Cholest. 10mg	20%	Protein 10g	20%
Sodium 340mg	68%		
Vitamin A 0%	0%		

Ingredients: Meatballs (Pork, Beef, Eggs, Water, Romano Cheese (Sheep's Milk, Rennet, Salt), Ground Gluten Free Oats, Salt, Garlic Powder, Black Pepper, Parsley)

Contains: Milk, Egg

This institution is an equal opportunity provider.

**Special Dietary Needs
(SDN)
Tracking Form**




6

SDN Tracking Form

Complete for each participant that is served a menu substitution to document:

- The accommodations made,
- The agency is offering a modification that accommodates the SDN for a disability, and
- Substitutions meet meal pattern requirements for a SDN related to a non-disability.

 Special Dietary Needs Tracking Form <small>CACFP program staff complete this form</small>	
<small>CACFP staff must complete this form for each participant served menu substitutions. This form and applicable documentation, as specified, must be kept on file.</small>	
Section I: Disability (below) - Complete when a participant has an impairment that restricts eating and/or feeding and a valid medical statement signed by a State licensed healthcare professional (physician, physician assistant, nurse practitioner (APNP), dentist, optometrist, podiatrist) is on file.	
Section II: Non-disability special dietary need (back of page) - Complete when: <ul style="list-style-type: none"> • Participant's family requests meal substitutions for reasons not due to a disability • A medical statement not valid for a disability is provided. Examples: <ul style="list-style-type: none"> ○ Statement from a non-licensed health care professional (e.g., registered nurse, dietitian, or chiropractor) ○ Statement from a licensed health care professional that specifies a family's dietary preference, not a disability (e.g., statement indicates participant may drink rice milk per parent) 	
Participant's Name _____	Date form completed _____
Section I: Disability <small>Complete this entire page. Check off boxes when action is completed.</small>	
<input type="checkbox"/> Participant has a physical or mental impairment that substantially limits one or more major life activities <input checked="" type="checkbox"/> Major life activities include eating, breathing, digestive, and respiratory functions, etc. Impairment does not need to be life threatening; ex. lactose intolerance is a physical impairment of the digestive function	
<input type="checkbox"/> Attached is a valid written medical statement which includes: <ul style="list-style-type: none"> ✓ Description of impairment (reason for request) ✓ How to accommodate the impairment (e.g., foods) to be avoided and recommended substitution(s) ✓ Signature from state licensed healthcare professional (physician, physician assistant, nurse practitioner (APNP), dentist, optometrist, podiatrist) 	
ACCOMMODATION(S) The program must offer reasonable modification(s) as specified on the medical statement. <ul style="list-style-type: none"> <input type="checkbox"/> List substitution(s)/modification(s) offered by the program: _____ <input type="checkbox"/> Choose One: Family of participant: <ul style="list-style-type: none"> <input type="checkbox"/> Accepts program's accommodation(s) <input type="checkbox"/> Declines program's accommodation(s) and chooses to provide: _____ 	
CLAIMING MEALS Claim meals when the program: <ul style="list-style-type: none"> ✓ Has made reasonable modification(s) according to the medical statement ✓ Provides modification(s) or family chooses to provide modification(s). The program must provide at least one component. Do not claim meals when: <ul style="list-style-type: none"> ✓ Family chooses to provide all foods (the program is not providing any components) <input type="checkbox"/> Check meal(s) that can be claimed: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch/Supper <input type="checkbox"/> Snacks	
COMMUNICATION WITH STAFF <input type="checkbox"/> Discuss participant's meal modifications with staff, including when meals can and cannot be claimed. Record date discussed with staff: _____	
<small>This institution is an equal opportunity provider. Rev. 9/2022</small>	
<input type="checkbox"/> Check meal(s) that can be claimed: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch/Supper <input type="checkbox"/> Snacks	
COMMUNICATION WITH STAFF <input type="checkbox"/> Discuss participant's meal modifications with staff, including when meals can and cannot be claimed. Record date discussed with staff: _____	
<small>This institution is an equal opportunity provider. Rev. 9/2022</small>	

Date form completed _____

al dietary need (SDN) request
 off boxes when action is completed.

at apply):
 ric: vegetarian, organic) Other: _____

F Health History form, or medical statement not valid

s not to be served and allowable substitutions
 vide foods (if applicable)

stitute:
 n requirements. If a meal or food substitution does not meet
 /snack
 P creditable: Yes No
 P creditable: Yes No
 P creditable: Yes No

ponent of a meal or snack
 nly is creditable
 a food substitution that is not creditable, do not claim that

P creditable: Yes No
 P creditable: Yes No
 P creditable: Yes No

verage in place of cow's milk. These include non-dairy
 nond, cashew, coconut, hemp, oat, rice, and some soy milks;
 place of cow's milk, meals/snacks cannot be claimed.

ared vegetable protein ingredients may only credit to the
 act Formulation Statement (FS)

meal pattern

ent at a meal/snack

s includes program-provided and family-provided)

Maintaining and Organizing CACFP Records



7

Maintaining CACFP Records

- CACFP Records must be maintained on site
- Keep records for current FFY plus 3 FFY (October 1 – September 30)

Federal Fiscal Year (FFY)	FFY 2020 and All FFY Prior (Past - SEP 2020)	FFY 2021 (OCT 2020 - SEP 2021)	FFY 2022 (OCT 2021 - SEP 2022)	FFY 2023 (OCT 2022 - SEP 2023)	FFY 2024 (OCT 2023 - SEP 2024)
Retention Duration	Discard or Shred Accordingly	Retain until end of FFY 2024	Retain until end of FFY 2025	Retain until end of FFY 2026	Retain until end of FFY 2027

7

Maintaining CACFP Records

October 1, 2023

Federal Fiscal Year (FFY)	FFY 2020 and All FFY Prior (Past - SEP 2020)	FFY 2021 (OCT 2020 - SEP 2021)	FFY 2022 (OCT 2021 - SEP 2022)	FFY 2023 (OCT 2022 - SEP 2023)	FFY 2024 (OCT 2023 - SEP 2024)
Retention Duration	Discard or Shred Accordingly	Retain until end of FFY 2024	Retain until end of FFY 2025	Retain until end of FFY 2026	Retain until end of FFY 2027

7

Maintaining CACFP Records



Federal Fiscal Year (FFY)	FFY 2020 and All FFY Prior (Past - SEP 2020)	FFY 2021 (OCT 2020 - SEP 2021)	FFY 2022 (OCT 2021 - SEP 2022)	FFY 2023 (OCT 2022 - SEP 2023)	FFY 2024 (OCT 2023 - SEP 2024)
Retention Duration	Discard or Shred Accordingly	Retain until end of FFY 2024	Retain until end of FFY 2025	Retain until end of FFY 2026	Retain until end of FFY 2027

7

Maintaining CACFP Records

Required Documents List

CACFP forms each type of program must complete and frequency

CACFP REQUIRED DOCUMENTS LIST									
<p>This list includes CACFP forms/records each type of program must complete and the frequency of completion. Forms and records are under the Guidance Memorandum (GM) indicated in the Location column. Retain all CACFP records for 3 years plus the current Federal Fiscal Year (October 1 – September 30).</p> <p>The abbreviation key below identifies each type of CACFP program.</p> <table border="1"> <tr> <td>CC: Child Care</td> <td>AR: At Risk</td> </tr> <tr> <td>HS: Head Start</td> <td>ES: Emergency Shelter</td> </tr> <tr> <td>OS: Outside of School Hours Care</td> <td>ADC: Adult Day Care</td> </tr> </table> <p>An X under the 'CC, HS, OS, AR, ES, ADC' column in the table below indicates the forms/records and requirements that apply to that program. This checklist may not be all-inclusive.</p>		CC: Child Care	AR: At Risk	HS: Head Start	ES: Emergency Shelter	OS: Outside of School Hours Care	ADC: Adult Day Care		
CC: Child Care	AR: At Risk								
HS: Head Start	ES: Emergency Shelter								
OS: Outside of School Hours Care	ADC: Adult Day Care								
Form / Record	Requirement(s)	Location	CC	HS	OS	AR	ES	ADC	Frequency
ENROLLMENT RECORDS									
Household Size Income Statement (HSIS)	<ul style="list-style-type: none"> Distribute to all households Must be on file for all participants claimed free/reduced Valid for one year, collect new forms annually 	GM 1	X		X			X	Annually
Household Letter	Distribute with HSIS	GM 1	X		X			X	Annually
Documentation of Head Start Children	Applicable if site is a Head Start or has Head Start children enrolled in wrap-around care <ul style="list-style-type: none"> List enrolled participants as N/R/F based on HSIS 	GM 1	X	X	X				Annually
Household Size Income Record (HSIR)	<ul style="list-style-type: none"> Complete monthly based on CACFP enrollment policy 	GM 1	X		X			X	Monthly Start new HSIR in Oct.
CACFP Enrollment Form	Collect enrollment information (normal days, hours, meals)	GM 6	X	X					Annually
List of eligible participants	Participant's name, date of birth, and dates of residency	GM 6					X		Daily/Monthly
Attendance Records	Maintain daily records of attendance	GM 9	X	X	X	X		X	Daily
MEAL DOCUMENTATION									
Menus	<ul style="list-style-type: none"> Daily & dated with substitutions for each meal service Meals meet CACFP meal pattern requirements and menu documentation requirements 	GM 12	X	X	X	X	X	X	Daily/Monthly
Production Records	<ul style="list-style-type: none"> Document specific foods and total quantity of food prepared for each approved meal/snack Medical statement for meals not meeting meal pattern 	GM 12	X	X	X	X		X	Daily/Monthly
Special Dietary Needs (SDN) Documents	<ul style="list-style-type: none"> Family statement for non-disability SDN requests Complete SDN Tracking Form* for each participant accommodated for disability or non-disability request 	GM 12	X	X	X	X	X	X	Ongoing
Product Package Information	Keep on file for cereal, whole grain rich, yogurt, and tofu*	GM 12	X	X	X	X	X	X	Ongoing
CN Labels and Product Formulation Statements	Keep on file for store-bought combination foods and processed meats (i.e., chicken nuggets, pizzas, meatballs, etc.)	GM 12	X	X	X	X	X	X	Ongoing
Meal Count Records	Record meal counts at the time of service (at time or immediately after a reimbursable meal has been served)	GM 9	X	X	X	X	X	X	Daily / Compile Monthly
<small>*School Food Authorities (SFA) operating At-Risk Afterschool Meals do not need complete the SDN Tracking Form and SFAs following the NSLP meal pattern do not need to maintain labels for breakfast cereal, yogurt, or tofu.</small>									
VENDED MEALS (Agencies purchasing meals from an outside source)									
Vendor Agreement	Execute agreement between facility and vendor	GM 4	X	X	X	X	X	X	Annually
Vended Meals	Obtain delivery records or production records from vendor	GM 4	X	X	X	X	X	X	Daily
OTHER RECORDS									
WIC Fact Sheet	Post in visible location or distribute	GM 9	X	X					Annually
Online Contract	Renew each October and update as needed	GM 9	X	X	X	X	X	X	Annually / Ongoing
Board Meeting Minutes (if applicable)	Discuss CACFP annually and document in meeting minutes	GM 9	X	X	X	X	X	X	Annually

7

Maintaining CACFP Records



CACFP REQUIRED DOCUMENTS LIST

This list includes CACFP forms/records each type of program must complete and the frequency of completion. Forms and records are under the [Guidance Memorandum \(GM\)](#) indicated in the *Location* column. Retain all CACFP records for 3 years plus the current Federal Fiscal Year (October 1 – September 30).

The abbreviation key below identifies each type of CACFP program.

CC: Child Care	AR: At Risk
HS: Head Start	ES: Emergency Shelter
OS: Outside of School Hours Care	ADC: Adult Day Care

An X under the 'CC, HS, OS, AR, ES, ADC' column in the table below indicates the forms/records and requirements that apply to that program. *This checklist may not be all-inclusive.*

Form / Record	Requirement(s)	Location	CC	HS	OS	AR	ES	ADC	Frequency
ENROLLMENT RECORDS									
Household Size Income Statement (HSIS)	<ul style="list-style-type: none"> Distribute to all households Must be on file for all participants claimed free/reduced Valid for one year, collect new forms annually 	GM 1	X		X			X	Annually
Household Letter	Distribute with HSIS	GM 1	X		X			X	Annually
Documentation of Head Start Children	Applicable if site is a Head Start or has Head Start children enrolled in wrap around care	GM 1	X	X	X				Annually
Household Size Income Record (HSIR)	<ul style="list-style-type: none"> List enrolled participants as N/R/F based on HSIS Complete monthly based on CACFP enrollment policy 	GM 1	X		X			X	Monthly Start new HSIR in Oct.
CACFP Enrollment Form	Collect enrollment information (normal days, hours, meals)	GM 6	X	X					Annually
List of eligible participants	Participant's name, date of birth, and dates of residency	GM 6					X		Daily/Monthly
Attendance Records	Maintain daily records of attendance	GM 9	X	X	X	X		X	Daily

7

Organizing CACFP Records

CACFP Training Spotlight: Organizing CACFP Records

CACFP TRAINING Spotlight

DPI COMMUNITY NUTRITION TEAM

IN THIS HANDOUT:

ORGANIZING CACFP RECORDS

Maintaining accurate and organized records is necessary to support CACFP claims and show that CACFP requirements are met. This handout provides strategies for organizing records.

This handout is not applicable to family daycare home providers. Family daycare home providers must maintain records as specified by their sponsoring organization.

What Records Must Be Completed and Maintained?

Refer to the [Required Documents List](#) for a table of CACFP records each program type must complete.



CACFP records must be:

- Maintained on site, accessible during normal business hours, and available for review by DPI, USDA, or other state officials within one hour of arrival, announced or unannounced.
- Retained on file for the current plus three Federal Fiscal Years (FFY) (October 1 - September 30).

Notify your CACFP Consultant immediately if any records being maintained for the required retention period are lost, stolen, or damaged (i.e., flood or fire)!



Recordkeeping System

Participating in the CACFP means maintaining a large volume of records. It is important to have an organized recordkeeping system to ensure all required records are maintained, achieve CACFP compliance, and provide quick access to records when needed and during a CACFP review.

Consider the following when determining how to organize records:



Frequency of when records are completed: Records completed annually can be filed together in one folder or binder. Records completed monthly can be filed together in separate folders for each month.



Record type: File records in their own file or folder by category. For example, file monthly menus together in one folder. File all receipts/invoices together in a different folder. Consider using subfolders, for example, file receipts/invoices by store/vendor. At the end of the FFY, file all folders together in a storage box by FFY.



Use chronological and/or alphabetical order: File monthly claim support documents by month for the FFY (October through September). Organize Household Size Income Statements in alphabetical order, last name first. Sponsoring Organizations organize site monitoring forms by date, oldest to newest.

CACFP Reviews



8

CACFP Reviews

- **DPI conducts Program reviews every three (3) Federal Fiscal Years**
 - More frequent if significant findings
- **Announced or unannounced**
- **Review CACFP records to verify:**
 - All CACFP requirements are being completed
 - Claims are valid
 - Reimbursement is spent appropriately
- **Observe a meal service**



8

CACFP Review

Review Documents Checklist

- Sent to you prior to review
- Have records out and ready for the consultant before their arrival
- Remember! CACFP records must be maintained on site

Review Documents Checklist Child and Adult Care Food Program (CACFP) Child Care Institution Component


Fiscal Year (FY) 2023 (October 1, 2022 - September 30, 2023)

Have the following documents ready for the DPI Consultant on the day of the review

Preparation for an onsite review will help ensure Program requirements are being met and help result in a successful review. Review this checklist. Organize records and have them available for the consultant prior to arrival.


CACFP Enrollment Records for current FY

- Household Size-Income Record (HSIR)
- Household Size-Income Statements (HSIS) for each child claimed as Free or Reduced; filed in a binder, alphabetically or in the same order as the children are listed on the HSIR
- Documentation for Head Start children, if applicable (one of the following):
 - Copy of approved Head Start application for each child
 - Statement of enrollment in a Head Start Program from Head Start
 - List of the names of Head Start participants and a certification statement that children are currently enrolled in a Head Start Program (signed by a Head Start employee authorized to provide certification for Head Start)
- CACFP enrollment forms for each child enrolled in the center (if applicable, see Guidance Memorandum 6)
- Daily attendance records (ex. sign in/sign out sheets, daily tracking records, etc.)




Monthly Claim Records for the current FY

- Menus, including any written substitutions made during the month
- Meal production records for all meals claimed
 - Vended Meals: Agencies that purchase meals from a vendor must show they are receiving the required quantities of food (ex. delivery records, production records)
- Infant meal records for infant meals claimed
- Time-of-service meal count records
- Sponsoring Organizations Only (agencies with more than one site): Documentation that the two required claim edit checks are completed each month



Meal Support Documentation

- Product Information (package, or picture/copy of product package including the name of item, Nutrition Facts Label, and Ingredients, or Product Formulation Statement (PFS)) for the following items:
 - Breakfast cereal
 - Whole grain-rich foods
 - Yogurt
 - Tofu
- Child Nutrition (CN) labels or Product Formulation Statements (PFS) for store-bought combination foods (e.g., chicken nuggets, fish sticks, ravioli) and pre-cooked foods containing fillers (e.g., meatballs, Salisbury steak)




8

CACFP Review

Review Findings

- Discussed with agency
- Identified in CACFP Review Report
- CAP Form must be completed for each finding

 CACFP Corrective Action Plan Form

Instructions:

- Complete one Corrective Action Plan (CAP) Form for each finding identified in the CACFP Review Report.
- Provide a response for items 1-6 to ensure your CAP is approved. See [sample completed CAP](#).
- Complete the CORRECTIVE ACTION COMPLETED section on page 2.
- Save a copy of each CAP Form with an identifiable name (ex. Finding 1, Finding 2, etc.).
- Submit a copy of each completed CAP Form to your assigned CACFP consultant.
- This form is fillable. Before starting to complete the form save it to your computer.

1. **Identify the Finding:** Include the Finding # from the CACFP Review Report.

2. **Finding Correction - Detail the following in the table below:**

A. **Change in agency procedure - Detail steps being completed:** List the step-by-step procedures that are now being done to ensure the CACFP requirement is completed correctly, and the finding will not be repeated.

- Be specific so someone who has never completed the steps before understands what to do. Do not restate the issue with assurances, e.g., "we will keep product labels for whole grains on file."
- Reference applicable DPI resources now used by staff to ensure compliance (i.e., meal pattern crediting resources, forms etc.).

B. **Staff:** Identify position(s)/title(s) of staff who complete the steps listed in 2A.

C. **When:** Identify when staff complete the steps in 2A, i.e., daily, weekly, monthly.

A. Change in agency procedure - Detail steps being completed	B. Staff	C. When

D. **Monitoring:** Explain how steps above are monitored to ensure they are completed correctly and consistently. Monitoring staff should be different from staff completing steps in item 2.



CACFP Corrective Action Plan Form

Instructions:

- Complete one Corrective Action Plan (CAP) Form for each finding identified in the *CACFP Review Report*.
- Provide a response for items 1-6 to ensure your CAP is approved. See [sample completed CAP](#).
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- This form is fillable. Before starting to complete the form save it to your computer.

1. Identify the Finding: Include the Finding # from the *CACFP Review Report*.

2. Finding Correction - Detail the following in the table below:

- A. Change in agency procedure – Detail steps being completed: List the step-by-step procedures that are now being done to ensure the CACFP requirement is completed correctly, and the finding will not be repeated.

2. Finding Correction - Detail the following in the table below:

A. Change in agency procedure - Detail steps being completed: List the step-by-step procedures that are now being done to ensure the CACFP requirement is completed correctly, and the finding will not be repeated.

- Be specific so someone who has never completed the steps before understands what to do. Do not restate the issue with assurances, e.g., "we will keep product labels for whole grains on file."
- Reference applicable DPI resources now used by staff to ensure compliance (i.e., meal pattern crediting resources, forms etc.).

B. Staff: Identify position(s)/title(s) of staff who complete the steps listed in 2A.

C. When: Identify when staff complete the steps in 2A, i.e., daily, weekly, monthly.

A. Change in agency procedure - Detail steps being completed	B. Staff	C. When

--	--	--

D. Monitoring: Explain how steps above are monitored to ensure they are completed correctly and consistently. Monitoring staff should be different from staff completing steps in item 2.

3. **Maintaining Records:** Explain where documents, records, etc. referenced in the agency procedure are maintained on file.

4. **Implementation Date:** Identify when the procedures/steps to correct the finding began. *Provide a specific date. Do not state "immediately" or "moving forward."*

5. **Training:** Identify how staff were trained on these new procedures/steps.

6. **Resources / Support Documentation:** If requested as part of corrective action, identify documentation submitted to verify corrections were made, i.e., menus, receipts, etc. If not applicable, write N/A.

CORRECTIVE ACTION COMPLETED

I hereby certify that the corrective action described above has been implemented by the date(s) indicated and has been implemented agency-wide in all sites participating on the CACER.

5. **Training:** Identify how staff were trained on these new procedures/steps.

6. **Resources / Support Documentation:** If requested as part of corrective action, identify documentation submitted to verify corrections were made, i.e., menus, receipts, etc. If not applicable, write N/A.

CORRECTIVE ACTION COMPLETED

I hereby certify that the corrective action described above has been implemented by the date(s) indicated and has been implemented agency-wide, in all sites participating on the CACFP.

Name of Agency Staff:

Title:

Date:

Offering the CACFP to Infants



9

Offering CACFP to Infants

All programs providing infant care must offer to supply:

- One type of iron-fortified infant formula (IFIF)
- Creditable, developmentally appropriate foods
 - Iron-fortified infant cereal
 - Fruits, vegetables, meat/meat alternates
 - Grains (snack only)



Families choose to accept or decline.
Cannot require families to provide
formula/foods.

9

Offering CACFP to Infants

Infant Menu and Meal Pattern

([Infant Menu Spanish](#))

([Infant Meal Pattern Spanish](#))

- Post in Infant Room(s)
- Notify Families
 - Distribute in the enrollment packet
 - Post in visible location in facility



Child and Adult Care Food Program (CACFP)
Infant Menu

As a program in the CACFP, we must offer to supply all meal components of the [Infant Meal Pattern](#).

We will supply the following items to your infant while in our care:

- One type of iron-fortified infant formula
- Iron-fortified infant cereal
- Baby foods and/or table foods in the appropriate textures for your infant

Parents/Guardians may choose to accept our offered formula and/or foods or provide your own.

Our program will provide the following formula and infant foods:



Formula Offered:

Parents/Guardians: You may choose to accept our offered formula or provide a different iron-fortified formula of your choice, expressed breast milk or breastfeed your baby on-site.



Iron-Fortified Infant Cereal Offered:

Check one or more boxes as it applies to your program

- | | |
|--|---|
| <input checked="" type="checkbox"/> Rice | <input type="checkbox"/> Barley |
| <input type="checkbox"/> Wheat | <input checked="" type="checkbox"/> Oat |



Foods Offered:

Check one or more boxes as it applies to your program

- | |
|--|
| <input checked="" type="checkbox"/> Store-bought baby foods |
| <input checked="" type="checkbox"/> Fruits and vegetables |
| <input checked="" type="checkbox"/> Meats |
| <input type="checkbox"/> Homemade baby foods (i.e. pureed whole foods) |
| <input checked="" type="checkbox"/> Table foods (i.e. foods from the regular menu) |
| <input checked="" type="checkbox"/> Grains (crackers, ready-to-eat cereal, bread) |

This institution is an equal opportunity provider.

Civil Rights Updates



10

Civil Rights Updates

Race and Ethnicity Data Form

- Visual observation and identification no longer allowed to obtain data from participants
- Form is updated to document 'unknown' for when information is not obtained

Race and Ethnicity Data Form
COMPLETE AND RETAIN ON FILE
DO NOT SUBMIT TO DPI UNLESS REQUESTED

Agency Name: _____ Site Name (if different): _____
Site Address: _____

Instructions: Each participant must be recorded in both the Ethnicity and Race categories.

1. Record the total number of participants for each ethnicity.
2. When the ethnicity of participants is not available, record these participants as Unknown.
3. Record the total number of participants for each race (a participant can be recorded as more than one race).
4. When the race of participants is not available, record these participants as Unknown.

The agency was unable to collect participant level data.
 At-Risk Afterschool Sites that do not enroll participants: Aggregate data for the service area is attached (tables below do not need to be completed).

ETHNICITY	Number of Participants
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	
Not Hispanic or Latino	
Unknown	
Total	

RACE	Number of Participants
American Indian or Alaskan Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black or African American. A person having origins in any of the black race groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
Unknown	
Total (must equal or exceed total of ethnicity groups)	

Name of Agency Representative

Agency Representative Signature

Date

Rev. 2/2023

Revised USDA Nondiscrimination Statement (May 2022)

- Include on materials that mention CACFP / USDA. Ex: handbooks, website, newsletters
- Update all documents by September 30, 2023
- Continue to post “And Justice for All” poster until new posters sent

Guidance Memo 8: Civil Rights

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.



Thank you!

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