CACFP
TRAINING
Child and Adult Care Food Program

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

The general session is CACFP Boot Camp! Since the last in-person CACFP training, which was held in 2019, many new programs have joined the CACFP and there have also been a lot of staff changes at programs that have been participating on the CACFP for years. Because of this, this training focuses on areas of the CACFP that Nutrition Program Consultants are finding agencies struggling with and/or not completely understanding to the extent needed.

You may be wondering "why a boot camp? That sounds intense!" And, by definition, a boot camp is an intensive way to obtain knowledge. This training will go through 10 quick 'drills' on various CACFP topics, requirements and reminders to help your program successfully participate in the CACFP.

DPI and CACFP Staff

#1 is DPI and Consultants. And the reason for talking about DPI and consultants is because a lot of people don't know what we do or where we fit in with regards to the CACFP. Some people think that Wisconsin DPI makes the CACFP rules when we do not.

DPI and CACFP Staff

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USDA
Food and Nutrition Service
(FNS)

Wisconsin Department of Public Instruction (DPI)

The CACFP is a program administered by the federal government, specifically the United States Department of Agriculture, Food and Nutrition Service division. The government sets Program regulation and rules but then hands responsibility of the Program in each state by one of the state's government departments. In Wisconsin, this is the Department of Public Instruction, or DPI.

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

USDA
Food and Nutrition Service (FNS)

Wisconsin Department of Public Instruction (DPI)

Independent Agency

Sponsoring Organization

Sites
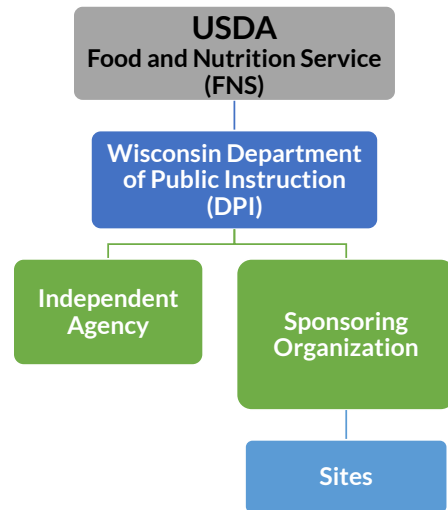
The DPI contracts with agencies, that is you, to operate the CACFP and receive reimbursement. Your program is either an independent program, meaning you have one site participating on the CACFP, or a Sponsoring Organization, an agency with 2 or more sites. The DPI provides the reimbursement for CACFP meals served.

Consultants:
- Provide Training, Technical Assistance, and Resources to Agencies. We have a lot of resources to help you with this program; many which we are going to talk about today.
- Approve Contracts (both initial application/contract and annual contract renewals) and
- Review Programs for Compliance with CACFP requirements and regulation

1 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

Every agency on the CACFP has an assigned consultant. Most agencies are assigned to a consultant based on the county the program is located, however, At-Risk Afterschool programs are assigned to a specific consultant who works with At-Risk agencies; not by county.

Consultant assignments are re-established annually in October so your consultant may change.

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

You can find out who your consultant is on the CACFP Assigned Consultant's list on DPI's website. It is in alphabetical order by Agency Name. A link to the CNT staff directory is at the top of this document. This will have your consultant's phone number and email address.
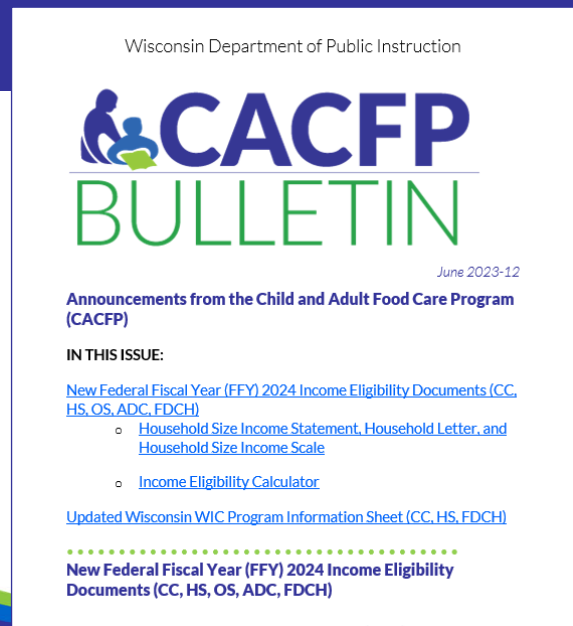
Reach Out!

You are encouraged to reach out to your CACFP consultant with questions you have about the CACFP. Especially if you are newer to the CACFP and are not sure you are doing something correctly. Please reach out. Don't wait for your review.

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

The DPI Community Nutrition Team also reach out to you monthly, and sometimes more frequently than monthly, via email bulletins. These are sent to the CACFP Authorized Representative and Secondary contact as designated in the CACFP contract, and anyone else who is on our email list. If you are not the AR, Secondary Contract or already receive the bulletins, please sign up by sending an email with the word subscribe to the email address on the slide.

Bulletins are our way of communicating important CACFP updates. Please take the time to scan through the headers of each bulletin to see what topics are addressed and determine if they pertain to your program and if any action is needed on your part. This bulletin shown on this slide was sent out in June 2023 and it addresses the updated income eligibility forms for all programs except for At-Risk and Emergency Shelters.

The community nutrition team sends the CACFP Bulletin and other emails from the Community Nutrition Team general email which is cnt@dpi.wi.gov. Please be aware of this as emails may go to your junk mail.

CACFP Menu and Meal Pattern Requirements

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Next, we are going to go over the CACFP Menu and Meal pattern Requirements.

2 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.

This institution is an equal opportunity provider.   Revised 2/2023

Some of the findings we are frequently seeing during the reviews revolve around menus that do not include all the required documentation, and meals that are missing a required component or include non-creditable foods.

It is necessary for all programs to meet menu and meal pattern requirements. This includes programs that purchase prepared meals from a vendor; it is still the CACFP agency's responsibility to ensure meals meet CACFP meal pattern requirements and menus document required information.

To help with meeting these requirements, the DPI has the CACFP Menu Checklist. We will go through this next.

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

The top of the Menu Checklist lists each meal type and the components that must be served.

Breakfast must contain:

- Milk
- Fruit or vegetable and
- Grain item. A meat/meat alternate can be served in place of the entire grain component up to 3 days/week.

Lunch and Supper must contain:

- Milk
- Meat/meat alternate
- Vegetable
- Fruit and
- Grain

A second, different, vegetable can be served in place of the entire fruit component at lunch/supper. For example, carrots and beets.

At snack, two of the following 5 components must be served:

- Milk
- Vegetable
- Fruit
- Meat/meat alternate
- Grain

Water is not a creditable component. Programs are encouraged to serve water along with 2 creditable components, such as a fruit and a grain.

The bottom of this page provides information on serving creditable foods and some of the daily menu requirements.

- **All foods served as a required meal component must be creditable.** There are foods that can be purchased that are not creditable to the CACFP meal pattern and cannot be served in a CACFP meal or snack.

- **One grain item served each day must be whole grain-rich.** A common misunderstanding is that all grains served must be whole grain-rich. This is not the USDA CACFP requirement. Programs may serve enriched grains at the other meals/snacks. For example, when a whole grain-rich item is served at breakfast, the grain served at lunch/supper (and snack if a grain item is served) can be an enriched grain such as white bread or enriched pasta.

- **Grain-based desserts are not creditable as a grain and cannot be served.** We are still seeing an occasional grain-based dessert on menus, such as granola bars or a bar that resembles a granola or breakfast bar.

- **Breakfast cereals and yogurt served must meet the required sugar limits.**

- **Juice cannot be served at more than one meal or snack per day.** This includes situations where a program serves different groups of children, for example, an

  AM class and a PM class. Juice cannot be served during breakfast and then again at PM snack.

- **Foods cannot be deep fat fried on-site.** No foods served can be deep-fat fried unless you are purchasing prepared meals from a vendor. Food coming from a vendor can technically be fried, although it is not recommended.

- **Adult Day Centers only can serve yogurt in place of milk at one meal per day.**

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, corndogs, 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.

On the back side is Menu Documentation Requirements, Product Documentation and information on Foods Prepared from Scratch.

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)"

Programs must keep a copy of one menu for each meal and snack claimed for reimbursement on file with claim support documents. Menus must be dated, and any meal substitutions made during the month must be documented on the menu. This means do not just print the planned menu to keep with the claim support documents. We prefer to see the messy menus that someone spilled on, saved in your folders.

Menus must include:
- The types of milk served. Fat content, by age group, must be identified on each menu.
- The whole grain rich item served each day must be notated. This can be completed by documenting a WW, WGR, or WG next to the grain item that is whole grain-rich.
- Specific names of fruit, vegetables, and cereals served must be identified.
- Last, best practice is to identify all main dish meal components on the menu. For example, do not just write Tacos, write out beef and cheese tacos on a whole grain tortilla to identify the meal components served at the meal.

Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast 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
Lunch or Supper 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
Snack *Select two of the following:* 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

Here is a sample menu showing menu documentation requirements.

At the bottom of the menu there is the types of milk served including the ages.
- 1% or skim is served to children ages 2 and older
- Whole milk is served to 1-year olds.

Whole grain-rich items are noted. All whole grain-rich items are bolded. In addition:
- Cheerios, bread, and crackers are noted with a WG next to the name
- Brown rice, oatmeal and quinoa are natural whole grains so would not need to have a WG next to the item, however it is best practice to do so. The items are still bolded to identify them as the whole grain-rich item.

Specific cereals are named. On this menu on Monday, Cheerios are served.
- If your program serves a variety of cereals and staff are allowed to choose which type of cereal they want to serve on cereal days, then it is okay to document "Cereal" on menus and include a list of cereals served at the bottom of the menu. For example, "Cereal Choices: Rice Krispies, Cheerios, Kix." In this situation, if cereal is served as the whole grain-rich item, ALL cereal options must be whole grain-rich.

Specific fruits and vegetables are identified on the menu.

☐ 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, corndogs, etc.). Refer to the Crediting Store-Bought Combination Foods handout for more information.

Foods Prepared from Scratch / Homemade Items

Next down on the checklist is information about product documentation that must be kept on file to support that certain foods served meet CACFP requirements. We will talk about this topic more in a little bit.

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☐ 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, corndogs, 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.

Last, food prepared from scratch / homemade dishes must meet CACFP meal pattern requirements. This means that the amount of food served to a participant includes enough of the meal components in that dish to provide at least the minimum required CACFP meal pattern serving size.

USDA CACFP Crediting Handbook

(USDA CACFP Crediting Handbook Spanish)
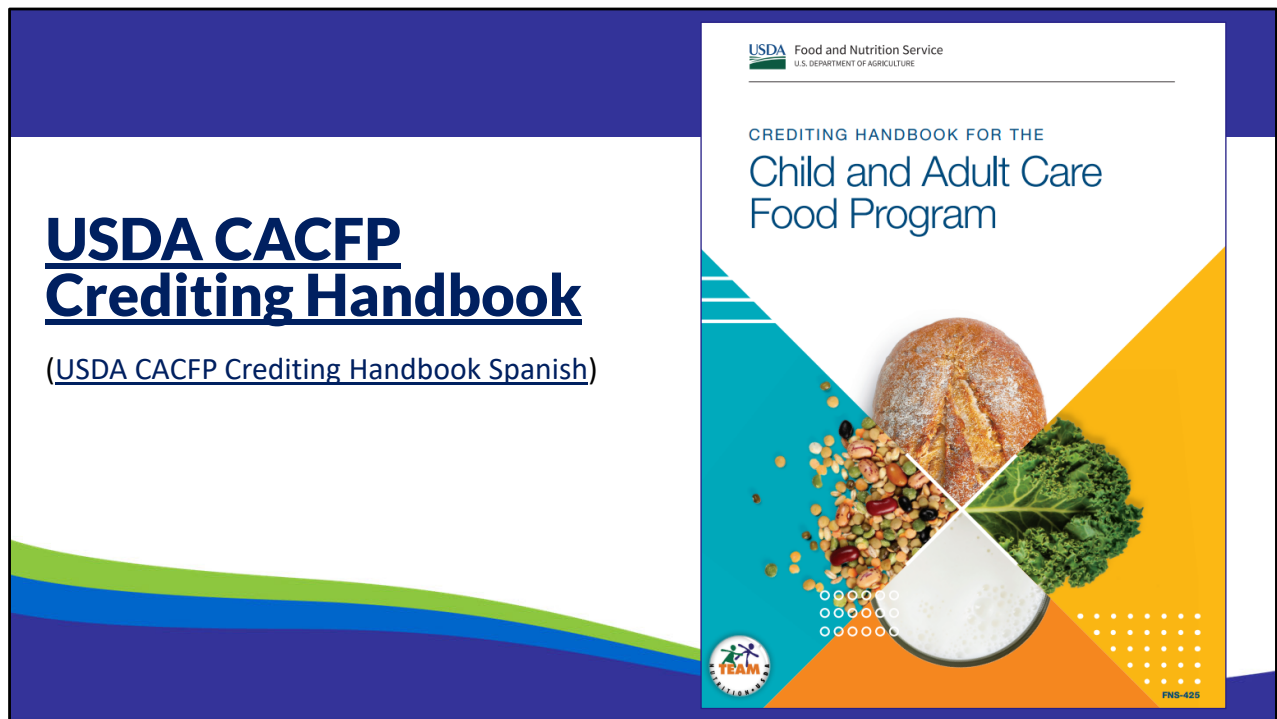
Next, we will go over some resources available to help you with Menu Planning. Many of these resources are on the Menu Checklist.

However, first is USDA's CACFP Crediting Handbook. This is a very comprehensive handbook that lists common foods and let's you know if the food item is creditable or not creditable to the CACFP meal pattern. There are also a lot of good questions and answers for each food component.

DPI Creditable and Non-Creditable Foods Guide

The DPI consolidated a lot of information from the USDA CACFP Crediting Handbook into the Creditable and Non-Creditable Foods Guide. This provides information on the meal components and includes lists of foods that are creditable and not creditable to each component.

Whole Grain-Rich Flowchart
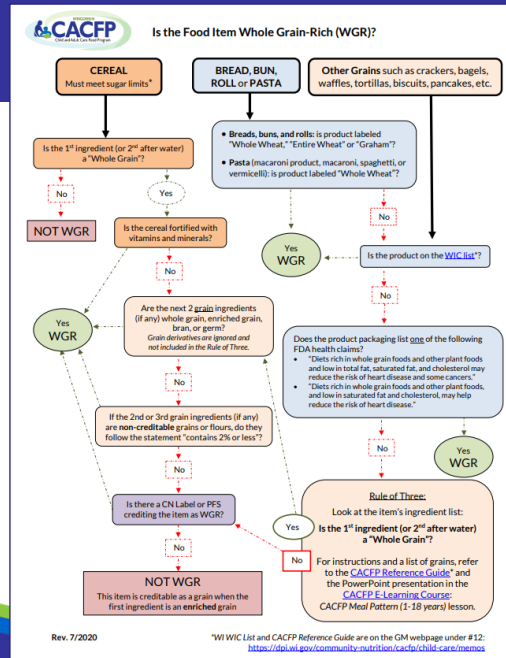
The Whole Grain-Rich Flowchart walks you through the different ways to determine if a grain is WGR.

If you do want to dive into whole grains more, please review the Whole Grain-Rich presentation.

Wisconsin WIC Approved Whole Grains

Next is the Wisconsin WIC Approved Whole Grains list. This list provides a list of breads, buns, rolls, pasta, and tortillas that are whole grain rich, and indicates plain oats and brown rice are whole grain.

Any grain on any state's WIC list is whole grain-rich.

Is it a Grain-Based Dessert? Perception Counts!

Is it a Grain-Based Dessert handout provides a list of grains considered to grain-based desserts. Remember, grain-based desserts are not creditable to the CACFP meal pattern and cannot be served.

CACFP Training Spotlight: Recipes for Foods Prepared from Scratch

Last is the CACFP Training Spotlight: 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) and 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.

The training spotlight includes links to websites with recipes that include this information.

2 **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

The last slide on the CACFP Menu and Meal Pattern is for programs that purchase meals from a vendor, and specifically meals from a school on the National School Lunch Program (NSLP). This may include a CACFP program that is part of a school such as a school-operated child care center or At-Risk afterschool program that receives meals from school food service.

School food services prepare meals for school-age students that are in line with NSLP requirements. The NSLP meal pattern is different from the CACFP meal pattern. There are some foods that can be served in NSLP that cannot be served in the CACFP, such as grain-based desserts and cereals and yogurt above the CACFP sugar limits

These items cannot be served in CACFP meals. If you are a program that purchases meals from a school district, or a program operated by a school, the responsibility of ensuring that meals are creditable to the CACFP meal pattern are yours. You must work with the district to ensure they are providing CACFP-compliant meals.

Serving Meals in the CACFP

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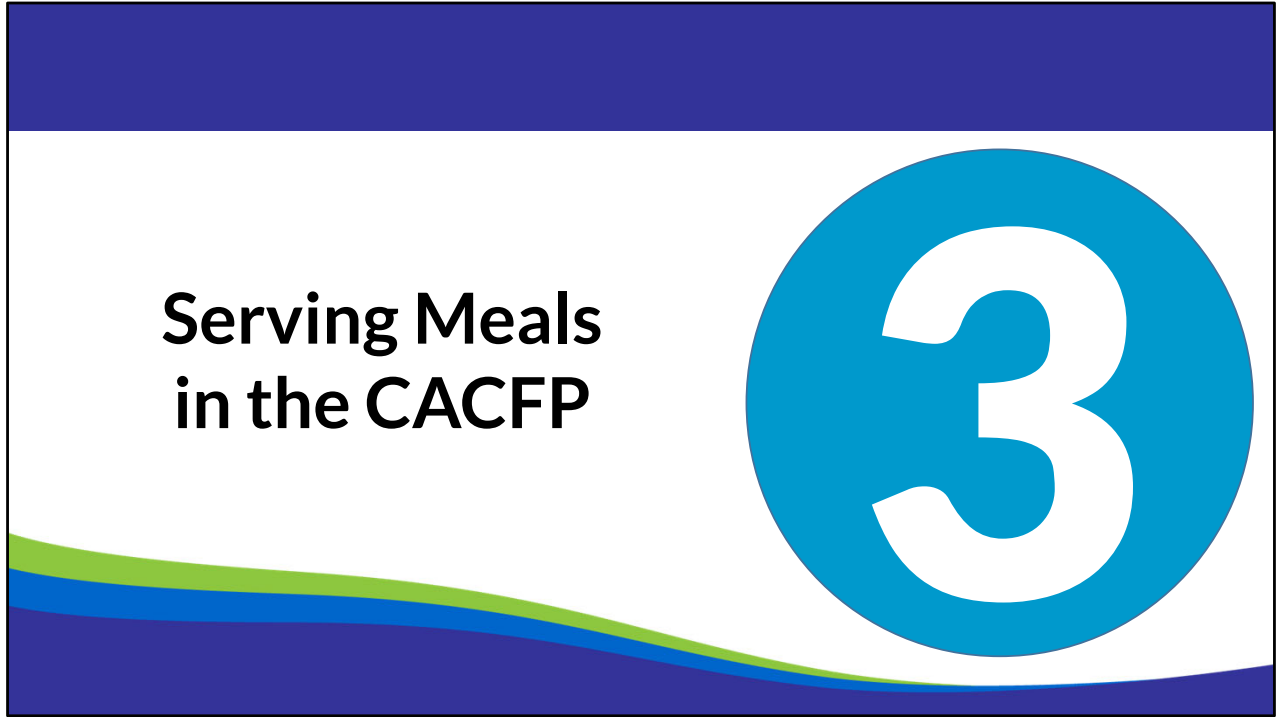
Next, we are going to go over Serving Meals in the CACFP.

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.

When serving meals, there are three meal service styles that may be used by all programs. These are pre-plated, family style, and cafeteria style dining.

Offer versus Serve is a meal service style that can only be used by At-Risk Afterschool Programs and Adult Daycare Centers. This will be touched on shortly.

You can choose to use one meal service style, or a combination of styles. The Meal Service Styles handout provides an overview of each meal service style.

Meal Service Styles Handout

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, _must_ 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	Minimum serving size	Place components/

The handout includes a definition of each meal service style, requirements that must be followed when serving meals using that style, and best practices.

The first meal service style is pre-plated. This is when program staff plate all components for each participant, including pouring milk in cups. As a reminder, when using this style, the minimum serving size of each component must be placed on the plate and in the cup for each participant.

	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		

The next meal service style is family style dining, and below that is a combination of pre-plated and family style dining.

In family style dining, participants serve themselves out of common serving dishes on the table. Participants must be encouraged, but not required, to take the minimum serving size. When serving meals family style, the minimum serving size of each component must be available for each participant participating in that meal.

When combining pre-plated and family style dining, you must follow the requirements for each different style. Meaning, any component that is served by staff must be served in the minimum serving size and for components served family style the minimum serving size for each participant must be available in common serving dishes.

	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*	

The last meal service style cafeteria style dining, where participants go through a serving line and staff either serve themselves food or staff place food on a participant's plate/tray. With cafeteria style the minimum serving size of each component must be placed on the plate and in the cup for each participant.

As a reminder, Offer versus Serve is not allowed in childcare centers, head start programs, outside of school hours centers or emergency shelters.

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

Regardless of the meal service style or styles used, all required components of the meal or snack must be served at the same time. A food or beverage cannot be withheld until the end of the meal or until a participant eats certain foods first. For example, milk cannot be withheld until participants finish their meal.

Forcing children to eat all foods on their plate, or to finish one type of food before receiving additional servings of another food, does not support a participant's choices made regarding the foods they want to eat.

Last for serving meals is Offer versus Serve. This method allows a participant to decline food items. Offer versus Serve is only allowed for adult daycare centers and at-risk afterschool programs.

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

4

Number four is keeping product labels on file. We briefly mentioned this before when reviewing the menu checklist, but let's get into a little more detail.

Product Labels

4

Product labels must be on file for:

Breakfast Cereals　　Yogurt　　Whole Grain-Rich　　Tofu

An ongoing issue we are seeing at reviews is that product labels for breakfast cereals, yogurt, whole grain-rich foods, and tofu are not on file or were just collected shortly before the review.

Labels are required for these items to support that the foods your program has served and serves meet CACFP crediting requirements and, in turn, that meals that include these items are reimbursable.

Labels for these items must be saved on an ongoing basis, not just obtained prior to a review. During a CACFP review, the reviewer compares menus to labels, and reviews receipts to ensure the agency is purchasing those specific items as well. We can tell when labels are gathered just for the review. In addition, labels provided often do not match what was purchased in the previous months or what is on hand at the site.

Not having labels of actual foods served will result in Program findings and could result in meal disallowances.

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.

So how can you make sure you have labels on file?

Save the packaging of each brand and type of item after it is used. Only one copy needs to be maintained, so once you have it on file, you do not need to keep another copy.

Keep Labels on File

4

File labels in:
- Binders
- Folders
- Large Envelopes

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

Place product labels in a filing system. This could be binders, folders, or large envelopes. Whatever works best for your program.

When new items are served, keep the label and place it in the filing system. This includes items that you may only purchase one time because a product you normally purchase is not available or you find something on sale. Any item served must have a label on file.

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.

Establish a system or procedure to obtain and file product labels.

First, identify who is responsible for saving labels. Often this is the person preparing the meals. However, others can be involved in the process, such as the center director, to provide assistance and to maintain oversight to ensure all labels are being saved.

Next, determine how and where labels are maintained, as we discussed on the previous slide.

Last, establish a frequency of checking saved labels. This may be after every shopping trip or every time you are about to discard an item. Compare WGR items, cereal and yogurt purchases or packaging you are about to discard with labels you already have on file. Another idea is to identify an item you need to keep the label for by placing a marking on it, such as a sticky note, as a reminder to keep the label once the item has been used.

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.

October 2023 Labels

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
	2	3	4	5	6	7
	9	10	11	12	13	14
16	17	18	19	20	21	
23	24	25	26	27	28	
29	30	31				

Last, best practice is to save labels for each type of item served on a monthly basis and keep filed with monthly claim documentation.

Keep Labels on File

4

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

There are two CACFP Training Spotlights review product label requirements in greater detail. The first is the CACFP Training Spotlight on Product Labels for Cereal and Yogurt Sugar Limits.

Keep Labels on File

4

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

The second is the CACFP Training Spotlight for Documentation for Whole Grain-Rich Foods.

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

Store-bought Combination Foods
and
Processed Meat/Meat Alternates

5

Number 5 is keeping documentation on file for store-bought combination foods and processed meat/meat alternates. Like keeping labels for WGR foods, cereal, yogurt and tofu, specific documentation must be kept on file to credit store-bought combination foods and processed meat/meat alternates to the CACFP meal pattern. This documentation is a Child Nutrition (or CN) Label or a Product Formulation Statement (or PFS).

CN Labels and PFS — Section 5

Store-bought Combination Foods:
Contain 2+ meal components

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

List in Creditable and Non-Creditable Foods Guide

Store-bought combination foods are foods that contain two or more meal components. Often these items are breaded, such as chicken nuggets and fish sticks, but also include items like pizza that contains a grain ingredient and meat/meat alternate ingredient.

Processed meat/meat alternates are items such as summer sausage, meatballs, and veggie burgers. These items often contain non-creditable ingredients and/or do not have a standard of identity.

The Creditable and Non-Creditable Foods Guide, mentioned earlier in this presentation, includes a list of common store-bought combination foods and processed meat/meat alternates.

This handout, Crediting Store-Bought Combination Foods & Processed Meat/Meat Alternates, explains Child Nutrition Labels and Product Formulation Statements.

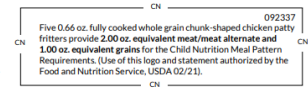**Crediting Store-Bought Combination Foods and Processed Meat/Meat Alternates**

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.

CN | 092337 | CN

Five 0.66 oz. fully cooked whole grain chunk-shaped chicken patty fritters provide **2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains** for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 02/21).

CN

Product Formulation Statement (PFS)

This box near the top of the first page of this handout is an example of a CN label. It will be found on the product's packaging. Most often, CN labels are on foods purchased from a distributor such as Sysco or US Foods. Keep in mind, most combination foods and processed meats bought at a grocery store, Costco, or Sam's Club, etc. do not contain a CN label.

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.

Five 0.66 oz. fully cooked whole grain chunk-shaped chicken patty fritters provide **2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains** for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 02/21).

CN

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.
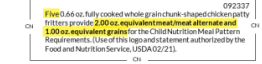
A sample PFS is shown on the right.

Manufacturer Name

Product Formulation Statement

Product Name: Uncooked Breaded Chicken Breast Tenderloins   Code No: 020496-0928
Manufacturer: Tyson Foods, INC   Case/Pack/Count/Portion/Size: /3 (1.85 oz.) Pieces

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	1.340388	X	0.73	0.97848324
Total					0.97848324

* 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.

CN

092337

When a CN label is not available for a food item, you can try to obtain a Product Formulation Statement (PFS). An example is show here in the middle of the handout.

A PFS is not found on the product's packaging. It is often a one-page document that comes from the manufacturer. You will have to contact the company and ask if they have a PFS for the specific product you have on-hand and have them send it to you.

A sample PFS is shown on the right.

| Chicken | CHICKEN TENDERS | 1.540588 | | X | .75 | 0.97848324 |
| Total | | | | | | 0.97848324 |

* Creditable Amount - Multiply ounces per one 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.

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

CN

092337

Five 0.66 oz. fully cooked whole grain chunk-shaped chicken patty fritters provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 02/21).

CN

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	✓

Once you have a CN label or a PFS, you can serve the item in a CACFP meal. The next step is to use the information on the CN label or PFS to determine how much of the item must be served to each participant and therefore, how much must be prepared in total. To complete this step:
1. Look at the CACFP meal pattern serving size requirements, for the different ages, for the components in the item (ex. meat/meat alternate and grain components).
2. Use the information on the CN label or PFS to calculate how much of the item must be served to each participant to provide them with the CACFP meal pattern serving size requirement.
3. Multiply the number of items that must be served to one participant in each age group times the total number of participants being served in each age group to get the total amount to prepare.

The handout shows an example for chicken patty fritters. The CN label states that five fritters credits as 2 oz meat/meat alternate and 1 oz equivalent grains.

The ages and the CACFP meal pattern requirements for the meat/meat alternate and grain components are listed in the two left columns of the chart on the handout. Using the information from the CN label, the number of chicken patty fritters that must be

served to each age group has been calculated and is listed in the third column in the chart, in the blue box. Further, how this amount credits to the meal pattern is in the next column to the right; all amounts equal or exceed CACFP meal pattern requirements.

The final step would be to multiply the number of fritters to be served to each age group times the number of participants in that age group. For example:
- 10 – 1 and 2 year olds X 3 fritters = 30 fritters
- 20 – 3, 4 and 5 year olds X 4 fritters = 80 fritters
- 10 – 6+ year olds X 5 fritters = 50 fritters

- Total amount to prepare: 30 +80 +50 = 160 fritters

The backside of this handout provides information on how to read a CN label or PFS to determine if the item is whole grain-rich or just enriched. This is covered in more detail in the Identifying Whole Grain-Rich presentation.

Grain-Rich Criteria"

See example on the right.

Product Name: Fully Cooked "Buffalo Style" Chicken Breast Bites   Code No.: 4_ _0 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 X   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.

There is also information about what to do if a CN label or PFS is not on file.

When a CN label or PFS is not on file, the item is not creditable to the CACFP. It cannot be served as a required meal component. You must find a different item that has a CN label or PFS. And, if the item is served as a meal component and you do not have a CN label or PFS, you cannot claim the meal.

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.

This institution is an equal opportunity provider.

Last, a CN label or PFS for a specific product does not apply to a different product.

And, the Nutrition Facts label or the ingredient list is not a CN label or PFS and is not acceptable documentation to credit these items to the CACFP meal pattern.

Special Dietary Needs (SDN) Tracking Form

6

Changing topics for #6, we will now discuss the Special Dietary Needs Tracking Form.

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.

The Special Dietary Needs Tracking Form is required to be completed by all agencies except for School Food Authorities operating the At-Risk Afterschool Program (and the only reason for this is that SFAs have a different way to track and manage special diets).

The form must be completed for each participant served a menu substitution for a disability or non-disability request. It is completed by the agency, not the participant's family.

The form is required to:
- Document accommodations made to meals,
- Demonstrate that your agency is offering participants with disabilities a modification that effectively accommodates the disability, and to
- Ensure meals claimed for substitutions for non-disability SDN requests meet meal pattern requirements.

If you would like more information on accommodating special dietary needs with a focus on dairy allergies and lactose intolerance, review the Special Dietary Needs presentation.

Maintaining and Organizing CACFP Records

7

Next, we are going to talk about maintaining and organizing your CACFP records. This is #7.

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

First, CACFP records must be maintained on site, be accessible during normal business hours and be available for review by DPI, USDA, or other state officials within one hour of arrival, announced or unannounced. All CACFP records must be retained on file for three Federal Fiscal Years (FFY) years plus the current FFY (October 1 through September 30) and for longer when specified or if audit findings have not been closed.

Maintaining CACFP Records

7

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

October 1, 2023, will be the start of Federal fiscal Year 2024.

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

At that time, you can discard any CACFP documents from Federal Fiscal Year 2020 and before. This is anything dated September 2020 and before.

7 — Maintaining CACFP Records

Required Documents List

CACFP forms each type of program must complete and frequency

So, what records do you need to maintain?

The Required Documents List provides most, if not all, forms and records programs must complete. A copy is in your folders.

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.*

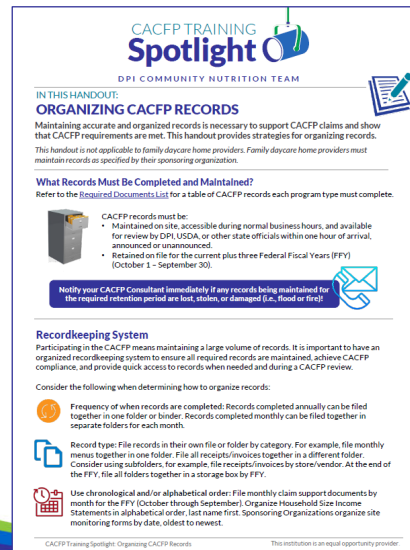| Form / Record	Requirement(s)	Location	CC	HS	OS	AR	ES	ADC	Frequency
ENROLLMENT RECORDS									
Household Size Income Statement (HSIS)	• Distribute to all households • Must be on file for all participants claimed free/reduced • Valid for one year, collect new forms annually	GM 1	X		X			X	Annually
Household 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)	• 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

The list is organized by types of records. Here you see the section for Enrollment Records.
- It lists forms pertaining to enrollment in the first column.
- Under Requirements, there is a brief description of what is required for each form or record.
- The location column identifies the Guidance Memorandum where you can find the form posted on the GM website and/or information in the GM about the requirement.
- Then, there are 6 columns, one for each type of program. There is a key in the upper left corner at the top of the page. For example, CC is child care, HS is head start, and so on.
    - When there is an X in the row for a form or record, that means the form or record is required for your program.
    - If there is no X and the box is grayed out, that means it is not required.
- The last column is Frequency, which is how often the form or record must be completed or maintained.

7 Organizing CACFP Records

CACFP Training Spotlight: Organizing CACFP Records

You next question might be, how should I organize my records? We also have a handout to help you with organizing your records. This is the CACFP Training Spotlight: Organizing CACFP Records.

There is no required way to organize your records. It is up to what works best for your program. However, it is important to be organized to ensure all required records are maintained, your agency is in compliance with CACFP requirements, and to provide quick access to records when needed or during a CACFP review.

There are many suggestions in this spotlight, and one laid-out way records could be organized.

CACFP Reviews

8

Which lead us to #8: 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**

DPI consultants conduct Program reviews at each agency once every 3 fiscal years, however, a review can occur more frequently if there are a significant number of findings at a previous review.

Reviews may be announced or unannounced. For announced reviews, your consultant will reach out to you in advance to notify you of the date and time of the review. Sometimes there is flexibility in the date of the review but sometimes there is not.

During a review, the consultant is looking at CACFP records to verify that all required forms, records, and requirements are being completed, claims submitted to DPI are valid, and that reimbursement is spent appropriately. A meal service is also observed.

Reviews can last anywhere from 1 full day to multiple days, depending on the size of your agency and the number of sites you have.

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)
- Time-of-service meal count records
- Infant meal records for infant meals claimed
- 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)

If your review is announced, prior to the review your consultant will send you a Review Documents Checklist that includes a list of all the records that must be available upon their arrival. There are separate checklists for the different types of programs, so one for child care, one for At-risk, and so on.

Have all CACFP records out and organized for your consultant's arrival. Do not wait until your consultant arrives to start getting records out of filing cabinets or out of the kitchen. This will make everyone's day go much smoother.

Last, remember that CACFP records must be maintained on site. They should never be kept anywhere but onsite at your agency.

CACFP Review — 8

Review Findings

- Discussed with agency

- Identified in CACFP Review Report

- CAP Form must be completed for each finding

When the review is complete, any findings cited during the review will be discussed with the agency before the consultant leaves. A CACFP Review Report will be emailed to the agency later.

Findings must be corrected immediately after the review date. A written Corrective Action Plan must then be written for each finding documenting how the findings were corrected. Corrective Action Plans are submitted to DPI.

A corrective action plan explains new procedures your agency has implemented (is now doing) to correct the finding so the finding is not cited again.

The DPI CACFP Corrective Action Plan form, which is shown here on the screen, must be used. Access to this form will be provided along with the Review Report.

The form is is a fillable pdf form that you download, save to your computer, and complete.

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.

When completing this form, #1 is to identify the finding you are addressing. Findings are numbered in review report you will receive.

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

#2 is the core of the corrective action plan. This is where you will explain the procedures your agency is now doing to correct the finding. This should be written step-by-step and specific so someone who has never completed the procedure before can read the plan and understand what to do.

This part includes identifying who is responsible for each step of the procedure, and when the steps are completed.

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.

Part 2 also includes identifying how the new procedures are being monitored to ensure they are completed correctly.

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 CACFP.

The CAP must also identify where records pertaining to the finding and corrective action plan are maintained, when the new procedures were started, any training provided to staff, and if requested in the review report, any resources or support documentation submitted to show that the finding has been corrected.

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:

Last, the CAP must be signed and dated certifying the corrective action plan has been implemented.

Once the CAPs are submitted, your consultant will review them and determine if they are acceptable. If they are not, they will be returned to you to edit. If they are acceptable, they will be approved and when all CAPs are approved your review will be closed.

Offering the
CACFP to Infants

9

#9 is 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.

This is a reminder that all CACFP programs that provide infant care must offer to supply at least one creditable iron-fortified infant formula (IFIF) and creditable, developmentally appropriate infant foods to all infants in their care.

Infant formula and foods must be offered even when infant meals are not claimed for CACFP reimbursement. Not claiming infant meals does not remove this requirement. Not doing so is a violation of civil rights requirements to offer the CACFP to all participants.

Families may choose whether they would like their infant to receive the program-supplied formula and foods, or if they would like to supply breast milk, a different formula, and/or foods. Families can never be required to provide infant formula or foods, including those receiving these items from WIC.

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

Next, each program must complete the infant menu and post the menu and infant meal pattern.

The infant menu must be completed to indicate the formula and foods offered. Then, post the completed Infant Menu and Infant Meal Pattern in each infant room.

Next, programs must notify families, in writing, of the type of IFIF and infant foods offered by either distributing the completed Infant Menu & Infant Meal Pattern in the enrollment packet for infants or posting the completed Infant Menu & Infant Meal Pattern in a visible location in the facility.

If you want to learn more about infants in the CACFP, review the Feeding Infants presentation.

#10 is Civil Rights Updates.

Civil Rights Updates — Slide 10

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

Guidance Memo 8: Civil Rights

First, in May 2021, USDA issued guidance that visual observation and identification is no longer an allowable practice in obtaining race and ethnicity data from CACFP participants when completing the Race and Ethnicity Data Collection Form. The USDA received reports that program participants do not want to have their race or ethnicity determined for them.

Ways to collect data include the Household Size Income Statement (Part 3 includes questions that ask about race and ethnicity. Note, this is optional. Families do not have to complete this section of the form). Other potential options are other program-specific forms such as a program enrollment form that asks about this information.

Because of the challenges with obtaining the information, the form has been revised and now includes an "unknown" category. When the ethnicity or race of participants is not available, record these participants as Unknown.

At-Risk Programs that do not enroll participants may use aggregate data Page 2 of the Data Form has more information on how to obtain this data.

The form is located under Guidance Memorandum 8.

Civil Rights Updates

10

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.

Second, in May 2022, the USDA updated the USDA Nondiscrimination statement. Please make sure any of your program's materials that includes the statement has the May 2022 version. This may be in a program / parent handbook and program websites. All documents must be updated with the most current version by September 30, 2023.

However, continue to post the And Justice for All Poster that has the previous version. USDA has not yet provided new posters for distribution. When the DPI gets the updated posters, we will distribute them to all agencies.

Find full version to copy and paste into documents under Guidance Memorandum 8 or at the link on this slide.

This institution is an equal opportunity provider.

Thank you. If you have any questions, please reach out to your CACFP consultant.