

## **CACFP Feeding the Future Together Conference Q&A**

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### **[RECORDKEEPING and OTHER CACFP QUESTIONS](#)**

**Q. How many years does the menu have to be kept on file?**

A. All CACFP records must be kept on file for the current Fiscal Year plus three Fiscal Years. This includes all claim support documentation (dated menus with noted substitutions, meal counts, production records, Household Size Income Statements, etc.).

**Q. Do you have to keep paper copy of records, or can you save to jump drive and print out when needed?**

A. Agencies may store records electronically. Electronic storage systems must sufficiently preserve and maintain these records so that they remain legible and readily accessible for the required retention period (three fiscal years plus the current year). Agencies that store their records electronically should have policies and procedures. Refer to [Electronic Storage of CACFP Records and Data-Policies and Procedures](#).

**Q. On the Household Size Income Statement, 16-digit Quest Card number is no longer used after July. On the forms dated before this date, can we count?**

A. Any Household Size Income Statements (HSIS) completed prior to the release of FY 2019 HSIS (rev. 7/18) that were determined as free using the 16-digit quest card can still be counted as valid until the specific form expires. At that time, a new HSIS must be completed by the household and the 10-digit Food Share case number must be recorded.

Additionally, an agency cannot continue to distribute HSIS from previous Fiscal Years. Beginning in July 2018, the FY 2019 HSIS must be distributed to new households and when obtaining new HSIS for current families.

**Q. To align better with the focus on better eating options as well as the increase in families' lifestyle choices, when will reimbursement amounts increase?**

A. Reimbursement amounts are updated annually by USDA with new rates released in June or July. USDA reimbursement is intended to supplement the cost of operating a food program in a child or adult care center, at-risk program or emergency shelter. It is not intended to cover all food costs.

**Q. For food labels, do they have to be original packages or can we have the nutrition label and ingredient printed off.**

A. Information for a food can be obtained from a website, printed and kept on file. It must identify the product name and include the required crediting information (ingredients list and/or nutrition facts label).

**Q. Do you need to keep labels at each center or the main center/office?**

A. Labels should be located at the site where they are served.

**Q. How should center provided table foods be recorded on the infant form?**

A. Specific foods served to infants do not need to be recorded on the infant form. The meal components chart must be completed to indicate the components the infant is currently eating.

## **MEAL PATTERN QUESTIONS**

**Q. Questions/comments about meal pattern serving size requirements:**

- **Serving size totals for ages 2 ½ to age five are too much; the children can't eat so much**
- **Consider a size of child versus serving size, this adds to tons of waste daily**
- **Lots of wasted milk at the serving size of ounces; milk waste is huge at 6 oz**

A. The CACFP nutrition standards for meals and snacks served in the CACFP are based on the [Dietary Guidelines for Americans](#), science-based recommendations made by the National Academy of Medicine, cost and practical considerations, and stakeholder input.

Child care programs are encouraged to serve meals family style. This allows children to take only the amount of food and beverage they want to eat or drink. With family style dining, the required amount of food must be placed on the table with children serving themselves smaller portions and then seconds if they want more. Per DCF Licensing, food that is removed from the kitchen is considered served and cannot be reused. Milk that is in the original container may be reused.

**Q. Does food need to be served or can it just be offered? i.e. school ager is offered raisins, but says no thank you. Do you have to serve and throw away food? Cafeteria vs. family style.**

A. Offer versus serve (OVS) is a meal service method allow at breakfast, lunch or supper in the [At-Risk Afterschool program only](#). All required food components must be offered to each participant who then may decline some of the foods. OVS is not allowed for snacks. For more information about OVS, refer to the At-Risk Handout: [https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp\\_at\\_risk\\_handout.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_at_risk_handout.pdf)

Family style dining can be implemented in all CACFP programs. With family style, food components are placed in a common serving dishes or bowls and placed on the table. The amount of each component in dishes and bowls must be enough so that each participant at the table has the minimum amount required per the meal pattern available. For example, at lunch at a table of 4 three year olds, 1 cup of vegetable must be placed in a bowl (1/4 serving size X 4 = 1 cup). The bowls are passed around and each participant has the opportunity to serve himself or herself the amount of food they would like to eat. A participant may decline a food at this time.

**Q. Should seconds be offered and if so, how much from each food group?**

- A. WI DCF requires that enough food shall be prepared for each meal so that second portions of vegetable or fruit, grain and milk are available. When serving meals pre-plated (food is served/plated by an adult), the minimum amount per the meal pattern must be placed on the plate or in the cup. Additional food must be available if participants want seconds. When serving meals family style, the amount that a participant initially takes is their first serving, and any food remaining in the bowl and taken later is considered the second serving. If participants take all food from a bowl during the initial serving, more food will need to be made available if participants want seconds.

**Q. What if parents want to do baby-led feeding and do not want the infant to have baby cereal or baby fruit and veggies?**

- A. Table foods are creditable to the infant meal pattern. At breakfast, lunch and supper, infants must be fed infant cereal (IFIC) **and/or** a meat/meat alternate. Therefore, in place of IFIC, a meat/meat alternate such as cheese, yogurt, or eggs, etc., can be served when the infant is developmentally ready. At snack, bread or crackers can be served in place of IFIC. Whole fruits and vegetables can be served to infants. These should be prepared in the appropriate size and texture for the infant. For more information about creditable foods for infants, refer to this handout:  
[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/foods\\_for\\_infants.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/foods_for_infants.pdf)

**Q. If you have leftovers from the day before (2 cups green beans), how can you serve that for it to count?**

- A. Record all foods served on the production record. The leftovers can be recorded in the comments column.

**Q. Is goat milk creditable?**

- A. CACFP requires that goat milk meet State standards in order to be credited. The WI DCF requires that milk products be pasteurized and meet the Grade A milk standards of the WI department of agriculture, trade, and consumer protection.

**Q. Is a banana chocolate chip muffin creditable?**

- A. Yes, muffins are creditable. However, programs are discouraged from serving creditable foods that contain sweet ingredients, as they are perceived as a sweet treat. Instead, purchase or prepare healthier alternatives (i.e. blueberry or banana muffins).

## **SPECIAL DIETARY NEEDS FORMS: MEDICAL STATEMENTS, TRACKING FORM**

**Q. We already have a special dietary needs tracking form. Do we still need to fill out the CACFP form?**

A. The DPI understands that some agencies may already have a special dietary needs form in place. To ensure that it includes required information to meet CACFP requirements, please send a copy of your form to your [assigned consultant](#) for review to determine if it is acceptable. The DPI may be able to work with you to revise your agency form to comply with CACFP requirements.

**Q. Do we need to update all previous special dietary needs?**

A. Agencies will need to review current special dietary needs requests and come into compliance with current requirements. Agencies will need to complete the *CACFP Special Dietary Needs Tracking Form* for each participant with a special dietary need request (disability and non-disability).

**Q. Does a doctor, physician assistant, or APNP need to sign off on a lactose intolerance if program offers a lactose free option?**

A. No, agencies can offer a creditable substitute as an accommodation, such as lactose free milk to participants with lactose intolerance and not need to have a statement from a WI licensed healthcare professional on file. However, if a parent does provide a statement from a WI licensed healthcare professional that indicates the participant should be served a different substitute, the agency must work with the family to determine if lactose free option is an acceptable accommodation for the participant. If not, the agency will need to provide a substitute that appropriately accommodates the participant.

**Q. If an allergy is written from a physician, is that considered a disability? Are we required to provide a substitute (i.e. like some fruit)?**

A. If a medical statement is completed by a physician (or physician assistance or nurse practitioner, APNP), and it identifies a physical or mental impairment that limits one of more major life activities, then that is considered a disability, it must be accommodated. If a participant has an allergy to a specific fruit, the medical statement must list this and identify other fruits that the participant can have (or the statement may indicate that all other fruits are okay). The agency must offer a different fruit when the allergen fruit is served.

**Q. If Special Diet Needs is a non-disability but parent provides a statement from doctor, the food is not reimbursable, right?**

A. Correct. When there is a special diet request for a non-disability, i.e. parent preference, and this request is supported by a statement from a doctor, non-creditable food/beverage items remain not creditable to the CACFP meal pattern. Therefore, when that non-creditable food/beverage is served at a meal or snack, that meal or snack is not reimbursable and cannot be claimed by the Agency. *(Note: A doctor may support the parent's request that their child be served a non-creditable food or beverage item for reasons not related to a disability. This does not make the item(s) creditable to the meal pattern).*

**Q. What if you can't get the physician to write specific diagnosis for food issues because of HIPPA? Can we write info on doctor's note?**

A. Per USDA, in regards to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act of 1974 (FERPA), medical information must be kept confidential. This includes medical information related to a child's disability. Agency officials are reminded that they may not request medical records or medical charts related to a child's disability as part of the medical statement. The agency only needs to obtain the medical statement in order to receive Federal reimbursement for modified meals outside of the Program meal pattern. The parent and/or Program may not write on the doctor's note.

**Q. What if the medical statement is written out of state (agency is on the border or Wisconsin and Minnesota, Iowa, Illinois or Michigan)?**

A. If the medical statement is for a disability, it must come from that state's licensed healthcare professional who can write medical prescriptions in the state.

**Q. Frequency of special dietary notes:**

- Do notes from doctors need to be updated every year?
- Can dietary form be carried over to the next year for the same child? Or do they need to fill out a new one for each year?

A. Notes from doctors do not need to be updated every year.

**Q. If food requests from parents are written on Child Health Enrollment Form, can that count for the parent statement?**

A. Yes, as long as the request includes all required information: (1) non-disability special dietary need (2) foods not to be served and (3) allowable substitutions. It should also include a statement that the parent chooses to provide foods (if applicable).

**SPECIFIC QUESTIONS ABOUT PROVIDING ACCOMMODATIONS, CREDITING, AND CLAIMING SPECIAL DIETARY NEEDS REQUESTS**

**Q. If a child with a milk allergy (with physician statement) has a parent who prefers to bring in milk but we supply all other components, do we claim them?**

A. Yes, as long as your agency has offered a substitution that effectively accommodates the disability. The parents have the option to decline and provide their own substitution.

**Q. If the milk served is not creditable, is the rest of the meal reimbursed. If not, why?**

A. When a non-creditable milk is served to accommodate a disability supported by a valid medical statement, the meal is reimbursed (can be claimed).

When a non-creditable milk is served to accommodate a non-disability (i.e. for personal preference such as eating vegetarian, personal reasons, etc.) then the meal is not reimbursed (cannot be claimed). USDA provides reimbursement for meals that meet CACFP meal pattern requirements.

When a non-creditable food item is served in place of a creditable food item, CACFP meal pattern requirements are not met; therefore, the meal is not reimbursable.

**Q. Is it an option to claim ½ or ¾ of meal cost if only milk does not count?**

A. USDA provides reimbursement for meals that meet CACFP meal pattern requirements. When a non-creditable food item is served in place of a creditable food item, CACFP meal pattern requirements are not met; therefore, the entire meal cannot be claimed.

**Q. If a child with a personal preference for organic milk brings in their own but we supply all other components do we claim them?**

A. Yes, when the organic milk is in the correct fat content and flavor for the child's age (ex. a 2 year old must be served 1% or skim-unflavored milk). The parent must submit a request that includes all required information: (1) non-disability special dietary need (2) foods not to be served and (3) allowable substitutions. It should also include a statement that the parent chooses to provide foods (if applicable). The Program must complete the *CACFP Special Dietary Needs Tracking Form*.

**Q. Would Pediasure be a CACFP creditable substitution for autistic children?**

A. This must be determined by the child's licensed healthcare professional. If a valid medical statement indicates that Pediasure is an appropriate substitution to accommodate an autistic child, then it is creditable.

**Q. If there is a doctor statement that a child can only have 8 oz. of milk per day, can this child's meals be claimed?**

A. If the statement from the doctor supports this child having only 8 oz. of milk per day due to a disability, then the child must be accommodated according to the statement and serving only 8 oz. of milk per day is creditable.

**Q. If a parent prefers fresh fruit instead of canned, are their meals still creditable if they bring substitutes?**

A. Yes. This is a non-disability need for parent preference. The parent can provide fresh fruit. The meals are creditable and can be claimed with the agency provides all other required components. The parent must submit a request that includes all required information: (1) non-disability special dietary need (2) foods not to be served and (3) allowable substitutions. It should also include a statement that the parent chooses to provide foods (if applicable). The Program must complete the *CACFP Special Dietary Needs Tracking Form*.

**Q. Can we still offer children other components of a CACFP meal if parent provides a meatless option like fruit? Can we still claim meals?**

A. Parents can provide one creditable component of a meal and, when the Program provides all other required components with creditable foods, meals can be claimed. Fruit is not a creditable substitute for the meat/meat alternate component. If a parent does not want their child to have meat, a creditable meat alternate must be provided by the Program or the parent; otherwise, the child has not been served a reimbursable meal and meals cannot be claimed.

**Q. Can there be some modification to re-use certain foods that are extra from a day to be re-used?**

A. Food from one day can be re-served the next day provided food has not left the kitchen, and is kept and reheated to safe temperatures.

**Q. Questions about recording substitutions on production records:**

- **When listing milk on the menu, do you need to list the milk you serve to the children with special dietary needs?**
- **Do you have to put almond milk onto production records, and how much is served?**
- **If you serve an apple instead of a banana, do you have to write that on the production record?**

A. You do not have to document foods served for special dietary needs (disabilities and non-disabilities) on menus or production records. Information regarding how a special dietary need is accommodated must be recorded on the *CACFP Special Dietary Needs Tracking Form*.

Ex. Participant cannot have apples, include on *CACFP Special Dietary Needs Tracking Form* that participant will be served other creditable fruit.

## **MAINTAINING SPECIAL DIETARY NEEDS RECORDS**

**Q. Should a medical statement be kept in the kitchen as well as in the office?**

A. Medical statements can be kept on file in one location. However, information about a participant's need and how to appropriately accommodate the participant, which is provided on the statement, must be shared with staff who need the information (ex. cooks in kitchen, teachers in classroom).

**Q. Do copies of medical statements need to be kept with menus? How does this work with confidentiality?**

A. Medical statements do not need to be kept with menus.