CACFP Infant Recordkeeping Requirements

1. OFFER CACFP TO ALL ENROLLED INFANTS

To meet this requirement, your program must offer to provide the following items to each infant:

- A minimum of <u>one</u> type/brand **Iron-Fortified Infant Formula**
- **Iron-Fortified Infant Cereal**
- **Fruits, Vegetables and Meat/Meat Alternates:** Store-bought, homemade, table foods, or a combination of all three
- **Grains:** Crusty bread, crackers, ready-to-eat cereals

> Parents/guardians cannot be required to provide formula or foods

2. INFANT MENU AND INFANT MEAL PATTERN

- Complete the **Infant Menu** according to the formula and foods your program offers
- Post a copy of the **Infant Menu** and **Infant Meal Pattern** in each infant room in a location visible to parents

3. NOTIFY FAMILIES

Complete <u>one</u> of the following to notify families of the formula and foods your program offers:

- Distribute the completed **Infant Menu** and a copy of the **Infant Meal Pattern** in the enrollment packet provided to families with infants
- Post the completed **Infant Menu** and a copy of the **Infant Meal Pattern** in a visible location in the entryway of your facility

4. INFANT MEAL FORM

Complete one **Infant Meal Form** for every infant *(not required for infant's whose meals/snacks will not be claimed)*:

- Instructions provided on the **Infant Meal Form**
- Only record a meal or snack in the Meal Count Chart when:
  - Program supplies all components; or
  - Parent/guardian supplies only one component

If you have any questions about the CACFP Infant Recordkeeping Requirements, contact your assigned CACFP consultant.

CACFP Infant Meal Form

Month/Year: _____

Each month, complete a new form for each infant

Not required for infant's whose meals/snacks will not be claimed

Infant's Full Name: _____ **Birthdate:** _____ **Age:** ____ months

1. Complete Meal Components Chart

- At the beginning of each month, mark the *Parent Supplied* or *Program Supplied* column only for the meal component(s) the infant is <u>currently</u> eating

- In the *Start Date* column record the date only when the infant starts eating a new component or changes are made during the month (e.g. infant switches from breastmilk to program–supplied formula)

Meal Components	Parent Supplied	Program Supplied	Start Date
Breast Milk*		██████	
Infant Formula*			
Iron-Fortified Infant Cereal			
Fruits/Vegetables**			
Meats/Meat Alternates**			
Grains			

*Breast milk and formula are 1 component. If breast milk is served, mark who supplies formula if used to supplement.
** Baby foods and/or table foods in the appropriate texture

2. Complete Meal Count Chart

✅ **RECORD a MEAL/SNACK WHEN program supplies <u>all</u> components or <u>all but one</u> component (parent/guardian may supply one component)**

Put an 'X' or ✓ in the *Meal Count Chart* for that meal/snack at the time the meal/snack is served or immediately after

➢ Meals/snacks that contain only breast milk and/or formula can be marked regardless of who supplies the item (program or parent)

➢ When an infant is eating two or more components, the program must supply all components or all but one component in order to record the meal/snack in the chart. This applies to all ages, including an infant who starts solid foods before 6 months

🚫 **DO NOT RECORD a MEAL OR SNACK WHEN the parent/guardian supplies two or more components**

DO NOT put an 'X' or ✓ in the *Meal Count Chart*

➢ Ex: Program supplies infant cereal, parent supplies formula and fruit
➢ Ex: Parent supplies formula and all foods

3. Total Infant Meals:
At the end of the month, total each column and include numbers with total meal counts submitted on the monthly claim. **Keep this form on file to support the monthly claim**

Requirement: Programs must offer to supply at least one type of iron-fortified infant formula and all foods to each enrolled infant. Parents/guardians cannot be required to provide infant formula or foods.

Meal Count Chart

Date	Breakfast	Lunch	Snack
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL			