

# FDCH CACFP Infant Recordkeeping Requirements

## 1. OFFER CACFP TO ALL ENROLLED INFANTS

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

- **Iron-Fortified Infant Formula:** minimum of one type/brand
- **Iron-Fortified Infant Cereal:** One or more: Rice, wheat, barley, oats, mixed grain, or combination
- **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. PARENT/GUARDIAN NOTIFICATION REQUIREMENT CACFP Infant Menu and Infant Meal Pattern Chart

- Complete the **CACFP Infant Menu** by listing the formula and foods you supply
- Post both your **CACFP Infant Menu** and the **Infant Meal Pattern Chart** in a location visible to parents

*These two documents must be posted even if you also give copies to each family.*

The image shows two forms side-by-side. The left form is the 'Child and Adult Care Food Program (CACFP) Infant Menu' which includes sections for 'Formula Supplied', 'Iron-Fortified Infant Cereal Offered', and 'Foods Offered'. The right form is the 'CACFP Infant Meal Pattern' which details requirements for infants from birth to 12 months, categorized by age groups (0-11 months, 12-23 months, 24-35 months) and lists specific food requirements for each group.

## 3. CACFP INFANT MEAL COMPONENTS FORM

Complete the **CACFP Infant Meal Components Form** each month for all enrolled infants by following the instructions provided on this form.

- You are not required to complete this form for infants whose meals are not claimed because their parents supply more than one component for them.
- Record meal counts only for infant meals and snacks that have only one Parent/Guardian-supplied meal component.

The image shows the 'CACFP Infant Meal Components Form'. It includes instructions for completing the form, such as listing the infant's name, birthdate, and age, and then recording meal counts for each component (Breast Milk, Iron-Fortified Infant Formula, Iron-Fortified Infant Cereal, Fruits/Vegetables, Meat/Meat Alternates, Grains) for each month. There are tables for recording these counts.

## 4. MEAL COUNT FORM (*within your sponsor's claim system*)

Record the meal or snack for each infant on your meal count form only after ALL components have been offered AND:

- Your Program supplies all components; or
- Parent/Guardian supplies only one component
  - Ex. Parent supplies breast milk or formula and the Program supplies all other foods

**DO NOT RECORD A MEAL OR SNACK WHEN: Parent/Guardian supplies more than one component**

- Ex. Program supplies infant cereal and Parent supplies breast milk and fruits
- Ex. Program supplies formula and parent supplies all other foods

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## 5. HOME VISITS

FDCH Sponsor monitoring staff will check the following during each home visit:

- The CACFP Infant Meal Components Forms for the current month to verify they are completed correctly and are consistent with your Program supply and Parent/Guardian supply of formula, breast milk, and infant foods currently on-hand.
- Infant formulas and infant foods on-hand (both your Program supply and Parent/Guardian supplied items) to verify they are creditable to the CACFP Infant Meal Pattern and consistent with your completed *CACFP Infant Meal Components Forms* and infant meals claimed.

## 6. Claims

FDCH Sponsors may require you to submit copies of your completed *CACFP Infant Meal Components Forms* for checking them against the infant meals and snacks you have submitted on your monthly claim.

- Sponsors retain the right to require submission of daily completed infant menus by age group.

**All completed *CACFP Infant Meal Components Forms* must be retained on file with your Program's monthly claims for three (3) years plus the current year.**