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Non-Discrimination/WIC Information	
Q1	USDA Child Nutrition Programs Non-Discrimination Statement/Complaint Filing Procedure (NDS) Does the full NDS need to be included in the provider's policy book or can they post it/ distribute it with WIC/ <i>Building for the Future</i> posters?
A1	<p>Yes, the full version of the NDS must be printed on all materials specifically referencing the facility's USDA/CACFP participation, requirements, and/or the meal pattern (including policies/parent handbooks, websites, outreach materials, newsletters, advertisements, etc.).</p> <ul style="list-style-type: none"> • It must be printed verbatim in the same font size as most of the text in the document • Parent Handbooks: The full NDS should be printed near the CACFP related reference within the handbook. <i>The NDS and its complaint filing procedure is only applicable to the denial of meals or facility's access to meals.</i> • The short version (<i>This institution is an equal opportunity provider</i>) may only be used when the document is less than or equal to a single-sided 8.5 x 11 size (i.e., brochures or advertisements) • Websites must either include the full NDS or have a hyperlink to the full NDS • The NDS is not required on: <ul style="list-style-type: none"> ○ Menus ○ Documents that do not reference the facility's USDA/CACFP participation, requirements, and/or the meal pattern • Photos/graphics should include diverse populations <p>Time Saving HV Monitoring Tip: Request provider to email their parent handbook for you to review and provide feedback after the HV.</p>
Q2	Sharing WIC Information: Are providers required to share WIC information if only caring for 6+ Year-Olds?
A2	Yes. This information should be provided regardless of the ages enrolled in the child care to ensure the households have access to the information. If the family has an infant or younger child that is not enrolled in the child care or if other family members/friends have infants or younger children , they may benefit from having access to this information.

DPI Resources			
Q3	Where do we find DPI's CACFP Resources?		
A3	<p>DPI's CACFP resources for FDCH sponsors are posted to the following DPI webpages:</p> <ul style="list-style-type: none"> • FDCH Sponsor GM webpage • FDCH Sponsor Training webpage <p>Also visit the following webpages for resources, keeping in mind they are intended for all participating agencies; some of the requirements are slightly different or not applicable to FDCHs.</p> <ul style="list-style-type: none"> • CACFP Training Spotlights (Applicable ones include those on Milk, WGR - Rule-of-Three, and Vegetarian Meals) • CACFP Tuesday Talks • DPI's E-learning Lessons (Intended Sponsors and their FDCHs) (Currently only for Special Dietary Needs Requests) 		
Q4	Is there a way to alert CACFP sponsors and staff when new or updated resources are posted to DPI's webpages?		
A4	<p>Yes. DPI communicates updates through its CACFP Bulletins; they are emailed to Authorized Representatives and Secondary Contacts listed within the agencies' CACFP contracts as well as individuals who subscribe to DPI's CACFP ListServe.</p> <p>Individuals must email "Subscribe" to subscribe-cacfp@lists.dpi.wi.gov to receive these email notices. DPI only emails the Authorized Representatives and Secondary Contacts listed within the FDCH sponsors' CACFP contracts if the new or updated resources are only for the FDCH sponsor versions. It is expected that these individuals forward the notices to the agency's staff.</p>		
Q5	Can sponsors use the National Sponsor's Association (NCA) CACFP resources for training and post them as a resource on their own CACFP webpage?		
A5	<p>Yes, with prior approval from DPI.</p> <p>Remember that USDA does not approve NCA's publications. Sometimes, errors or misleading information have been printed within their resources and materials.</p> <p>→ Contact your DPI consultant to request for approval PRIOR to using and/or posting NCA's resources.</p>		
Crediting Foods			
Crediting Grains as Whole Grain Rich (WGR)			
Q6	<p>Are Donkey Chips WGR? https://donkey-brands.com/home-mobile/</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">4 SIMPLE INGREDIENTS: Corn, Water, Corn Oil, Trace of Lime, Salt.</div>		
A6	<p>Yes. Refer to the resource, Grains Nutrients List, for the explanation on Nixtamalized Corn Ingredients:</p> <p>The Grains Nutrients List is a fairly new resource that expands on the "Rule-of-3" criteria explained in the CACFP Reference Guide for determining whether grains are WGR.</p> <p>It provides a longer list of whole grain ingredients, enriched grains, and non-creditable grains as well as additional points for using the "Rule-of-3" criteria to determine whether a grain is WGR.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Nixtamalized corn flour/meal</p> <p> Nixtamalized Corn Ingredients</p> <p>Corn ingredients that are nixtamalized are considered whole grain. These ingredients may be identified in the ingredients list as:</p> <ul style="list-style-type: none"> • Cooked with lime • Cooked with lime water • Hydrated lime • Lime </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Whole corn • Lime/Calcium Hydroxide • Trace of lime • Treated with hydrated lime • Treated with lime </td> </tr> </table> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px; color: blue;"> <p>In addition to the ingredients listed above, if an ingredient has "whole" in front of it, then it is a whole grain ingredient.</p> </div>	<p>Nixtamalized corn flour/meal</p> <p> Nixtamalized Corn Ingredients</p> <p>Corn ingredients that are nixtamalized are considered whole grain. These ingredients may be identified in the ingredients list as:</p> <ul style="list-style-type: none"> • Cooked with lime • Cooked with lime water • Hydrated lime • Lime 	<ul style="list-style-type: none"> • Whole corn • Lime/Calcium Hydroxide • Trace of lime • Treated with hydrated lime • Treated with lime
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Q7 When using the Rule-of-3, does the "Whole Grains" ingredient count as one ingredient or must each grain in the [] parentheses be counted as a grain ingredient? (*highlighted in purple, in screenshot to the right*)

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, **WHOLE GRAINS** (WHEAT, RYE, CORN, OATS, MILLET, TRITICALE, BROWN RICE, BARLEY, BUCKWHEAT, KAMUT® (Khorsan Wheat), TEFF), WHEAT GLUTEN, SUNFLOWER SEEDS, SUGAR, BROWN AND GOLDEN FLAXSEED, CELLULOSE FIBER, YEAST, VEGETABLE OIL (SOYBEAN), SALT, **CULTURED WHEAT FLOUR**, SOY LECITHIN, NATURAL FLAVORS, BLACK CHIA SEEDS, KANIWA SEEDS, POPPY SEEDS, GRAIN VINEGAR, SOY, WHEY, OAT FIBER, NUTS (WALNUTS, ALMONDS, HAZELNUTS)

A7 The "Whole Grains" ingredient counts as one ingredient (a flour blend or grain blend) consisting of a blend of different grains:
[\[Wheat, Rye, Corn, Oats, Millet, Triticale, Brown Rice, Barley, Buckwheat, Kamut® \(Khorsan Wheat\), Teff\]](#)

- Because all the grains in this flour/grain blend are whole grain, this one ingredient, "Whole Grains", counts as a whole grain.
 - The screenshot to the right from the [Grains Nutrients List](#) explains how to determine whether a flour/grain blend counts as a whole grain or an enriched grain

Using Rule-of-3: Look at the first 3 grain ingredients.

- The 1st ingredient is "Whole Wheat Flour" (meets the 1st step of the Rule-of-3)
- The 2nd grain ingredient is the "Whole Grains" blend, which is a WG as explained above.
- The 3rd grain ingredient is "Cultured Wheat Flour"; this ingredient is a non-creditable grain.

Because the 3rd grain ingredient is a non-creditable grain, this grain IS NOT WGR, but credits as an enriched grain.

NOTE - DISREGARD THE FOLLOWING INGREDIENTS IN THIS INGREDIENTS LIST:

- Ingredients listed after the 3rd grain ingredient;
- The "Wheat Gluten" and "Cellulose Fiber" ingredients because they are grain derivatives; and
- "Sunflower Seeds", "Sugar", "Brown and Golden Flaxseed", "Yeast", "Vegetable oil", and "Salt" because they are not grain ingredients.

What about Flour Blends Ingredients?

Treat flour blends as one ingredient. A flour blend is when a grain/flour ingredient is listed with a parenthesis next to it and in the parentheses is a list of multiple ingredients.

- ✓ If a flour blend is the first grain ingredient, all ingredients in the blend must be whole grains/flours.
- ✓ If a flour blend is the second or third grain ingredient, all grain ingredients in the blend must be whole grains/flours, enriched grains/flours, bran, and/or germ; vitamins and minerals are allowed.
- ✓ If a flour blend includes any non-creditable grains/flours, the flour blend is a non-creditable grain.

Child Nutrition (CN) Labels & Product Formulation Statements (signed by the manufacturer)

Q8 How long is a CN label good for?

A8 CN labels do expire. USDA's approval of CN labels is valid for 5 years. A company may choose to renew their CN number before it is set to expire. The source of this information is in the following USDA policy memorandum: [USDA TA 04-2009: Quality Control \(QC\) Monitoring for CN Labeling Program](#)

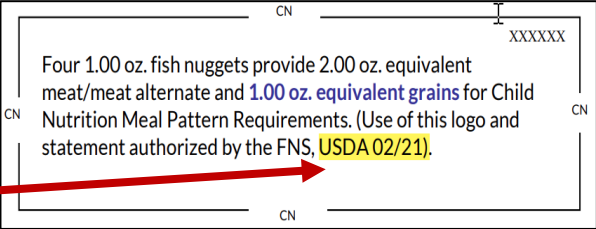
You may use USDA's CN Label Verification Report for checking whether CN labels are current: [CN Label Verification Report-August 2024](#)

To find a specific product in this report, do a search of the CN Number found on the CN label.

- If the CN number cannot be found, the CN label is no longer valid.
- If finding the CN number, refer to the "Valid Until" date column for when it is due to expire:

Child Nutrition (CN) Label Verification Report						
CN #	Est #	Product Description	Serving Size	CN Crediting	Valid Until	Company Name
072137	263	FULLY COOKED & BROWNED SAUSAGE LINKS	Three 0.74 oz. Links	1.25 oz. Equivalent Meat	5/8/2028	JONES DAIRY FARM

Q9	Do the sponsors need to check if CN Labels are expired?
A9	<p>Monitors are not required to check whether CN labels / PFS but should take note when providers have the same CN Label or manufacturer's PFS for a few years.</p> <p>The monitor can do one of two things:</p> <ol style="list-style-type: none"> 1) Look at the CN label's approval date (<i>It will be in the rectangular box with the CN logo</i>); OR 2) Check the <i>CN Label Verification Report</i> to see if the item is on the report and if so if the CN label is still valid according to the "Valid Until" date. (<i>See screenshot in the answer to Question 8, above.</i>) <p>NOTE: Only CN labeled products will be on this report; items having a manufacturer's PFS will not be on this report.</p> <p>What to do when the monitor finds the provider's copy of the CN label or PFS is old:</p> <ol style="list-style-type: none"> a) If the item's CN label is older than 5 years OR no longer valid according to the <i>CN Label Verification Report</i>, request the provider to make a copy of or cut out the CN label printed on the packaging when purchasing it next time. <ol style="list-style-type: none"> (1) If the CN label is not printed on the packaging somewhere, the item is no longer CN labeled. (<i>U.S. law requires manufacturers to print the CN label on the packaging if it has a USDA approved CN label.</i>) (2) If the product is no longer CN labeled or its CN label has expired, the provider must contact the manufacturer to obtain their signed PFS for the product to continue serving the item for meals. b) If the provider has a manufacturer's PFS for an item which is older than 5 years, the provider must also contact the manufacturer to obtain an updated copy to continue serving the item for meals.
Q10	What if the CN Label is not on the packaging? Can they use the <i>CN Label Verification Report</i> ?
A10	<p>No. If the CN label is not printed on the packaging somewhere, the item is not CN labeled or is no longer CN labeled.</p> <ul style="list-style-type: none"> • U.S. law requires manufacturers to print the CN label on the packaging if it has a USDA approved CN label. <p>The provider must contact the manufacturer to obtain their signed PFS for the product to serve it for claimable meals. (The item is not creditable without a CN label or manufacturer's PFS.)</p>
Q11	Can sponsors share the <i>CN Label Product Verification Report</i> with providers?
A11	<p>It is not advised because it can be misleading.</p> <ul style="list-style-type: none"> • This report's only purpose is to monitor products that already have CN labels to verify they are still valid. • Again, if an item does not have the CN label printed on the packaging, it is not CN labeled. <ul style="list-style-type: none"> ○ If it is CN labeled, the provider can check the CN label printed on the packaging from their latest purchase to verify it is still CN labeled and whether it has been updated compared to the copy of the CN label they have on-hand.



Crediting Processed Meats

- Q12**
- How do you determine whether a food is a processed meat?
 - Furthermore, if the item is a processed meat, how do you determine whether the item creditable?

A12 Refer to page 3 and 4 of the DPI's [Creditable & Non-creditable Foods Guide](#), the Meat/Meat Alternate section. This section separates out processed meats according to how they can be credited.

1) Processed Meats/Meat Alternates that are only creditable with a CN label or PFS:

Processed meat/meat alternates in the table below are ONLY creditable with a CN Label or PFS.*
 This is not all-inclusive list of foods that require a CN Label or PFS.

<ul style="list-style-type: none"> • Dried and semi-dried meat, poultry, and seafood snacks, shelf-stable, such as jerky or summer sausage • Liverwurst • Meat loaf 	<ul style="list-style-type: none"> • Meat analogs (breakfast links, textured vegetable protein crumbles, veggie burgers) • Meat/poultry sticks (not dried/semi-dried) • Meatballs 	<ul style="list-style-type: none"> • Pepperoni (traditional, turkey) • Polish sausage • Salami • Salisbury Steak • Sausage not labeled "fresh pork sausage" / "fresh Italian sausage" 	<ul style="list-style-type: none"> • Soy cheese • Soy products (soy sausage, veggie burgers) • Tofu products (links, sausages) • Turkey bacon
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2) Processed meats that are creditable without a CN label/PFS when their ingredients are 100% creditable meat ingredients

- If these items contain binders/extenders, fillers, byproducts, or cereals (see below) they are not 100% meat and require a CN label or PFS

Processed meat/meat alternates in the table to the right do not require a CN Label or PFS when ingredients are 100% creditable meat ingredients (may contain salt and seasoning). However, if these items contain binders/extenders, fillers, byproducts, or cereals (see below) they are not 100% meat and require a CN label or PFS.*

<ul style="list-style-type: none"> • Beef patties • Bologna • Hot dogs • Vienna sausage

<p>Binders/Extenders</p> <ul style="list-style-type: none"> • Carrageenan • Cellulose • Gelatin • Hydrolyzed oat flour • Hydrolyzed milk protein • Modified food & vegetable starch 	<ul style="list-style-type: none"> • Nonfat dry milk • Plant proteins • Soy flour • Soy protein isolate • Soy protein concentrate • Starch 	<ul style="list-style-type: none"> • Starchy vegetable flour • Texturized vegetable protein (TVP) • Wheat gluten • Whey • Whey protein concentrate 	<p>Byproducts</p> <ul style="list-style-type: none"> • Glands • Hearts • Other organ meats 	<p>Cereals</p> <ul style="list-style-type: none"> • Barley • Corn • Oats • Rice • Wheat 	<p>Fillers</p> <ul style="list-style-type: none"> • Breadcrumbs • Cereals • Vegetables
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→ **Deli meats fall into this category**

NOTE: Even when deli meats are 100% meat, they have added water, therefore require a larger portion is needed to provide the minimum required serving size of Meat/Meat Alternate.

A 1-ounce portion does not count as a full ounce towards the required serving size.

For example, in the [USDA Food Buying Guide](#), a portion of fully cooked turkey ham (is similar to deli meat) must be 1.4 oz. to serve a 1-oz. serving. See screenshot to the right.

Meal Component	Category / Subcategory	Serving Size per Meal Contribution
Meats/Meat Alternates	Poultry TURKEY HAM, Fully cooked, chilled or frozen	1.4 oz serving provides 1 oz cooked turkey

Infants	
Formula	
Q13	How do you determine which infant formulas are creditable in the CACFP?
A13	<p>USDA or the Food and Drug Administration (FDA) do not maintain a list of creditable formulas.</p> <p>Creditable formulas meet the following criteria:</p> <ul style="list-style-type: none"> • Regulated by the FDA • Labeled as “Infant Formula with Iron” or a similar statement on the package • Prepared using the label directions • Not passed its “Used By” date on the package • May contain cow’s milk, goat’s milk, or soy • Contains 1 mg of iron or more per 100 calories • Manufactured or sold in the U.S. • Intended for healthy, full-term infants <ul style="list-style-type: none"> ○ May address common digestive needs. Examples: <ul style="list-style-type: none"> ▪ Partially hydrolyzed infant formulas (<i>broken down proteins</i>) for easier digestion ▪ Spit-up formulas thickened for reducing acid reflux ▪ Lactose-free formulas <p>Non-creditable formulas include:</p> <ul style="list-style-type: none"> • Low-iron formulas (or labeled as “Additional iron may be necessary”, “Reduced Iron” or “Nutritionally Incomplete”) • FDA exempt infant formulas: FDA Exempt List webpage <ul style="list-style-type: none"> ○ Intended for infants with allergies, low birth weight, inborn errors of metabolism, or unusual medical or dietary problems (<i>may be available in retail settings or require a prescription</i>) Examples: <ul style="list-style-type: none"> ▪ Hypoallergenic formulas with extensively hydrolyzed protein ▪ Amino-acid-based formulas ▪ Infant formulas for premature infants ▪ Formulas to treat specific medical conditions such as inborn errors of metabolism (<i>i.e., Phenylketonuria (PKU) which does not contain the amino acid phenylalanine</i>) ○ To claim infant meals that serve exempt formulas, it must be supported by a valid medical statement. • Formula served to children 13 months or older without a medical statement for a disability related SDN • Formulas not manufactured or sold in the U.S. <p>Refer to the following resources for more information:</p> <ul style="list-style-type: none"> ○ Feeding Infants in the CACFP for FDCH presentation for WI Forum Conference on 5/24/24 (<i>Slides 12-13</i>) ○ FDA Infant Formula website ○ USDA Feeding Infants Guide ○ GM L-Infant Meal Requirements
Q14	How would you know if a formula manufactured outside the U.S. is creditable?
A14	<p>All infant formulas sold in the U.S., regardless of being produced domestically or imported, are regulated by the FDA.</p> <ul style="list-style-type: none"> • Infant formulas can be manufactured in different countries if they are sold in the U.S. Some internationally produced formulas sold in the U.S. which DPI has been asked about are: <ul style="list-style-type: none"> ○ Kendamil (made in England, sold in the U.S.) ○ Kabrita (Ausnutria) goat milk-based infant formula (made in the Netherlands & Chicago, sold in U.S.) ○ Bubs Goat Milk Infant Formula (made in Australia, sold in the U.S.) • Infant formulas purchased online or from third party distributors may not be regulated by the FDA. Check to see where it was manufactured and if the sale was from a company in the U.S. <ul style="list-style-type: none"> ○ If this cannot be determined, do not use the formula or contact your DPI consultant for further guidance.

Q15	Can infants still be fed formula once they turn 12 months of age?
A15	The CACFP allows a 1-month transition <i>period</i> (from the date an infant turns 12 months to the time the child turns 13 months of age) for the weaning process from formula to unflavored whole milk. A valid medical statement is not required to claim the child's meals as long as they have begun the weaning process.
Q16	If a parent insists the provider only serve their infant one component per day despite them being developmentally ready for foods, should the provider honor the parent's request?
A16	<p>Yes, but further information and documentation is needed.</p> <p>The provider should first determine whether the parent does not prefer their infant to eat developmentally ready foods at all yet or if the parent prefers to serve the foods at home.</p> <ul style="list-style-type: none"> • If the parent prefers to serve foods to their infant at home, a written request from the parent is sufficient for the provider to honor their request. <ul style="list-style-type: none"> ○ The provider must not claim the meals because all required meal components (<i>in accordance with their developmental readiness</i>) are not being served to the infant while in care. • If the parent prefers that their infant not be served any foods yet despite their developmental readiness (<i>based on the infant's cues</i>), request the parent to obtain a medical statement to support this request. <ul style="list-style-type: none"> ○ NOTE: The medical statement must be for an impairment or disability-related reason for the provider to claim the child's meals.

Reimbursable Infant Meals

Q17	<p>Can infant meals be claimed based on the cumulative amounts of each meal component served throughout the day? OR Must each meal include all required meal components to claim them?</p>
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A17	<p>The infant meal pattern serving sizes are per meal. Because of an infant's varied eating pattern, centers and day care homes should be mindful of what the infant eats over the course of the entire day versus each individual feeding.</p> <p>If all required meal components (<i>i.e., breastmilk and/or infant formula and the solid foods the infant is developmentally ready to accept</i>) in their minimum serving sizes are offered over the course of the entire day, they may be counted towards reimbursable meals.</p> <p>Example 1</p> <p>Water instead of formula/breast milk was offered to an infant for the PM snack because of it being in-line with the infant's eating habits. The total amount of formula/breast milk offered for all meals served that day equaled or exceeded the minimum required cumulative amount for these meals.</p> <p>The following components and amounts were offered to the infant:</p> <ul style="list-style-type: none"> ○ Breakfast: 10 oz IFIF, 4 T whole egg, 2 T bananas ○ Lunch: 10 oz IFIF, 2 oz shredded cheese, 2 T applesauce ○ PM Snack: Water, ¼ oz eq. crackers, 2 T strawberries (no IFIF is offered) <p>Can the provider claim the PM snack?</p> <p>→ NO, because formula/breast milk was not offered for snack, even though the cumulative amount between breakfast and lunch equaled 20 ounces which is enough cumulatively to meet the amount required for all 3 meals (breakfast, lunch, and snack).</p> <ul style="list-style-type: none"> • If all required components are offered during each meal type and the minimum required cumulative amounts are offered over the course of all meal types served that day, the meals can be claimed for reimbursement.
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DPI Monitor Training Q & As - May 15th FDCH Sponsor Forum Conference

	<p>Example 2 An infant is fed solely milk and is still hungry after finishing the bottle. So they are given extra milk at breakfast time. The infant doesn't eat lunch (still full). Can this still be claimed?</p> <p>→ Further information is needed.</p> <ul style="list-style-type: none"> • When was the lunch feeding offered? • How much time elapsed between the breakfast feeding and attempted feeding for lunch? <p>The infant should be fed on-demand, when they show signs of being hungry. Their next bottle would count towards lunch.</p>
Q18	<p>How do you store an unfinished bottle of formula or breast milk to serve later?</p>
A18	<p>Per USDA's Feeding Infants in the CACFP Guide (p. 43-48) for storage of breast milk and formula:</p> <p>Breast Milk Label the bottle with infant's name, date, and time the feeding ended; do not use after 2 hours from the infant's initial feeding of the bottle.</p> <ul style="list-style-type: none"> • Formula Prepared infant formula should be consumed within 1 hour; throw away any leftover in the bottle. DO NOT store for later use.
Q19	<p>Should monitors record the provider's back up formula on the <i>Home Visit Infant Review Log</i>? (GM D-FDCH Monitoring and GM L-Infant Meal Requirements)</p>
A19	<p>The HV Infant Review Log does not require monitors to record the type of formula served to the enrolled infants. <i>(However, this is a good practice.)</i></p> <ul style="list-style-type: none"> • Providers must have a back-up plan for each of their infants whose families supply the formula or breast milk, to ensure they have formula on-hand to serve the infants if running out of the family's supply. <ul style="list-style-type: none"> ○ Monitors must check to ensure providers have back-up plans for their infants whose families supply formula/breast milk if running out. This requirement is part of the provider's obligation to offer at least one type of formula and all infant foods for serving meals that meet the infant meal pattern. • The <i>HV Infant Review Log</i> requires the monitor to assess and record the following: <ol style="list-style-type: none"> 1) Whether the formula and foods being served to each infant are creditable; 2) Each infant is being served foods/formula/breast milk (<i>and amounts</i>) in-line with their respective developmental readiness; 3) The components reported on the infant menus submitted on the claim reflect the items on-hand and being served to each infant; and 4) The provider claims meals containing no more than one family-supplied component <p>→ If the monitor identifies requirements listed above (1-4) not being met, they must document them as findings with their respective details. If the provider's back-up formula is not creditable, the monitor must record the type as part of the finding information.</p>
<p>Special Dietary Needs</p>	
Q20	<p>What is an approved/not approved medical statement?</p>
A20	<p>A medical statement is only valid for disability-related (<i>impairments</i>) Special Dietary Needs (SDN) and must include the following:</p> <ol style="list-style-type: none"> 1) Description of impairment (reason for request) 2) How to accommodate the impairment (e.g., food(s) to be avoided and recommended substitution(s)) 3) Signature from the following state licensed healthcare professionals: Physicians (Medical Doctor, MD; and Doctor of Osteopathy, DO), Physician Assistants, Nurse Practitioners Advanced Practice Nurse Prescriber (APNP), dentists, optometrists, and podiatrists. <ul style="list-style-type: none"> → Effective 10/1/2025, registered dietitians can complete and sign medical statements. A medical statement signed by a registered dietitian can now be accepted. <p>The above is detailed on the CACFP SDN Tracking Form (FDCHs/FDCH Sponsors)</p>

Q21	Is there a “grace period” for providers to obtain valid medical statements?
A21	<p>Until processing the claim for the month when the sponsor was informed of the child’s SDN. The sponsor must have a valid medical statement before paying the provider for meals served to a child with a disability-related SDN being served non-creditable foods or meals with missing meal components. Go to Question 22, below, for meals served to children with disability-related SDN that are accommodated within the meal pattern.</p>
Q22	Can sponsors put a hard policy in place requiring providers to submit valid medical statements for children with disability-related SDN to be reimbursed for meals?
A22	<p>Yes. This is required before the sponsor can reimburse providers for meals served to children with disability-related SDN containing non-creditable foods and/or missing components (<i>accommodations that are outside of the meal pattern</i>).</p> <p>When it is claims processing time and a valid medical statement has not yet been obtained, exceptions for allowing meal reimbursement may be made on a case-by-case basis if the provider has documentation supporting, with near certainty, that they will have it in the immediate future. Contact your assigned consultant for further guidance in these situations.</p> <p>SDN Accommodations within the Meal Pattern (<i>those serving creditable foods and meals containing all components</i>)</p> <p>Sponsors can reimburse providers for disability-related SDN meals that are within the meal pattern by serving creditable foods as the substitutions and containing all meal components, with no more than one being supplied by the family.</p> <ul style="list-style-type: none"> The sponsor is not required to stop reimbursement for these children’s meals until they have a valid medical statement and fully completed SDN Tracking Form. <p>Failure to submit written SDN requests for children accommodated within the meal pattern is a compliance issue, not a disallowance issue.</p> <ul style="list-style-type: none"> Sponsors must cite providers with a finding if they do not submit written SDN requests supporting the meal modifications. Furthermore, they must address repeated findings of this non-compliance in accordance with their recurring non-compliance policies and procedures.
Q23	Who must complete the CACFP Special Dietary Need (SDN) Tracking Form?
A23	<p>Previously, DPI’s guidance specified that the provider must submit a completed CACFP SDN Tracking Form with the respective medical statement or written SDN request before receiving reimbursement for the child’s meals.</p> <p>Moving forward:</p> <ol style="list-style-type: none"> The sponsor must fully complete a CACFP SDN Tracking Form (FDCHs/FDCH Sponsors) for each child being served meals with SDN accommodations. <ul style="list-style-type: none"> Upon receiving notice about a child’s SDN, start a tracking form for the child and work with the provider to complete the <i>Accommodations / Meal Substitutions</i> section. <ul style="list-style-type: none"> Put the child in “pending status” within the claims system to prevent further meal reimbursement if non-creditable foods and/or missing components are being served. Reimbursement for meals served to children with SDNs is not contingent on having a fully completed SDN Tracking Form. <ul style="list-style-type: none"> Each child with a SDN must have a fully completed SDN Tracking Form; the sponsor will be cited with a finding for not meeting this requirement.

Q24	What non-dairy food alternatives are there for children with intolerances to dairy and soy?
A24	<p>In terms of whether the children’s meals can be reimbursed:</p> <ul style="list-style-type: none"> ● Disability-Related SDN: The alternatives can be whatever substitutions are specified on their medical statements regardless of them being creditable to the meal pattern. ● Non-Disability Related SDN: The alternatives must be creditable to its respective meal component. <ul style="list-style-type: none"> ➤ Refer to the CACFP Training Spotlight-Vegetarian Meals in the CACFP
Q25	For lifestyle preference (non-disability related) SDNs, must the SDN Tracking form be completed?
A25	<p>Yes.</p> <ul style="list-style-type: none"> ● The sponsor must complete a SDN Tracking Form for any child being served different items than what the provider serves on their menus. This includes: <ul style="list-style-type: none"> ○ Any family-supplied items (except for infants) served instead of the foods served/supplied on the provider’s menu ○ Any substitutions / meal accommodations (provider or family supplied) that are within the meal pattern (are creditable/components are not missing) Examples: <ul style="list-style-type: none"> ▪ Allergies to specific fruits and vegetables when substitutions are other fruits and vegetables ▪ Lactose intolerance when lactose free milk is served in place of regular milk (fat content requirement for age must be met) ▪ A non-dairy beverage that is nutritionally equivalent to milk (Creditable Non-Dairy Beverages)
Q26	Does a provider need to enter the substitutions served for children with SDNS into the claims system each day?
A26	No. Substitutions being served to the children must be captured on their SDN Tracking Forms.
Q27	Parent Provided Foods: How should the provider handle a parent bringing in foods for their children while in care? (Example, foods for a snack on the ride home)
A27	<p>In the case of parents bringing in foods at pick-up time for their child to eat during the ride home, the provider should advise the parents to leave it in the car for the ride home.</p> <p>Best practice is for the provider to have a “Food from Home” policy they share with the families of their enrolled children, specifying when and what foods the parents may bring in.</p> <ul style="list-style-type: none"> ○ For example, it is acceptable that they specify no food be brought into the provider’s home except under special circumstances like birthdays or a child’s special dietary needs. <p>The provider cannot claim for meals containing foods supplied by the parent unless the item(s) are for their child’s SDN meals which then must meet the SDN requirements. Refer to GM L – Special Dietary Needs for more information.</p>

Meal Service Requirements	
Q28	<p>Is there a protocol for how/when to offer milk and water to a child at a lunch?</p> <p>Providers must offer milk for meals to meet the meal pattern as well as water throughout the day, including during meals.</p>
A28	<ul style="list-style-type: none"> • Water: Water may be served alongside the required minimum serving sizes of milk during meals. However, it is not required to be on the table if the provider offers it through other ways that are directly accessible at any time to children for them to serve themselves or with assistance. For example: <ul style="list-style-type: none"> ○ Placing closed pitchers of water small enough for children to lift and pour and cups where the children can reach them. ○ Putting cups beside a sink within the children’s reach or having a sturdy stool to allow children to reach them ○ Making sure to offer water throughout the day between meals Refer to USDA’s handout on offering drinking water for more ideas. • Milk The children are not required to drink the offered milk or water. However, the provider must offer milk in amounts no less than the required minimum servings by age group: <ul style="list-style-type: none"> ○ If serving milk by pre-plated style (where the provider pours the milk into the cups for the children) the minimum required serving must be poured into each of the children’s cups. ○ If serving by family-style dining where the milk is placed on the table, the minimum amount must be in accessible form (i.e., in child-friendly pitchers or similar) on the table for children to either help themselves or with assistance. For additional information, refer to: CACFP Training Spotlight: Serving Milk (wi.gov) • Serving water on the table with milk during meals <ul style="list-style-type: none"> ○ Have two cups on the table for each child, 1 for milk and 1 for water ○ Must encourage, but not require, drinking milk over water ○ Must not offer milk or water as a choice between the two ○ Must not withhold water from a child during the meal if they have communicated they prefer water instead of milk
Q29	<p>Can leftover milk be saved after it has been served?</p>
A29	<p>Leftover milk can only be saved under the following conditions:</p> <ul style="list-style-type: none"> • If the milk was not poured from the container (i.e., pitcher, milk jug etc.) directly into the children’s cups after drinking from them; and • It hasn’t been left out at room temperature <p>Milk served in pitchers placed on the table must be discarded after the meal.</p>
Q30	<p>Does the CACFP allow a transition time for switching from the Infant Meal Pattern to the 1+ Year-old meal pattern when an infant turns 1 year of age?</p>
A30	<p>No. When an infant turns 1 year of age, they must be served meals that meet the 1+ year-old meal pattern (except for Formula; see permitted transition month for formula in the Infants section, above), unless supported by a valid medical statement.</p> <ul style="list-style-type: none"> • Toddlers may still eat meals at different times according to their own feeding schedule; but their meals must meet the 1+ year-old meal pattern requirements with all meal components being offered at the same time.

Menus/Meal Count Records	
Q31	When using online claim systems, can the sponsor require same-day-entry of menus/meal counts or must they permit an alternate method for providers to record their menus/meal counts?
A31	Yes, same-day entry can be required. DPI advises sponsors to use the “same-day entry” option. The sponsor should have a policy and procedure for providers to follow if they cannot enter their menus and meal counts online by midnight of the day and acceptable reasons (i.e., Wi-Fi connection/device/computer goes down, do not have access etc.). Providers must still record menus and meal counts somewhere, somehow, by midnight of that day.
Completing Home Visits / Monitoring	
Meal Service Observations	
Q32	If you have already seen a meal observation at the 1st or 2nd visit and happen to see another meal during the 2nd or 3rd visit, are we required to record the meal observation?
A32	No. You are not required to record a second or third meal observation. However, remember: <ul style="list-style-type: none"> • Sponsors are required to monitor all meal service types in numbers roughly proportional to the percentage of each meal type being claimed; documenting these meal observations may assist with this. • Documenting these additional meal service observations increases integrity. • If the providers serve a meal that either does not have all required components or serves a non-creditable food, you still need to disallow that meal. Not documenting the observation does not preclude making disallowances of non-compliant meals seen during the HV.
Monitoring Foods On-hand during HVs	
Q33	During a home visit, the provider had a loaf of white bread on the counter and always has a loaf of whole wheat bread in the freezer at each HV. The WW loaf is always full and in the same place of the freezer. WW bread is the one WGR item this provider serves according to her menus. When questioned, she said she takes out what she needs for the meal from the loaf in the freezer. What is DPI's guidance for addressing this situation?
A33	<ul style="list-style-type: none"> • Look at the BIUB date or date printed on the packaging and record it within your HV documentation for follow up during subsequent HVs; • Ask the provider questions about how often they grocery shop, how often they buy WW bread, etc.; • Look at the loaf size to estimate how long one loaf should last to serve it every day for the meals the provider reports it on their menus; • Use the opportunity to provide TA on other WGR items to serve; • Complete a meal observation visit during the meals the provider commonly serves WW bread.
Q34	What if you notice a provider has WGR cereals on hand that they are serving but not identifying them as WGR on their menus?
A34	Give the provider TA on identifying all grains that are WGR on their menus.

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Q35	<p>Completing the <i>HV Menu and Product Review Log</i> Would DPI consider allowing sponsors to develop a monitoring system that works for us? USDA has stated paperwork shouldn't be a burden to monitors; FDCH sponsor monitors in WI feel that the current system for completing the <i>HV Menu and Product Review Log</i> is a bit burdensome.</p>
A35	<p>DPI has spoken with other state agencies on what they require; it is a very large range across the country. Some states require submission of product documentation for each food (WGR, yogurts, cereals, store-bought combo foods, processed meats) with their claims each month, which are then reviewed by sponsor staff to allow or disallow meals prior to processing the claims. Some even require sponsor monitors to review receipts during home visits to verify foods being served by the provider are what they are reporting. DPI's FDCH sponsor administrative reviews still consistently reveal the following weaknesses:</p> <ul style="list-style-type: none"> ● Menus are not being sufficiently reviewed to know what foods to look for during HVs; some foods served on a regular basis are never checked; ● Foods on-hand (<i>served to the enrolled children</i>) for items reported on the providers' menus are not sufficiently reviewed during HVs; ● Grains/cereals/yogurts/combo food items/processed meats are incorrectly identified as meeting their crediting criteria; ● DPI's /USDA's resources are not consistently being used to verify whether foods meet the crediting criteria during HVs; ● Follow-up on items on the providers' menus not previously seen during prior HVs is not being done <p>Bottom line: Monitoring of foods being served must be improved to ensure providers are only reimbursed for meals serving foods that meet their respective crediting criteria.</p> <p>All sponsors must review and record the same information, as specified by DPI; the process must capture the elements covered by DPI's log.</p> <p>→ DPI has provided instructions for Completing the HV Menu & Product Review Log (& Infant Review Log)</p> <ul style="list-style-type: none"> ▪ These instructions were reviewed with sponsor monitors during the virtual training on August 30, 2023 using the following PowerPoint: FDCH Monitoring Staff Training <p>→ DPI has been and will remain open to sponsor's input on more effective methods of completing and documenting their menu and product review process, suggestions for improving the log forms, etc. to submit it for our review and approval.</p>
DPI's Required HV Findings, Disallowances, & Follow-Up Resource	
Q36	<p>Could you provide an overview on using DPI's recent developed resource, <i>Required HV Findings, Disallowances, & Follow-Up Handout</i>?</p>
A36	<p>Required HV Findings, Disallowances, & Follow-Up Handout</p> <p>→ Reviewed during the FDCH Monitoring Staff Training PowerPoint - August 30, 2023:</p> <ul style="list-style-type: none"> ● Pages 30-33: Examples of findings, disallowances, and required follow up ● Pages 34-39: Examples of recurring findings, escalated disallowances, and required follow-up

Reimbursing for >3 Meals	
Q37	Providers can provide care to children up to 10 hours a day or more but only allowed to claim 3 meals a day. How is DPI keeping up with advances in Early Childhood to meet the new requirements and rules set forth?
A37	<p>This is a USDA & Congress level question: Text - H.R.6067 - 118th Congress (2023-2024): Early Childhood Nutrition Improvement Act Congress.gov Library of Congress</p> <p>SEC. 4. AUTHORIZATION OF REIMBURSEMENTS FOR ADDITIONAL MEAL OR SNACK. “(B) LIMITATION—No reimbursement may be made to any institution under this paragraph, or to family or group day care home sponsoring organizations under paragraph (3), for more than “(i) 2 meals and 1 supplement or 1 meal and 2 supplements per day per child;</p> <p>Proposed exception within the 2023-2024 Early Childhood Nutrition Improvement Act to the above regulation: “(ii) 3 meals and 1 supplement or 2 meals and 2 supplements per day per child, in the case of child care during which there are 8 or more hours between the beginning of the first meal service period and the beginning of the fourth meal service period.</p> <p>→ Bill is still at the “Introduced” stage – see screenshot below:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Sponsor: Rep. Bonamici, Suzanne [D-OR-1] (Introduced 10/26/2023)</p> <p>Committees: House - Education and the Workforce</p> <p>Latest Action: House - 10/26/2023 Referred to the House Committee on Education and the Workforce. (All Actions)</p> <p>Tracker: 📌 Introduced > Passed House > Passed Senate > To President > Became Law</p> </div>