CACFP Meal Requirements: 1-12 Years

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Meals and snacks served must meet the meal pattern and documentation requirements specified within this guidance memorandum in order receive CACFP meal reimbursement.

The provider must supply all foods for meals that will be claimed. They cannot require families to supply any foods/milk for the purpose of meeting the meal pattern requirements.

Terms to Know:				
Creditable Foods	Foods that count toward meal pattern requirements			
Non-creditable Foods	Foods that do not count toward meal pattern requirements			
Food Component	A group of foods in a reimbursable meal. Food components include: Milk, Vegetable, Fruit, Meat/Meat Alternate, Grain			
Food Item	Foods that are part of a Food Component (e.g.: Broccoli is a food item in the vegetable food component)			
Minimum Serving Size	Required amount of the Food Component that must be served			
Combination Food	Contains a Food Item from different food components that cannot be separated (i.e., chicken nuggets with breading (grain) and chicken (meat))			

CACFP MEAL PATTERN REQUIREMENTS

Meals and snacks must meet CACFP meal pattern requirements with creditable foods in at least the minimum serving sizes per the CACFP meal pattern charts.

<u>CACFP Meal Pattern Chart</u>: Required food components and minimum serving sizes for meals/snacks. <u>CACFP E-Learning Course</u>: *CACFP Meal Pattern* (1-18 years) lesson reviews meal pattern requirements.

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Creditable and Non-Creditable Foods

Foods served for meals and snacks must be creditable.

- The <u>Creditable and Non-creditable Foods Guide</u> provides detailed information about each food component and lists of creditable and non-creditable foods.
- Use the <u>CACFP Reference Guide</u> to determine if cereal and yogurt are creditable and if grains are whole grain-rich. The guide includes sugar limit charts for cereal and yogurt, a WI WIC approved cereal list, flowcharts for identifying whole grain-rich foods and lists of whole grains/flours, enriched grains/flours, brans, germs, grain derivatives, and non-creditable grains/flours.

PRODUCT DOCUMENTATION

<u>Product Information for Breakfast Cereals, Whole Grain-rich (WGR) Items, Yogurt, and Tofu</u>

The required product information and resource to use for crediting each of these food items is listed in the table below.

Providers must:

- > Use the information found on each product's packaging to verify they meet the crediting criteria specified within the *Food Components* section (above), **before serving** for meals.
- ➤ Keep the product packaging on-hand until the end of the day for review during home visits.

The following lists the resources to use to credit each item and the product documentation needed to show they meet the CACFP requirements:

Breakfast Cereal ≤ 6 grams sugar/1 dry oz.	Resources to use for crediting: • <u>CACFP Reference Guide</u> • <u>Cereal Types</u>	Product package must show: (1) The name and brand AND (2) The Nutrition Facts Label and ingredient list if not a Wisconsin WIC approved Cereal
Whole Grain-rich (WGR) Foods	Resources to use for crediting: • WGR Flow Chart • CACFP Reference Guide	Product documentation must show: (1) The name and brand AND (2) Depending on crediting method used: front of package, ingredient list, CN Label/PFS (crediting item in Grain Ounce Equivalents), or recipe if made from scratch
Yogurt ≤ 23 grams sugar/6 oz.	Resource to use for crediting: • CACFP Reference Guide	Product package must show: (1) The name and brand AND (2) The Nutrition Facts Label
Tofu ≥ 5 grams protein/2.2 oz.	Resource to use for crediting: • <u>Creditable & Non-creditable</u> <u>Foods Guide</u> (Meat/Meat Alternate section)	Product package must show: (1) The name and brand AND (2) The Nutrition Facts Label

CN labels or Product Formulation Statements (PFS)

Store-bought combination items (e.g., chicken nuggets, fish sticks, pizza, macaroni and cheese, lasagna, cheese sauce), pre-cooked foods containing fillers (e.g., meatballs, Salisbury steak, hamburgers, beef crumbles) and processed meats (e.g., hotdogs, summer sausage) must each have a Child Nutrition (CN) label printed on the packaging or a PFS for crediting it to the meal pattern.

The CN label or PFS provides information on how the food item contributes to the meal pattern.

- Obtain the CN label or PFS **prior** to preparing the item.
- Use the CN label or PFS to determine how much to prepare and serve.

For information on how to use this documentation, refer to Crediting Store-Bought Combination Foods

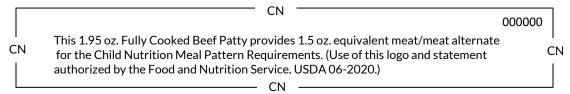
- > If a CN label or PFS cannot be obtained, the item cannot be served as part of a reimbursable meal.
- Providers must keep product information showing the item's name, brand, and CN label/PFS, on-hand until the end of the day, for review during home visits.

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CN Label: If a store-bought combination food item, pre-cooked food with fillers or processed meat has a CN label, it will be on the product packaging. Not all foods will have a CN Label. The Nutrition Facts Label on the package is not the CN label nor does it provide the required information. Here is an example of a CN label:



Product Formulation Statement (PFS): If the item does not have a CN label, you may contact the manufacturer and request a PFS. Keep in mind that a PFS may not be available. A PFS must include a signature from the manufacturer.

If the item is neither CN labeled or has a PFS, it cannot be served reimbursable meal.

WI DPI-FDCH Sponsor Agreement: Meal Pattern Documentation & Monitoring Requirements
WI FDCH sponsors must follow the provisions of this agreement for meal pattern documentation
and monitoring requirement. The following link will take you to the <u>DPI-FDCH Sponsor Agreement</u>.

This agreement includes:

- The requirements on the latest CACFP meal pattern updates and respective menu documentation, claims processing, and monitoring checkpoints
- Pages 5-6 is the <u>DPI's Home Visit Meal Pattern Checkpoints Guide</u> intended to be a standalone resource for monitors:

Home Visit Responsibilities

The <u>DPI's Home Visit Meal Pattern Checkpoints Guide</u> provides instructions on completing the *Home Visit Menu and Product Documentation Review Log* and the *Home Visit Infant Review Log* processes; reviewing menus, foods on-hand, and product documentation; disallowing for meal pattern errors; and recording needed follow-up, non-compliance, and required corrective action on the home visit forms.

MEAL PLANNING AND DOCUMENTATION

Menus

Providers must record dated menus for all meals and snacks served by the end of each day. All food items actually served to the children for each required component of each meal must be documented on these menus. FDCH sponsors must only reimburse providers for meals that meet the CACFP requirements.

Meeting Serving Size Requirements

Enough food must be prepared so that each participant is served at least the minimum serving size of each component according to the CACFP meal pattern. To help ensure enough food is prepared, use the following tools:

- Meal Requirements Calculator: Determine the minimum amounts to serve for each component
- <u>Food Buying Guide Calculator</u>: Determine the right amount of food to purchase and prepare so that the minimum amounts for each component are met.

Combination Foods Made from Scratch

For combination foods made from scratch, a recipe should be used to ensure that each ingredient crediting as a meal component provides enough to meet the CACFP meal pattern.

A standardized recipe provides exact amounts of ingredients and meal pattern contribution information for a specified portion size. This information enables you to determine the amount that must be served to each participant.

For these recipes, go to: Child Nutrition Recipe Box.

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Cooking Methods

Foods that are deep-fat fried onsite cannot count toward a reimbursable meal in the CACFP. Deep-fat frying means cooking by fully covering (submerging) food in hot oil or other fat. "Onsite" means in the provider's home. Packaged par-fried or flash-fried foods purchased from a grocery store (such as par-fried frozen potatoes) or from a restaurant is creditable if heated or reheated onsite by baking, microwaving, or another method that is not deep-fat frying.

MEAL SERVICE

Sponsor Approved Meal Service Times

Providers should serve meals/snacks according to their scheduled mealtimes that they have agreed to within their written agreement with the sponsor. *Infants should be fed according to their own feeding schedule.*

Meal Service Schedule Changes:

Providers must also inform the sponsor of changes to their regularly scheduled meal service times.

> Sponsors should not restrict providers from serving and claiming meals/snacks outside of their scheduled meal service times when reasonable variations occur. Depending on the children's schedule variations, their hunger needs, and the provider's flow of activities for the day, it is acceptable for meal service times to vary for some children, for some days.

If a child happens to arrive earlier or later than a scheduled meal service time for a specific day and would like that meal/snack, for example because (s)he is hungry and/or may have to leave soon for an appointment, the provider may serve that child the meal/snack and claim it for reimbursement.

Notification Requirements – when providers will not be home during approved meal services: Per USDA regulation [§ 226.18(b)(14)]: "Providers must notify the sponsor in advance whenever they are planning to be out of their home during a scheduled meal service time. The Sponsor must disallow meals/snacks that the provider is scheduled to serve during the monitor's attempted unannounced review when the provider does not notify the monitor prior to the attempted visit."

Meal Service Requirements for Claiming Meals

Meals can be claimed for CACFP reimbursement when the following criteria are met:

- Meals must be eaten while under provider's care:
 - Meals and snacks eaten by participants while under the provider's supervision, either in their home or during outings, can be claimed. Meals and snacks eaten by participants when not under the provider's care, i.e. when sending the meal/snack food home with the child, cannot be claimed.
 - Do not claim meals when the enrolled children's meals/snacks are provided under a different Child Nutrition Program, such as under the Summer Food Service Program (SFSP). For example, if a provider takes her enrolled children to a site to receive meals that are served under the SFSP during the summer, the provider cannot claim those meals for reimbursement.
- Children must be present and participating:
 - This means that the children are sitting together at the serving table with the other enrolled children during the meal service. If a child is in another room away from the other children eating, they are not present and participating in the meal, and therefore must not be claimed for reimbursement.
 - This requirement does not apply to infants because they eat "on demand" and may eat different components of a "meal" at different times.
- All meal components must be served together:
 - All required meal components must be served together at the same time during a meal or snack. A food or beverage cannot be withheld until the end of the meal. Children should be encouraged to try different foods but cannot be forced to try all foods or to finish one food prior to receiving additional servings of other foods.
 - This requirement does not apply to infants because they eat "on demand" and may eat different components of a "meal" at different times.

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Meal Service Methods

Refer to the <u>Meal Service Styles</u> handout for the definition, requirements and best practices of each meal service style below.

- **Pre-plated:** The minimum serving size of each component, as listed on the CACFP meal pattern for the participant's age, is served to participants on their plate and in their cup.
- Family Style Dining: Participants serve themselves from common dishes of food and small pitchers with the assistance of supervising adults, as needed.
 - Foods and beverages should be provided in age-appropriate serving dishes and small
 pitchers and placed on each table. The amounts of food in the serving dishes must be
 enough to provide the minimum required CACFP serving sizes for each participant seated
 at the table, including the supervising adults if they eat.
 - o For more information, refer to the Family Style Dining Handout
 - Participants determine how much food and beverage they want to take, if any.
 - As participants serve themselves, they should be encouraged to take the minimum serving size.
 - Any component served solely by an adult must be provided in the minimum serving size.

When a complete family style meal service is not practical, providers may offer one or more components using the family style method and serve other components by the pre-plated style. For foods being served family style, quantities in common serving dishes must provide the minimum serving size for each participant seated at the table. For foods served by pre-plated style, the minimum serving sizes of each food must be placed on the participant's plate or in their cup.

➤ Cafeteria-Style (from a line, table, or cart): All required meal components in the minimum serving sizes are taken by each participant when going through a serving line or selected from a cart, counter or table.

For more information, view the Meal Service Styles lesson in the CACFP E-Learning Course.

DRINKING WATER

Drinking water must be available and offered to participants throughout the day, including at meal times. However, water is not part of a reimbursable meal and may not be served in place of milk. Serve water with snacks when two creditable food components are served with no other beverage. Younger children must be asked frequently, throughout the day, if they want water. Water can be made available in a variety of ways: cups next to a sink, assigned water bottles, pitchers of water with cups set out, and scheduled water breaks, etc. For more information, visit DPI's Drinking Water website.

FOOD SAFETY

Applicable state and local health and sanitation requirements must be followed. Licensed and certified providers must follow the Department of Children and Families food safety and sanitation requirements.

The following handouts provide more information about general Food Safety:

- Food Safety & Sanitation
- Safe Food Storage
- CACFP Food Storage Chart

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