

New CACFP Meal Pattern Implementation: Documentation and Monitoring Requirements

This document contains the terms of the *WI FDCH Sponsor – DPI Agreement* established for Federal Fiscal Year (FFY) 2018, FFY 2019 and future FFYs based on our collaborative efforts accomplished by using a shared Google document tool and through the decisions made within our FDCH Sponsor Training held on June 29, 2017 in Madison.

Effective October 1, 2017, all FDCH Sponsors were to ensure required changes were made to their software programs and operational/administrative policies and procedures for successful implementation of all new CACFP meal pattern requirements.

Disallowances-FFY 2019 and Future FFYs: **See the Grains section for the 9/27/18 update on WGR exceptions permitted during FFY 2019.**

Unless USDA issues notice permitting otherwise, effective October 1, 2018, both claim processing and home visit procedures for making disallowances of meals and snacks that are non-compliant with meal pattern requirements must be in place and implemented.

Sections B or C - Home Visit Form Documentation for each meal component→Refer to the *FDCH Sponsor Home Visit–New CACFP Meal Pattern Compliance Review Sample Form (pages 10-11)*

New Meal Pattern (NMP) Requirements-Milk Component

USDA Regulations: [7 CFR 226.20\(a\)\(1\)](#)

[USDA Policy Memorandum 17-2016 - CACFP Requirements for Fluid Milk and Nondairy Milk Substitutions](#)

[USDA Policy Memorandum 13-2018: Child Nutrition Programs' Flexibilities for School Year 2018-2019](#)

- 1) Milk served to one year olds must be unflavored whole milk.
- 2) Milk served to children who are two year olds and older must be unflavored low-fat (1%) or fat-free (skim) milk.
- 3) Flavored milk, including flavored non-dairy beverages, cannot be served to children 1 through 5 years old.
- 4) **Fat-free or 1% flavored milk and flavored non-dairy beverages can be served to children 6 years and older (1% flavored milk was added effective 7/1/18 to 6/30/19 – see policy memo 13-2018)**
- 5) A one-month transition period is allowed for children 24 months to 25 months old. They may have whole or reduced-fat (2%) milk as they transition to low-fat (1%) or fat-free (skim) milk. *DPI strongly advises not promoting 2% during this transition period because of the confusion it may cause.*

Section Revised – September 27, 2018:

A. Sponsor's Software and Provider's Menu Documentation: The types of milk served to each age group must be documented on menus in some way, including the fat content and if flavored, for each age group.

Menu Documentation in the form of the "Milk Certification Statement":

Sponsors may have an all-inclusive "Milk Certification Statement" detailing the types of milk served to each age group (fat % and if flavored), which is then agreed to by the Provider when signing the completed menus/meal count forms before sending them to the Sponsors for claims processing (paper claimers) or when submitting menus/meal counts through the software system (online claimers).

FDCH Sponsors and DPI agree that if using the "Milk Certification Statement" method of menu documentation for milk types, it is acceptable to list "milk" as the single choice to be selected from the software's food lists by the provider for the milk component.

New CACFP Meal Pattern Implementation: Documentation and Monitoring Requirements

If the Sponsor does not incorporate the “Milk Certification Statement” into its menu system, then the Sponsor must include the choice of individual and/or grouped milk types (see above example) within its software program’s food list, which then can be selected by the online claimers, and require paper claimers to record the individual or grouped milk types (fat % and if flavored) served to each age group.

Using old Paper Menu Forms or Forms without the “Milk Certification Statement”: if the Sponsor chooses to have Providers use up old menu forms not having the “Milk Certification Statement” and/or chooses to not add the “Milk Certification Statement” to newly printed paper menu forms, Providers must document the individual and/or grouped milk types (fat % and if flavored) served to each age group as follows:

- Record the individual and/or grouped milk types (fat % and if flavored) served to each age group, for each meal and snack; **OR**
- Handwrite the “Milk Certification Statement” on each paper menu form (*for example, on the top or bottom of the form*) **OR** sign and submit, with the menu forms, a separate document containing the pre-printed “Milk Certification Statement”.

Flavored milk may be noted in various ways by the Provider (e.g. by recording free-style within the menu comments section or selecting/recording a fat %/flavored milk option).

B. Monthly Claims – Monitoring of Menu Documentation at the Claim Level: Sponsors must ensure that their software programs will enable both online claimers and paper claimers to meet the menu documentation requirement of the different milk types per age group by following their established procedures.

Claim Review - Meal Pattern Error Detection: Compliance with the new meal pattern’s milk component requirements cannot be detected at the claim level when the specific milk type served is not identified by child. This is furthermore the case when using an all-inclusive certification statement or having individual and/or grouped milk choices within the food lists for selecting the types of milk served per age group. Therefore, meals cannot be disallowed for milk type errors within the automated claim processing system. DPI advises Sponsors to treat paper claimers (who handwrite their food items for each meal component) the same as online claimers by not disallowing meals for milk errors recorded on their menus.

C. Monitoring - Home Visit Requirements: Check Points, Documentation, & Disallowances

Home Visit Check Points:

1. **Check refrigerator:** request provider to show which milks are served to each age group currently in care.
2. **When observing a meal,** identify the age groups and milk type served to each.

Home Visit Form Documentation:

- Based on Home Visit Check Points, record:
1. Types of milks served to each age group
 2. Whether the correct type of milk is served to each age group
 3. If the Provider served the incorrect types of milk during a meal observation, record this as non-compliance and disallow meals served to the children receiving the incorrect type of milk.
 4. Record disallowances specific to milk type and child
 5. **Previous Non-Compliance:** Note as repeat non-compliance if cited previously.

New Meal Pattern (NMP) Requirements-Grain Component

Resources:

- [DPI's Grain Component Handout](#)
- [CACFP Grains Chart](#)
- [WIC Approved Cereals List](#)

USDA Regulations:

- [7 CFR 226.20\(a\)\(4\)](#)
- [USDA Policy Memorandum 16-2017: Grain-Based Desserts in the CACFP](#)
- [USDA Policy Memorandum 09-2018: Grain Requirements in the CACFP](#)

- 1) Grain-based desserts are not creditable (refer to [CACFP Grains Chart](#))
- 2) Whole Grain Rich (WGR) Foods must be served for at least one approved meal type per day
 - WGR foods contain 100% whole grains or at least 50% are whole grains and the remaining grains are enriched (refer [DPI's Grain Component Handout](#) and [USDA Policy Memorandum 09-2018: Grain Requirements in the CACFP](#) on determining WGR)
 - This whole grain-rich requirement only applies to meals served to children 1 year and older; it does not apply to infant meals.
- 3) Breakfast cereals must contain no more than 6 grams of sugar per dry ounce when served to both infants and children 1 year and older (refer to [WIC Approved Cereals List](#))

A. Provider's Menu and Product Documentation

1. WGR Foods:

- a) **Menu Documentation:** WGR items must be identified on the menus by marking them as "WGR", "WG" or, "WW". "WGR" covers all whole grain (WG) and whole wheat items (WW); therefore, it easiest to consistently record "WGR" on the menus for all WGR foods. This requirement applies to both on-line claimers and paper claimers. (clarified 11.18)
WGR Foods Served for Meals with no Meal Attendance: If a provider planned to serve a WGR item for a meal on a day he/she was not able to serve due to an unanticipated event or no meal attendance, the provider must still complete the menu for that meal to show that a WGR item would have been served on that day. No meals should be disallowed for missing a WGR item that day.
Providers cannot circumvent the WGR requirement by "planning" to serve a WGR item for meals typically not claimed.

- b) **Product Documentation:** Providers must keep recipes for home-made WGR goods and product packages (actual, copies, or photos) showing the product names, labels, ingredient lists, and/or CN labels for store-bought WGR foods served that day, at least until the end of each day, in preparation for a Sponsor home visit.

2. Breakfast Cereals:

- a) **Menu Documentation:** Best practice is to list specific cereal names (e.g. Rice Krispies, Cheerios) within the Sponsor's software food lists for selection and to have paper claimers record specific cereal names served within their submitted menus. However, Sponsors may keep breakfast cereal selections within their software food lists as general descriptions; for example, 'Cold/Ready-to-Eat Cereal' and 'Hot Cereal'; paper claimers may also record breakfast cereals served using these general descriptions.
- b) **Product Documentation:** Providers must keep one of the following for breakfast cereals served to children in care:
 - The [WIC Approved Cereals List](#) with marks next to the breakfast cereals the provider serves; **OR**
 - Product packages (actual, copies, or photos) showing the cereal names (e.g. Cheerios) and their nutrition fact labels for the breakfast cereals served, at least until the end of each day in preparation for a Sponsor home visit.

3. **Grain-based Desserts (GBD):** GBD items may now be considered as typical non-creditable foods by removing them from the Sponsor's food list, so that they are no longer a food choice to select when entering online menus.

New CACFP Meal Pattern Implementation: Documentation and Monitoring Requirements

B. Monthly Claims – Monitoring of Menu Documentation at the Claim Level

- 1. Menu Entry:** Both online claimers and paper claimers can record or enter foods in accordance with the new meal pattern requirements; online claimers can select WGR for a WGR grain item served or select foods that have the whole grain indicated within its name, e.g. brown rice.
- 2. GBDs and other Non-Creditable Grains:** If keeping GBDs within the Sponsor’s food list for possible menu entry selections, the software’s rules for each GBD, as with other non-creditable grains, must be set to disallow meals/snacks containing them.
- 3. Detection of New Meal Pattern Errors:** The software’s rules are set to disallow meals when new meal pattern errors are detected within the providers’ submitted menus:
 - **When grain-based desserts or non-creditable foods are reported as served for the meal components**
 - **When a WGR item is not served at least one time per day, the Sponsor must disallow the least reimbursable meal that served a grain. (clarified 11.18)**

Meals Typically Claimed without Meal Attendance: If a provider had planned to serve a WGR item for a meal that had no attendance due to unanticipated circumstances, he/she must complete the menu for that meal showing the WGR item that would have been served on that day.

If the Sponsor’s system is set up to disallow the least reimbursable meal containing a grain when a meal with a WGR item has been without meal attendance, a manual adjustment may be needed to add meal reimbursement back in for deducted meals.

C. Monitoring - Home Visit Requirements: Check Points, Documentation, & Disallowances – Refer to #3(d) for 9/27/18 Update:

Home Visit Check Points:

- 1. Menus and claim error reports for:**
 - a) Non-creditable grains served (GBD)
 - b) Breakfast cereals served
 - c) WGR items served at least one time/day
- 2. Product information to verify WGR foods for grains on-hand/served during the home visit day:** package labels/ingredient lists, CN labels (actual, copies, or photos) and/or recipes for grain items
- 3. Grain items on-hand/served during the home visit day**
 - a) Non-creditable grains
 - b) Substantial differences from grains claimed on menus

Home Visit Form Documentation:

Based on Home Visit Check Points:

- 1. GBD:** If any GBD are claimed on menus, on-hand and/or served during a meal observation:
 - a) List these GBD
 - b) Record as non-compliance
 - c) Disallow meals serving GBD when recorded on the current month’s menus reviewed onsite and when observed during a meal service.
- 2. Breakfast Cereals (If Served):** Upon reviewing breakfast cereals on-hand and/or served during meal observation and breakfast cereal product information kept for review during the home visit day:

Record the following:

 - a) Whether the Provider has breakfast cereal documentation for those she serves.
 - If serving cereals on the [WIC Approved Cereals List](#), having a copy of the [WIC Approved Cereals List](#) is sufficient.
 - If serving cereals that are not on the [WIC Approved Cereals List](#), the Provider must have the product packaging (or picture/copy) identifying the product name and nutrition facts label for these cereals.

New CACFP Meal Pattern Implementation: Documentation and Monitoring Requirements

- b) Whether the cereals meet the sugar limit
- c) List cereals that do not meet the sugar limit
- d) If 'no' is the answer to 'a' and 'b' above, record as non-compliance and disallow the meal if observing the non-creditable cereal being served

3. WGR Foods - Record:

- a) Whether proper product packaging, ingredients list, and/or recipes are kept for the WGR items on-hand and/or served during the home visit day
- b) Whether the product packaging, ingredients list, and/or recipes show that the grain items served are creditable as WGR
- c) Whether menus and product packaging (ingredient lists /recipes) for foods on-hand show at least 1 WGR item is served per day
- d) If 'no' is the answer to 'a' and 'b' above, record as non-compliance and disallow the least reimbursable meal served on the home visit day.

September 27, 2018 Update – Applicable for FY 2019 Only: Discretion may be applied by not disallowing meals if the provider has been serving grain items thought to be WGR based on previous USDA guidance, but now are not WGR according to the updated criteria detailed in [USDA Policy Memorandum 09-2018: Grain Requirements in the CACFP](#) released on April 9, 2018.

This discretion is only permitted for the following:

- (1) Products labeled as "100% Whole Grain" or "100% Whole Wheat" when they are not the following items: breads, buns, rolls, macaroni product, macaroni, spaghetti, or vermicelli labeled as "whole wheat".
- (2) Products which have a whole grain listed as the first ingredient (or second after water) but do not meet the "Rule-of-Three" criteria.

(3) Previous Non-compliance: Note as repeat non-compliance if cited previously.

(4) Menus vs. Foods On-Hand: For reference purposes and to identify any patterns during future home visits, record any substantial differences between grains on-hand/served during the home visit date and grains claimed on menus.

New Meal Pattern (NMP) Requirements-Meat/Meat Alternate (M/MA) Component

Resources:

- [DPI's Meat/Meat Alternate Component Handout](#)
- [Methods to Determine Sugar Amounts in Yogurt](#)
- [Serving Tofu and Soy Yogurt in the CACFP](#)

USDA Regulations:

- [7 CFR 226.20\(a\)\(5\)](#)
- [USDA Policy Memorandum 21-2016: Crediting Tofu and Soy Yogurt in the CACFP](#)

- 1) M/MA may be served in place of the entire grains component at breakfast a maximum of three times per week

New CACFP Meal Pattern Implementation: Documentation and Monitoring Requirements

- 2) Tofu credits as a meat alternate for 1+ year olds if:
- It is commercially prepared (store-bought); and
 - 2.2 oz. (1/4 cup) of tofu containing at least 5 g of protein = 1.0 oz. M/MA

$\text{Protein (g)} \div \text{Serving Size (oz.) or (g)} = \text{Threshold for ounces: 2.27 or more}$ $\text{Threshold for grams: .08 or more}$
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- 3) Soy yogurt credits as a meat alternate for 1+ year olds (*the same as yogurt: 4 ounces (1/2 cup) = 1 ounce M/MA*)
- 4) Yogurt (including soy yogurt) must contain no more than 23 grams of sugar per 6 ounces

A. Provider’s Menu and Product Documentation

1. **Serving M/MA for Breakfast:** The Sponsors’ software must be programmed to allow M/MA as a creditable component for breakfast, with a rule that it is permitted no more than 3 times per week.
2. **Tofu:**
 - a) **Menu Documentation:** Tofu must be added to the Sponsors’ software food lists to enable Providers to select the item.
 - b) **Product Documentation:** Providers must keep product packaging (actual, copies, or photos) showing the brand name/type of tofu and nutrition facts labels at least until the end of each day, in preparation for a Sponsor home visit.
3. **Yogurt/Soy Yogurt:**
 - a) **Menu Documentation:** Soy yogurt must be added to the Sponsors’ software food lists to enable Providers to select the item.
 - b) **Product Documentation:** Providers must keep product packaging (actual or copies/photos) showing the brand name/type of yogurt and nutrition facts labels at least until the end of each day for a Sponsor home visit.

B. Monthly Claims – Monitoring of Menu Documentation at the Claim Level

1. **Menu Entry as M/MA:** Both online claimers and paper claimers can record/enter for breakfast, and tofu and soy yogurt for 1+ yr olds.
2. **Detection of New Meal Pattern Errors within Submitted Menus:**
The software’s rules are set up to disallow breakfasts serving a M/MA in place of a grain more than 3 times per week

C. Monitoring - Home Visit Requirements: Check Points, Documentation, & Disallowances

Home Visit Check Points:

1. Menus and claim error reports for:

- a) Serving M/MA for breakfast more than 3 times per week
- b) Whether yogurt and/or soy yogurt are served
- c) Whether tofu is served

Home Visit Form Documentation:

Based on Home Visit Check Points:

1. **M/MA served for Breakfast:** If M/MA are served more than 3 times per week when identified on menus reviewed for the current month during the home visit, record as non-compliance and issue a claim flag for disallowing the breakfasts that exceed the 3 maximum days.

New CACFP Meal Pattern Implementation: Documentation and Monitoring Requirements

2. Product information to verify creditability of yogurt, soy yogurt, and tofu on-hand/served on home visit day:

Product packaging (actual or copies/photos) showing the brand name/type of yogurt, soy yogurt, and/or tofu and their nutrition facts labels

3. Yogurts and tofu on-hand/served during the home visit day

- a) Non-creditable yogurts/tofu
- b) Substantial differences from M/MA claimed on menus

2. Yogurt, Soy Yogurt, and Tofu: If menus and foods on-hand/served during home visit day indicate these foods are served to enrolled children: **Record the following:**

- a) Whether proper product packaging information (actual, copies, or photos) showing the brand name/type of yogurt, soy yogurt, tofu and their nutrition facts labels are available for items on-hand/ served during the home visit day.
- b) Whether the nutrition facts labels show the items are creditable as M/MA
- c) Cite as non-compliance when the Provider is not meeting these requirements and disallow meals serving the non-creditable yogurt or tofu if observed during meal service.

3. Previous Non-compliance: Note as repeat non-compliance if cited previously.

4. Menus vs. Foods On-hand: For reference purposes and to identify any patterns during future home visits, record any substantial differences between grains on-hand/served during the home visit date and grains claimed on menus.

New Meal Pattern (NMP) Requirements-Fruit and Vegetable Components

Resources:

[DPI's Fruit/Vegetable Component Handout](#)

USDA Regulations: [7 CFR 226.20\(a\)\(2\) and \(3\)](#)

[USDA Policy Memorandum 25-2016: Vegetables/Fruits Requirements in the CACFP](#)

[USDA Policy Memorandum 09-2017: Vegetables and Fruits Requirements in the CACFP: Q & A](#)

- 1) Fruits and vegetables are separate components at lunch, supper and snack; the fruit/vegetable component remains as a combined component for breakfast.
- 2) A vegetable is required for lunch and supper:
 - A vegetable and a fruit, OR two different vegetables must be served. Two fruits cannot be served.
 - Minimum serving size requirements of the vegetable and fruit component are equal, except for 6-12 year olds; at minimum, ½ cup of vegetable and ¼ cup fruit are required for 6-12 year olds.
- 3) A fruit and a vegetable can be served as a snack
- 4) Juice may only be served at one meal or snack per day

A. Monthly Claims – Monitoring of Menu Documentation at the Claim Level

1. Menu Entry – Both online and paper claimers:

- a) Can select fruits and vegetables as separate components
- b) Can record or enter fruits and vegetables as the two required components for snack.

2. Detection of New Meal Pattern Errors:

The software's rules are set up to disallow meals when the following errors are detected within the providers' menus:

- a) At least one vegetable is not served for lunches and suppers;
- b) The same vegetable is served for the vegetable and fruit component, for lunches and suppers;
- c) Juice is served for more than one meal and snack per day; the least reimbursable meal or snack serving juice must be disallowed for that day. For example, if juice is served at breakfast and snack, snack must be disallowed.

New CACFP Meal Pattern Implementation: Documentation and Monitoring Requirements

B. Monitoring - Home Visit Requirements: Check Points, Documentation, & Disallowances

Home Visit Check Points:

1. Menus and claim error reports for:

- a) Not serving a vegetable for lunches and suppers
- b) When the same vegetable is served for the vegetable and fruit component for lunches and suppers
- c) When juice is served > one meal/snack per day.

2. Fruits and vegetables served during meal observation:

- a) The errors listed in #1a–c observed at a meal service.
- b) Fruit/veg errors during a snack observation; examples: 2 vegetables, 2 fruits, or a fruit and fruit juice are served.
- c) Less than the required minimum serving sizes of fruits and vegetables are served during a meal observation.

Home Visit Form Documentation:

Based on Home Visit Check Points: **Record as non-compliance and:**

- 1. Flag meals to disallow when F/V component errors are identified on menus reviewed for the current month during the home visit.
- 2. Disallow meals when F/V component errors are observed at meal.
- 3. **Juice:** disallow the least reimbursable meal served on the home visit day, if observing juice being served for the last meal of the day and it is evident that the Provider served juice for an earlier meal.
- 4. Record as non-compliance if the Provider serves less than the required minimum serving sizes of fruits and vegetables during a observed meal.
- 5. **Previous Non-compliance:** Note as repeat non-compliance if cited previously.

New Meal Pattern (NMP) Requirements-Food Preparation/Cooking Methods

Resources: [Acceptable Cooking Methods](#)

USDA Regulations: [7 CFR 226.20\(d\)](#)

Deep-fat fried foods that are prepared on-site cannot be part of the reimbursable meal. For this purpose, deep-fat frying means cooking by submerging food in hot oil or other fat. Foods that are pre-fried, flash-fried, or par-fried by a commercial manufacturer may be served, but must be reheated by a method other than frying.

Monitoring - Home Visit Requirements: Check Points, Documentation, & Disallowances

Home Visit Check Points:

Check food preparation methods:

- 1. During meal preparation (meal observation visit) – is Provider deep-fat frying any foods served to enrolled children?
- 2. Open-ended discussion/Questions: Example: “How do you cook your foods?”

Home Visit Form Documentation:

Based on Home Visit Check points:

- 1. Record as non-compliance only upon observation of deep-fat frying
- 2. Disallow meals containing deep-fat fried foods prepared on-site when observed the deep-fried foods being served during an observed meal.
- 3. **Previous Non-compliance:** Note as repeat non-compliance if cited previously.

New Meal Pattern (NMP) Requirements-Infants

Resources:

[DPI's Infant Feeding Handout](#)

[CACFP Infant Meal Pattern Chart](#)

USDA Regulations:

[7 CFR 226.20\(b\)](#)

[USDA Policy Memo 02-2018-Feeding Infants & Meal Pattern Requirements in the CACFP](#)

- 1) Updated Infant Age Groups: Birth through 5 months; 6 months through 11 months
- 2) Meals are reimbursable when a mother breastfeeds on-site, including when an infant is only consuming breastmilk. *Whether bottle-fed by Provider or breast-fed by mom onsite does not need to be recorded.*
- 3) Yogurt and whole eggs are allowable meat alternates
- 4) Ready-to-eat cereals may be served at snack

New CACFP Meal Pattern Implementation: Documentation and Monitoring Requirements

- 5) A vegetable or fruit, or both must be served at snack for infants 6 - 11 months old, when developmentally ready
- 6) Juice, cheese food, and cheese spread are not creditable towards the CACFP Infant Meal Pattern
- 7) Parents/guardians may provide only one meal component of infant meals and snacks to be claimed
- 8) The introduction of foods is now flexible based on when the infant is developmentally ready for them, and not required by a certain age; once an infant is developmentally ready for foods, including those younger than 6 months, Providers must supply them.

A. Monthly Claims –Menu Documentation and Monitoring at the Claim Level

1. Menu Entry by both online claimers and paper claimers:

- a) Can record or enter infant meals on their menus in accordance with the updated infant age groups, meal components, and foods served based on developmental readiness
- b) Can record or select fruits, vegetables, ready-to-eat cereals, and iron-fortified infant cereal for infant snacks
- c) Can select whole eggs and yogurt as meat alternates for infant meals
- d) At Sponsor discretion, enable Providers to record which infant meal components are parent-supplied and Provider-supplied

2. Detection of New Meal Pattern Errors: The software’s rules are set up to disallow meals/snacks when cheese food, cheese spread, and/or juice is served for infant meals and snacks.

B. Monitoring - Home Visit Requirements: Check Points, Documentation, & Disallowances

Home Visit Check Points:

1. Menus and claim error reports for:

- a) Non-creditable infant foods served
- b) Foods are not ever being recorded/entered for 6-11 month olds, or very inconsistently recorded/entered.

2. Infant formula and foods on-hand/served during the home visit day for:

- a) Non-creditable formulas and foods on-hand are being served to infants (both parent and Provider supplied);
- b) Infants are not being served foods appropriate to their developmental readiness; and
- c) Provider is claiming for infant meals with more than one parent-supplied component

Home Visit Form Documentation:

Based on Home Visit Check Points:

- Record as non-compliance when based on formula/foods on-hand and/or observation
- 1. Non-creditable foods are being served:** Record non-creditable foods/formula on-hand (both parent and Provider supplied)
 - 2. No foods are recorded or are inconsistently recorded for 6-11 month old meals on infant menus:** Check foods on-hand for whether:
 - a) The infants are not being served foods appropriate to their developmental readiness while in care;
 - b) The Provider is not offering to supply foods upon the infants being developmentally ready for them;
 - c) Infants are being served foods, but the Provider is not recording or entering them within his/her menus.
 - 3. Provider is claiming for meals that have more than one parent-supplied meal component.** Flag infant meals/snacks to disallow when determining the parent supplies more than 1 component for their infant’s meals.
 - 4. Previous Non-compliance:** Note as repeat non-compliance if cited previously.