



CACFP Infant Recordkeeping Requirements

1. OFFER CACFP TO ALL ENROLLED INFANTS

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

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

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

*Bread-like items: biscuit, bun, roll, muffin, English muffin, pancake, pita bread, soft tortilla, waffle

2. INFANT MENU AND INFANT MEAL PATTERN

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

3. NOTIFY FAMILIES

Complete one of the following to notify families of the formula and foods your program offers:

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

4. INFANT MEAL FORM

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

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