



CocoKids™

Childhood Champions

2025

Child Health and Nutrition Program Handbook

Child and Adult Care Food Program (CACFP)
United States Department of Agriculture



CocoKids

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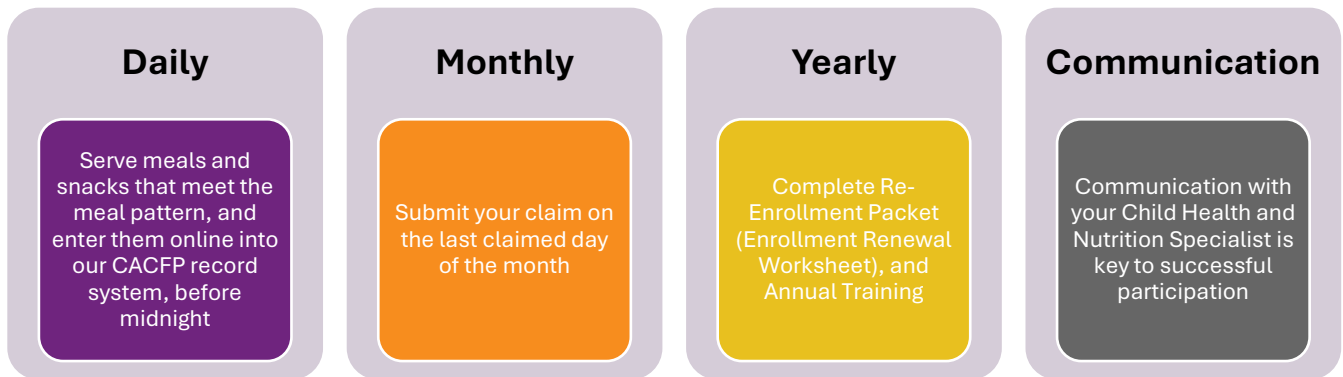
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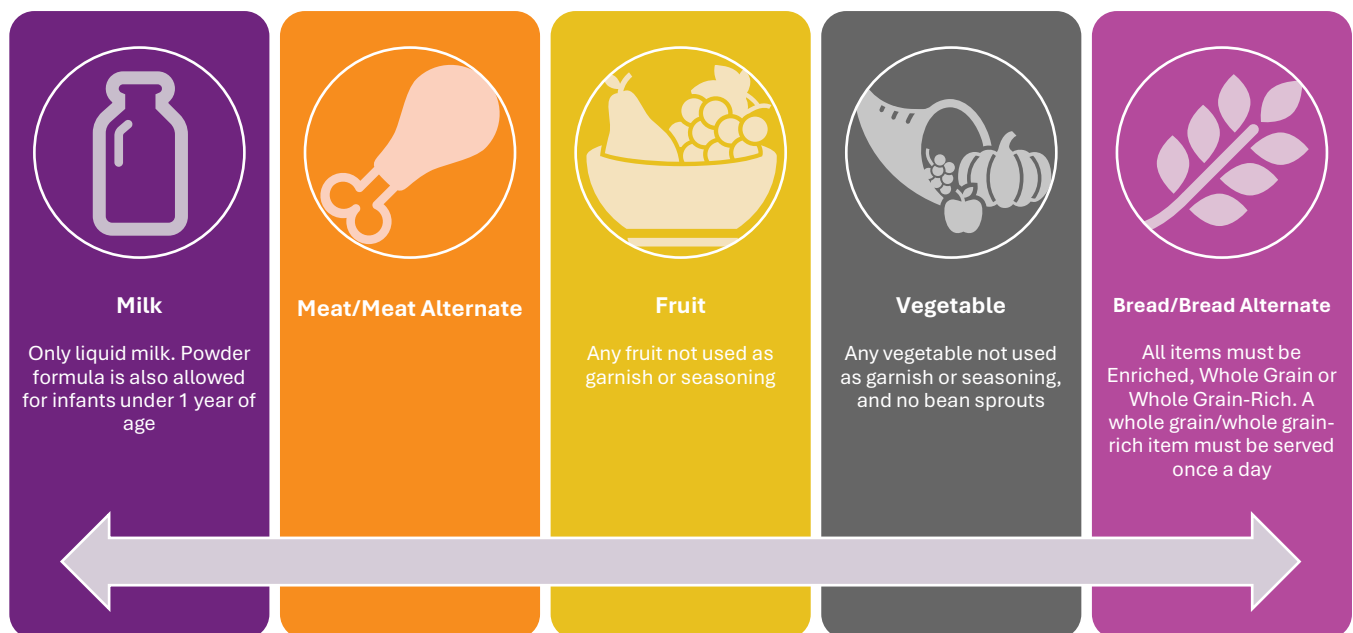
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Food Program Synopsis

Participation is Easy



CACFP has the following 5 Food Components



Joining the Food Program – Providers must take the training and have a pre-approval visit to enroll in the Food Program. After, an agreement will be sent, once it has been signed login information will be provided.

Child Enrollment – Parents must sign enrollment forms for their children to be claimed in the Food Program. Without signed enrollment forms, the Food Program is unable to reimburse for claimed meals.

Claim Submission – Providers must submit their claim on the last claimed date of the month, and no later than the 5th of the following month for the claim to be processed and paid on time.

Monitoring – Providers will receive at least three (3) unannounced visits during the Fiscal Year October 1st to September 30th. At least one (1) visit must include a meal/snack observation. Visits will be made during provider’s hours of operation. Visits only count when at least one (1) day care child participating in the FP is present.

Reimbursement - CACFP reimburses for 2 main meals and 1 snack, or for 2 snacks and 1 main meal per child, per day. The main meals available are Breakfast, Lunch and Dinner, and the snacks available are AM Snack, PM Snack and Evening Snack. Providers are not required to serve every meal/snack available, however, they must serve at the time they set for the meal/snack. Only children served within 20 minutes from the start of the meal/snack can be claimed.

Tier (Reimbursement Rate) - The reimbursement rate is a set amount by USDA using a two-tier system, which is determined by assigned schools, census data, or income eligibility. Tier 1 has the highest reimbursement rate. If you are a Tier 2 provider, there are a couple of options to qualify for Tier 1. If you do not qualify for Tier 1, foster care children that live with you can still qualify to be claimed at a Tier 1 rate.

Claiming Own Children/Children living with the Provider - Some providers may be eligible to claim meals/snacks for their own children, or children living with them. If you are eligible to claim your own children, or children living with you, you can ONLY claim the meals/snacks that meet the CACFP requirements and that are served when a day care child is served the same meal/snack at the same time.

Direct Deposit – Providers will receive a direct deposit payment when complete and accurate claims are submitted on time. Payments are usually made in the first week of the corresponding payment month, however this is subject to when the check from USDA is received.

Payment Schedule for On Time Claims

Claim Month	Submission Date	Payment Date
January	Last claimed date in January	March
February	Last claimed date in February	April
March	Last claimed date in March	May
April	Last claimed date in April	June
May	Last claimed date in May	July
June	Last claimed date in June	August
July	Last claimed date in July	September
August	Last claimed date in August	October
September	Last claimed date in September	November
October	Last claimed date in October	December
November	Last claimed date in November	January
December	Last claimed date in December	February

Glossary

CACFP – Child and Adult Care Food Program

CCL – Community Care Licensing

CDSS – California Department of Social Services

FCCH – Family Child Care Home, also known as Family Day Care Home

FFN – Family, Friend, or Neighbor Caregiver. An FFN is anyone taking care of children without a license from the state.

FNS – United States Department of Agriculture’s Food and Nutrition Services

House Formula – The Iron-Fortified Infant Formula the Provider is willing to purchase and offer as an option to the parent.

Meal Benefit Form – Application required for providers to claim own children.

Mixed Tier – A provider that does not qualify for Tier 1, however one or more families in their care qualified for their meals to be reimbursed at a Tier 1 rate.

National Disqualified List (NDL) - The list maintained by FNS of institutions, day care homes and Responsible Principals and/or individual(s) (RPIs), who are ineligible to participate in the CACFP.

Provider’s Own Child - Any child that is the provider’s own child (biological, adopted, or stepchild, whether they live with the provider or not, and/or any child living with the provider.

Re-Enrollment / Enrollment Renewal Worksheet – Every child’s enrollment expires on August 31st, and they must be enrolled once again in the Food Program.

Reimbursement Rate - A set amount by USDA using a two-tier system, which is determined by assigned schools, census data, or income eligibility. Tier 1 has the highest reimbursement rate. If you are assigned a Tier 2 reimbursement, there are a couple of options to qualify for Tier 1. If you do not qualify for Tier 1, the foster care children that live with you can still qualify to be claimed at a Tier 1 rate.

Termination for Cause - When the provider is not operating the program in compliance with program regulations and the non-compliance rises to the level of SD.

Termination for Convenience - When the sponsoring organization or day care home provider wants to terminate the agreement due to reasons not associated with day care home’s performance on the program.

Tier – The reimbursement rate assigned to each provider. The Food Program is a two-tier system. Tier 1 is the highest reimbursement and Tier 2 is a lower reimbursement.

TrustLine - California's Background Check for In-Home and License-Exempt Child Care Providers. TrustLine is a database of nannies, babysitters, some child transportation drivers, professional supervised visitation monitors, and other child care providers not required to get a license, which have cleared a criminal background check in California.

USDA – United States Department of Agriculture

Introduction

Purpose

The Child and Adult Care Food Program (CACFP) is a United States Department of Agriculture (USDA) Child Nutrition Program that provides reimbursement to child care providers for serving nutritious foods to their day care children and assists caregivers in helping children develop healthy eating behaviors. CocoKids is a nonprofit organization which sponsors the CACFP for family child care providers.

Providers

Providers receive nutrition and health information, sample policies, recipes, and a monthly cash reimbursement for providing nutritious meals.

Children

Children receive nutritious meals and snacks, develop healthy eating habits, and participate in nutrition and health education activities.

Parents

Parents benefit by knowing their children receive nutritious meals and snacks in a nurturing environment and do not have to pack meals to send to child care.

Participation in CACFP is an indicator of a “quality” child care program. We encourage you to share the nutrition information you receive from the Child Health and Nutrition department with the parents of the children in your care.

Participation Includes

Nutrition Education

A nutrition specialist will visit your home at least three times per year to observe meal or snack services, and provide you and your day care children with interesting and up-to-date nutrition, health and safety education materials and activities.

Monthly Newsletter

Each month you will receive an electronic copy of the Nutrition Edition newsletter filled with nutrition, health and safety information, activity ideas, and recipes.

Make sure you add foodprogram@cocokids.org to your contacts and safe sender list. Most email communication from the food program will come from foodprogram@cocokids.org and you are required to open the messages.

Technical Assistance

Our professional staff is available to answer questions and assist you with any special needs or concerns.

Reimbursement

The CACFP reimburses for a maximum of two main meals and one snack, or two snacks and one main meal, per child each day. Reimbursement rates are adjusted annually in July. Providers will receive monthly reimbursements via direct deposit.

The CACFP is a two-tiered program which means that providers are reimbursed at a rate determined by home location, personal income level, or child participant income level when applicable. Your Specialist will inform you of your tier level and discuss possible tier rate options.

Facebook Page

Links to resources and valuable information are shared every week. Join our CocoKids, Inc. Food Program Facebook group, search for “CocoKids, INC. – Child Health and Nutrition Department,” like the page and look for “CocoKids, Inc. Food Program” and request to join the group. Use your smart device to scan the QR code.



Program Requirements

This is a list of the most common Child and Adult Care Food program requirements, for a complete list, please refer to our newest Food Program agreement.

Daily Recordkeeping

Providers must record menus and child attendance every day in order to claim meals for reimbursement.

- Use the 2nd Serving option when you serve the same meal at two separate times
 - Example, 2 children eat breakfast at 7:45 am and 3 children eat the same meal at 8:30 am
- Meals must be served at recorded meal times, and specialists must be able to observe children and meal components served at a meal or snack visit.
- Universal school lunches in California: All children currently enrolled to in person school are given “School Lunches” every day. Therefore, unless a child attends a school that does not offer lunches for their grade, sometimes TK or K, you will not be able to claim lunch for those children on school days.
- **If you have an internet or KidKare issue and cannot log your meals for the day you must record the meals for the day (menu, time and children at each meal on a piece of paper), then email or call your Child Health and Nutrition Specialist before midnight, each time you have an issue, to get help entering those meals.** *Note: You can also access KidKare through your smart phone, tablet, Chromebook, and computer.*

Maintaining Records

- Records may be kept in hard copy or electronic format, as long as they are available for review.
- Keep labels of whole grain-rich, low sugar cereals and yogurts for the day.
- Keep CN labels from products used during the past week.
- Maintain an enrollment form for each child or infant claimed in the food program.
- Retain the required records for three program years plus the current year. If there is an unresolved audit or review finding, maintain the records covered by the audit or review for three years from the date the audit or review finding was resolved.
- Only 12 months plus the current month must be maintained and immediately available at the provider’s home. The rest of the retained documents must be retrievable within a reasonable amount of time if requested by the sponsor, a representative of the CDE, or the USDA.

Monitoring Requirements

- Notify assistants that they must allow Child Health and Nutrition Specialist to conduct a visit while day care children are in care. Child Health and Nutrition Specialist will present proper identification.
- Providers will be removed from the Food Program if:
 - 3 consecutive attempts for a site visit have been made, and all visits are unsuccessful
 - 4 attempted site visits have been made within a one-year period

Maintaining Good Standing

- Meet all program Agreement Conditions with CocoKids, USDA sponsor.
- Offer the CACFP to all enrolled children and infants regardless of race, color, national origin, sex, age, or disability.
- Prepare and serve meals and/or snacks meeting the CACFP meal pattern. Take-out and restaurant food is not reimbursable.
- Choose a brand of Iron Fortified Infant formula that meets the CACFP requirements and offer the option to parents.
- Serve meals and/or snacks to enrolled children and/or infants at no separate charge.
- Ensure two hours or more between the start of a meal and the start of a snack. When snacks are not served, ensure three hours or more between the start of one meal and the start of the next meal. Infants (under one year old) should be fed at a time consistent with the infant's eating patterns.
- Claim meals and/or snacks served to enrolled children or infants who are present at the meal service.
- Claim no more than two meals and one snack, or one meal and two snacks, per child or infant per day.
- Do not claim meals or snacks sent with children to school, home, etc.
- Do not claim meals for school age children when they are in school (AM snack and Lunch).
- Claim meals and/or snacks served to the "provider's own" eligible children and infants only when other enrolled children and/or infants are in care and eating the same meal or snack, at the same time. The "provider's own" are children and/or infants that live in the household and are part of the same economic unit, including foster children.
- Claim for meals and/or snacks within the limits of the licensed capacity. If shifts of care are provided and meals and/or snacks claimed appear to exceed the licensed capacity, maintain complete attendance documentation of "time-in" and "time-out" for all enrolled children and/or infants.
- Submit complete and accurate claim documents to the sponsor monthly. The required documents are due to the sponsor no later than the fifth calendar day of each month. Any claim received after the fifth of the month will be considered a late claim. Late submission of required documentation will delay reimbursement and may result in no reimbursement to the provider.
- Notify sponsor in advance of intended absences from the home or if closed during normal hours. If the sponsor, the CDE, or the USDA conducts an unannounced visit and children and/or infants are not present, the claim for the meal and/or snack that would have been served during the unannounced visit will be disallowed.
- Failure to notify the sponsor when not serving and claiming meals and/or snacks may result in the provider being dropped from the CACFP.
- Notify the sponsor of any changes in enrollment (i.e., children and/or infants added or dropped from child care).

Contact Information

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Child Enrollment

Children must be enrolled to be claimed on CACFP. All children in care (including infants) must be offered the Food Program on the first day of care. Children can be easily enrolled in the Food Program at www.kidkare.com by selecting “Add Child” and completing all enrollment information. Finalize enrollment and print the enrollment form for signatures. Send a signed copy by email and **keep the original for your records.**

- Please be certain to enter correct birthdates for each child.
- Parent’s/guardian’s address, cellphone, work phone number, and e-mail address are required.
- Child’s schedule should accommodate all possible days, times, and meals.
- For children under 1 year, you must include the brand of Iron Fortified Infant formula you offer.
- Enrollment date is the day you are enrolling a child on the Food Program. The date the parent signs the enrollment form is the first day a child’s meals can be reimbursed. Have a parent/guardian sign on the day of enrollment or first day a meal will be claimed.
- Mailing the original signed enrollment is the provider’s responsibility, and the Food Program staff will not contact the provider to remind them to mail their enrollment forms. Save a copy.
- Enrollment forms, signed by the parent and the provider, must be mailed to us by the end of each month. Meals for pending children cannot be paid.
- When you “send claim to sponsor” on KidKare it will list the pending children.
- If you are not sure if we received an enrollment form, please call our office, 925-676-6117.
- *Once a child's registration form is activated, any changes must be notified to your Specialist and require a new signed enrollment form.*
 - *Log into KidKare, click on the “My Kids” on the side menu, click on the child, click “Enrollment Form” and print.*
 - *With a pen write at the top of the form UPDATE and the date the update is to take place, make the required changes, sign the form, and have the parent sign, signature date is the same as the update date.*
 - *Keep original enrollment and **email** a scan or clear picture to foodprogram@cocokids.org*

Re-Activation

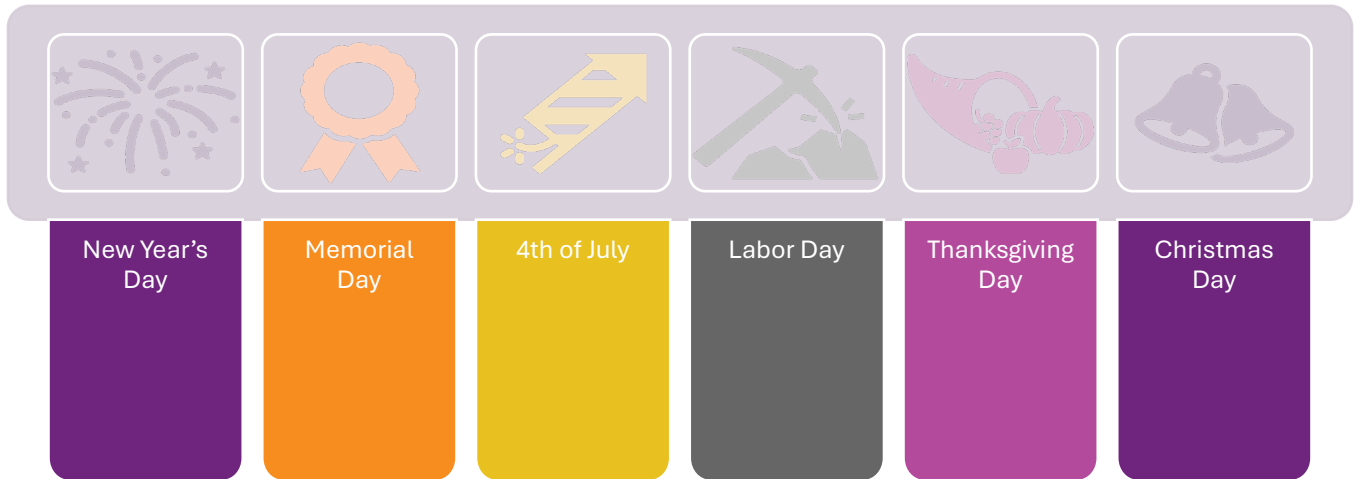
Once a child is dropped from the food program, he/she must be re-enrolled before being claimed again, please contact us to add the child back to your list. A new form must be signed by the parent for this child.

Re-Enrollment Process—September

Every September we have a re-enrollment period in which Providers complete an Enrollment Renewal Packet to update child information and keep children active on the program. A parent/guardian must sign for each child. Make sure to make updates to schedules and include school schedules for children attending TK-12. Packets are mailed in the first week of September with necessary forms and instructions. Carefully read the instructions. Please keep original and email or mail a copy of signed re-enrollment forms as soon as possible. If re-enrollment packet is not returned by the end of September, reimbursement may be delayed.

Holidays

The following Holidays are not reimbursable:



We lack the ability to monitor meals on these days; therefore, we cannot include them as part of our program.

Weekends

Weekends are reimbursable with **unannounced weekend site visits**. Only providers who have day care children in a **consistent weekend schedule**, for example every weekend (both days or only one day), or every other weekend, are eligible to claim weekend meals/snacks through the Food Program. Weekend meals must be served at the provider's home.

Remember: All meals served in the CACFP must be prepared by the provider, no take-out and restaurant foods are not reimbursable in the food program.

Weekend Policy

If there is an attempted weekend visit, weekends will no longer be reimbursable.

If you are normally open on the weekend and plan to be closed, or will not be serving a creditable meal, please let your Specialist know in advance.

Non-Creditable Foods

- Take-out and restaurant foods are not reimbursable in the food program.
- Foods that are deep-fat fried (submerged in hot oil) onsite cannot count toward a reimbursable meal.

Fruits, Vegetables and Juices		AB2084: Sweetened Beverages per CA Licensing	
Alfalfa sprouts	Nectars	Diet Drinks	Lemonade
Candy/Fruit syrups	Olives	Gatorade®	Punch
Fruit bars/leather/spreads	Onions	Hi-C®	Sport drinks
Jams/Jellies	Pickles	Juice drinks/cocktails	Soft drinks
Popsicles* or JELL-O®, commercial*		Kool-aid	Tang®
Breads and Grains			
Breakfast and Granola bars		Grain Based Desserts	
Breading on fish, chicken		Bread/Rice pudding	
Canned spaghetti/pasta		Cookies/Wafers (homemade and commercial)	
Chips (potato, corn, tortilla)		Doughnuts	
High sugar cereals		Fruit Newtons	
Poptarts®		Ice cream cones	
Unenriched processed grains**		Pies/Cakes/Cupcakes/Pastries	
Meat/Meat Alternates			
Peperoni, sausage, hotdogs and lunchmeat with fillers, binders, extenders, or byproducts.			
Bacon		Frozen/commercial pizzas, pot pies, quiche	
Cream cheese		Boxed/frozen macaroni & cheese***, tortellini***, ravioli***	
Frozen/TV dinners		American cheese products or cheese foods	
Neck bones		Frozen/commercial Chicken Nuggets	
Canned meat soup/stews		Frozen/commercial Fish Sticks without CN label	
Milk and Milk Products			
Tapioca		Powdered milk, Almond milk, other milk substitutes	
Sour Cream		Ice cream/Ice milk	
Frozen yogurt		Flavored dairy drinks	
Homemade yogurt		Custard/pudding	
Infants (0 to 12 months of age)			
Fruit-flavored IF infant cereal		Low iron formula	Peanut butter
Fruit desserts (added tapioca, starches)		Fish sticks	Cereal Puffs
Hot dogs/processed meats		Jared cereals	Chicken Nuggets
Infant/toddler combination dinners		Juice	

*100% juice popsicles and unflavored gelatin made with 100% juice are creditable as fruit juice.

**Creditable as bread/grain only.

***An example of unenriched processed grain may be an imported white rice or pasta.

Child Care Food Program Infant Meal Patterns (0 to 12 months)

Breastmilk or Infant Formula is required at every meal and snack.

Infant: Breakfast, Lunch and Dinner

Infant Meal Components	Birth through 5 Months	6 Months to 12 Months
Breast Milk or Iron-Fortified Infant Formula <i>Required at every meal</i>	4 to 6 fl. oz.	6 to 8 fl. oz.
Fruit and/or Vegetable <i>Required when developmentally ready</i>	None	0-2 tablespoons vegetable or fruit, or a combination of both
Iron-Fortified Dry Infant Cereal Lean meat, fish, poultry, egg, dried beans, legumes, tofu Cheese Cottage cheese, yogurt, or soy yogurt <i>Required when developmentally ready</i>	None	0-½ ounce equivalent of infant cereal 0-4 tbsps of meat, fish, poultry, whole egg, cooked beans, lentils, or tofu 0-2 ounces of cheese 0-4 ounces of cottage cheese or yogurt or a combination of the above

Infant: AM, PM, and Evening Snack

Infant Meal Components	Birth through 5 Months	6 Months to 12 Months
Breast Milk or Iron-Fortified Infant Formula <i>Required at every meal</i>	4 to 6 fl. oz.	2 to 4 fl. oz.
Fruit and/or Vegetable <i>Required when developmentally ready</i>	None	0-2 tablespoons vegetable or fruit, or a combination of both
Whole Grain/Enriched Bread or Cracker or Cereal <i>Required when developmentally ready</i>	None	0-½ ounce equivalent bread 0-¼ ounce equivalent crackers 0-½ ounce equivalent infant cereal; 0-¼ ounce equivalent ready-to-eat breakfast cereal

Infant Foods

To claim infants in the Food Program, providers must choose and offer a brand of Iron Fortified Infant Formula that meets CACFP requirements. Parents may decline and provide Breastmilk and/or an Iron Fortified Infant Formula that meets CACFP requirements. Any other foods must be provided by the provider when the infant is developmentally ready.

Breastmilk

Breastmilk sent to child care is a reimbursable item. This is highly encouraged since the infant benefits from all the nutrients provided through breastmilk. Breastmilk must be sent to child care in a safe breastmilk container. Each container must be labeled with child's complete name and date the breastmilk was expressed.



Breastfeeding on Site

Providers can claim meals/snacks when a parent breastfeeds on site.

Iron-Fortified Infant Formula

You must serve Iron-Fortified (IF) infant formula or breast milk at all meals/snacks for infants from birth through twelve months of age. A provider must choose a brand of Iron-fortified Infant Formula they are willing to purchase if necessary (House Formula). By offering this option to the parent a provider can claim an infant, even if the parent declines and purchases their own Infant Formula. However, the provider must ensure that the formula provided by the parent also meets the following CACFP requirements:

- Iron-fortified infant formula is a product which contains 1 milligram or more of iron in a quantity that supplies 100 kilocalories when prepared in accordance with label directions. Milligrams of iron and calories can be found on the Nutrition Facts label.
- Any Infant Formula served for a reimbursable CACFP meal or snack must be purchased in the United States through a United States Vendor.

If an Infant requires a low-iron formula variety or other special formula, this may be served only with a signed Medical Statement to Request Special Meals and/or Accommodations that includes the medical reason and the substitution.

Infants can be introduced to solid foods at 6 months if they are developmentally ready. The infant meal pattern allows for the gradual introduction of solid foods as the infant is ready. It is best to wait 5-7 days between the introduction of new foods to determine whether the infant has any kind of food sensitivity. Serve solid foods that the infant has already had at home and communicate feeding practices with parents.

Notes

Infants should be served on demand and held for bottle feedings.

Infant formulas must be Iron-Fortified (IF). Serve infant formulas at all meals/snacks for infants from birth through twelve months of age.

Commercial infant food varieties that include fillers, such as tapioca, yogurt or starches, are not creditable on CACFP.

Juice, peanut butter, and hot dogs/processed meats (meat sticks) are not creditable for infants.

Commercial infant and toddler mixed combinations, such as beef-vegetable dinners, chicken noodle dinners, etc., are not creditable on CACFP.



Iron-Fortified Infant Cereal

Iron-fortified (IF) dry infant cereal varieties such as, IF rice, IF barley, IF oatmeal, are reimbursable on CACFP. The varieties that are jarred or pre-packaged with fruit are not creditable as fruit or IF cereal, because they do not contain enough cereal or fruit and do not provide as much iron.

Fruits and Vegetables

Serve only 100% fruit and/or vegetables. You may puree, mash, or cut up your own fruits and vegetables. The commercial infant food varieties that include fillers such as tapioca, yogurt or starches are not creditable on CACFP. Fruit juice is not a creditable food item for infants.

Meat/Meat Alternates

On CACFP, Meat/Meat Alternates are not required until six months of age or until the infant is developmentally ready. When fed on demand, an infant receives adequate amounts of protein from formula or breast milk. After six months, soft-cooked meats and poultry, egg, cheeses and cooked dried peas and beans are creditable and appropriate as protein for an infant.

Peanut butter, hot dogs/processed meats (meat sticks), chicken nuggets, and fish sticks are not creditable for infants. At lunch and dinner, you may serve either IF infant cereal and/or protein, in addition to fruits or vegetables.

Mixed Infant Dinners

Commercial infant and toddler mixed combinations, such as beef-vegetable dinners, chicken-noodle dinners, are not creditable. Although they do contain meat, they contain mostly vegetables and starches. The amount of protein per serving is insufficient to fulfill CACFP infant protein requirements. If an infant is on baby foods, choose meats separately and add vegetables if you like. It is best to begin table/finger foods when the infant is developmentally ready.

Child Care Food Program Child Meal Patterns

Child: Breakfast

Must serve 3 different components

Child Meal Components	1 Year to 2 Year	3 Years up to 5 Years	6 Years up to 12 Years
Milk (Whole milk for children 1 year old and 1% or Non-fat for 2 years and older) <i>Required at every breakfast</i>	4 fl. oz. or ½ cup	6 fl. oz. or ¾ cup	8 fl. oz. or 1 cup
Fruit or Vegetable (Fruit, vegetable or 100% juice) <i>Required at every breakfast</i>	¼ cup	½ cup	½ cup
Grains/Breads (whole grains or enriched) Bread, Biscuits, Rolls, Muffins, Cooked cereals, Pasta, Rice, Cereal grains, or Cold dry cereal See chart on page 19 for Ounce Equivalents <i>Required unless you replace this component with a Meat/Meat Alternate, allowed up to 3 times per week</i>	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent
Meat/Meat Alternate See chart on page 14 for other choices <i>Allowed up to 3 times a week</i>	1 oz. equivalent	1 ½ oz. equivalent	2 oz. equivalent

Child: AM, PM, and Evening Snack

Must serve 2 or more different components

	Child Meal Components	1 Year to 2 Year	3 Years up to 5 Years	6 Years up to 12 Years
Serve at least 2 DIFFERENT components. Remember: • juice and milk, only, is not a reimbursable snack • juice cannot be served more than once a day	Milk (Whole milk for children 1 year old and 1% or Non-fat for 2 years and older)	4 fl. oz. or ½ cup	6 fl. oz. or ¾ cup	8 fl. oz. or 1 cup
	Fruit	½ cup	½ cup	¾ cup
	Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads (whole grains or enriched) Bread, Biscuits, Rolls, Muffins, Cooked cereals, Pasta, Rice, Cereal grains, or Cold dry cereal See chart on page 19 for Ounce Equivalents	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent
	Meat/Meat Alternates See chart on page 14 for choices	½ oz. equivalent	½ oz. equivalent	1 oz. equivalent

	Child Meal Components	1 Year to 2 Year	3 Years up to 5 Years	6 Years up to 12 Years
Required at every Lunch and/or Dinner	Milk (Whole milk for children 1 year old and 1% or Non-fat for 2 years and older)	4 fl. oz. or ½ cup	6 fl. oz. or ¾ cup	8 fl. oz. or 1 cup
	Fruit (can be replaced by a second vegetable)	⅛ cup	¼ cup	¼ cup
	Vegetable (2 vegetables may be served in place of 1 fruit and 1 vegetable)	⅛ cup	¼ cup	½ cup
	Grains/Breads (whole grains or enriched) See chart on page 19 for Ounce Equivalents	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent
	Meat/Meat Alternates Lean meat, fish, or poultry, or Egg (large), or Cheese, or Cooked, Dried Beans and Legumes, or Tofu or Yogurt, Soy Yogurt, Cottage Cheese, or Peanut Butter/Other Nut or Seed Butters, or Peanut, Soy Nuts, Tree Nuts, or Seeds,	1 oz. ½ egg 1 oz. ¼ cup 1 oz. 4 fl. oz. or ½ cup 2 Tablespoons 1 oz.	1 ½ oz. ¾ egg 1 ½ oz. ¾ cup 1 ½ oz. 6 fl. oz. or ¾ cup 3 Tablespoons 1 ½ oz.	2 oz. 1 egg 2 oz. ½ cup 2 oz. 8 fl. oz. or 1 cup 4 Tablespoons 2 oz.

- Amounts specified indicate minimum serving size, children may choose to eat more or less
- Family style meal service must include at least the minimum serving amount for each child

Only Applicable to Children Age 1 or older

- 100% fruit or vegetable juice cannot exceed a total of 1 serving per day
- You must serve a whole grain or whole grain-rich food at least once a day if grains are served
- There must be a minimum of 2 hours (120 minutes) or more in between a meal and a snack or snack and a meal
 - For example, breakfast was served at 8:00 am, then AM snack can be served at 10:00 am or later
- There must be a minimum of 3 hours (180 minutes) or more between a meal and a meal when snack is skipped
 - For example, breakfast was served at 8:00 am, then AM snack is skipped, lunch can be served at 11:00 am or later

Milk

Milk is a valuable component of a child’s diet because it provides substantial amounts of many nutrients, including protein, calcium, vitamin B-6, vitamin D, vitamin B-12, and magnesium.

The following are reimbursable as milk on CACFP:

- Whole milk (children 12 to 24 months)
- 1% Low-fat milk (children 2 years +)
- Non-fat or skim milk (children 2 years +)
- Buttermilk (Fat content restriction per age applicable)
- Lactose-reduced milk (Fat content restriction per age applicable)
- Pasteurized goat's milk
- Breastmilk



For CACFP, milk is a required component at breakfast, lunch, and dinner. Milk is optional at snacks. Most cheese products, (except cream cheese and cheese foods) are creditable as meat/meat alternates, and cannot be served to replace the milk requirement. See Meat/Meat Alternate section.

Goat’s Milk - Goat's milk served must be pasteurized, and whole for children 12 to 24 months of age and low-fat (1%) or fat-free (skim) for children 2 years and over.

Non-Dairy Beverages - A parent may request Non-Dairy Beverages in place of milk. The substitution must be nutritionally equivalent to milk, unflavored and meet the nutritional standards for fortification, requirements outlined in 7 CFR 210.10(m)(3). Parent must complete “Parental Request for a Fluid Milk Substitution” form. Keep a copy of this signed and dated request on file for your records and send the original to CocoKids Food Program. There are no fat limitations on non-dairy milk substitutes.

Milk substitutes must be fortified in accordance with fortification guidelines issued by the Food and Drug Administration. Only offer the nondairy beverage(s) that are identified as allowable fluid milk substitutes according to this paragraph (m)(3). Product formulations can change at any time, always read labels, and consult with your Specialist.

Nutrient Per Cup

Calcium.....	276 mg.	Phosphorus	222 mg.
Protein.....	8 g.	Potassium.....	349 mg.
Vitamin A....	150 mcg. retinol activity equivalents	Riboflavin.....	0.44 mg.
Vitamin D.....	2.5 mcg.	Vitamin B-12.....	1.1 mcg.
Magnesium.....	24 mg.		

Notes

Milk is a required component at breakfast, lunch and dinner.

Only pasteurized fluid milk is reimbursable.

Breastmilk is a substitute for cow's milk in the meal pattern for children.

Low-fat or non-fat milk is required for children two years or older.

Parental Request for a Fluid Milk Substitution must be completed for a milk substitution.

Milk served on cold cereal can fulfill the milk requirement at breakfast if it meets the minimum portion size requirement for the child's age group.

Other Milks - If a child is unable to drink milk or currently allowable non-dairy beverages due to an intolerance or allergy, a signed medical statement from a doctor that includes the medical reason, and the substitution must be submitted to the CACFP for that child's meals to be reimbursed. The same applies when a child requires a different fat content for milk. Documented doctor recommended substitutions can be served.

The following milk products are not reimbursable on CACFP:

- Reconstituted powdered milk
- Chocolate dairy drink
- Soy or Pea milk that is not nutritionally equivalent to milk
- Rice milk
- Drinkable yogurt
- Unpasteurized milk
- Almond milk
- Flax, coconut, or other milk substitutes
- All sweetened milks, per CA Community Care Licensing

Medical Statement to Request Special Meals and/or Accommodations must be completed and signed by a Physician, Nurse Practitioner or Registered Dietician.

To access all Food Program forms, scan the following QR code with your smart device.



Breads and Grains

Whole grain or enriched breads and bread products provide iron and B vitamins. Whole grains are also good sources of folate, magnesium, zinc, and fiber. The fiber found in whole grains aids in digestion and may reduce the risk of some cancers. **To receive reimbursement for bread and grains, the grain ingredients must be whole grain or enriched. Check the ingredient list on the label.**

“**Enriched**” means that three of the B vitamins (riboflavin, niacin, thiamin) and iron are added to the product after the milling process has removed them. **Whole grains** contain the bran, germ, and endosperm layers of the seed kernel. These layers are where the B vitamins are found. If the label only states “wheat,” it does not mean that the product is 100% whole wheat or that the product is enriched. It may be simply unenriched wheat flour or a mixture of wheat and white flour. Whole grains include for example: whole wheat, oatmeal, cornmeal, bulgur, and brown rice.

Meal Pattern

A whole grain-rich food must be served at least once a day. A whole grain-rich food is one that is 100% whole grain or 50% or more whole grain with all other grains enriched. Providers may choose the meal in which they want to serve a whole grain-rich item. Be sure to record whole grain-rich on your menus.

Breading

Breading on items such as fish sticks, fried chicken, even if homemade, does not fulfill the bread component of CACFP. These items are creditable as meat/meat alternate only.

Grits

Hominy grits and whole corn grits are credited as whole grain-rich items. Enriched grits credit as a grain, but do not meet the standard of "whole grain-rich".

Breakfast Cereals

- Cereal must be low in added sugar. Look for 6 grams or less of added sugar per 1 ounce serving (30 g). To calculate added sugar content divide grams of added sugar by grams of cereal in the serving size. The result must be 0.212 or less.
- Cereal must be whole grain-rich, enriched, or fortified.
- Cereals can be an important source of iron and fiber for children. Look for cereal with 45% or more DV (Daily Value) for iron and 3 grams or more of fiber per serving.

Use the Nutrition Label on package to calculate

- $Sugars = 4\text{ g}$
- $Serving\ Size = 30\text{ g}$
- $Divide\ Sugars/Serving\ Size$
- $Result\ 0.133 < 0.212$

Nutrition Facts	
15 servings per container	
Serving size $\frac{3}{4}$ cup (30g)	
Amount per serving	
Calories	100
% Daily Value*	
Total Fat 0.5g	1%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 140mg	6%
Total Carbohydrate 22g	7%
Dietary Fiber 3g	11%
Total Sugars 5g	
Includes 4g Added Sugars	8%
Protein 3g	

Notes

To receive reimbursement for bread and bread alternates, the grain ingredients must be whole grain or enriched. Also, you must serve a whole grain or whole grain-rich item at least once a day, if grains are served.

Whole grain-rich is 100% whole grain or 50% whole grain with the remaining grains being enriched.

Breading does not fulfill the bread requirement.

Homemade Fruit / Vegetable Breads

Such as homemade banana bread, corn or pumpkin bread, blueberry muffins, zucchini muffins, or apple muffins are credited as bread. The fruits and vegetables added to breads or muffins do not credit towards the CACFP fruit/vegetable component, because the amount added does not fulfill minimum CACFP requirements.

Crackers

Are more appropriate at snack time rather than at meal time. Healthier choices for crackers are the low-fat, whole grain varieties. Rice cakes are reimbursable at snack only (not at lunch or dinner). Choose enriched, sweet crackers, such as graham crackers and animal crackers less often.

Corn Tortilla, Corn Masa, and Masa Harina

There are many corn products such as corn tortillas, taco shells and tamales which can be credited as a whole grain-rich item as long as they meet the whole grain-rich criteria, or the corn ingredient is nixtamalized (treated with lime/calcium hydroxide).

"If the ingredient statement indicates the corn is treated with lime (for example, "ground corn with trace of lime" or "ground corn treated with lime"), then the corn is nixtamalized. Because it is nixtamalized, the corn ingredient credits as though it is whole grain."


What is "nixtamalization"? "Nixtamalization is a process in which dried corn is soaked and cooked in an alkaline (hydrated lime) solution. This process increases the bioavailability of certain nutrients. Nixtamalized corn is used to make hominy, corn masa (dough from masa harina), masa harina (corn flour), and certain types of cornmeal. Nixtamalized corn, such as hominy, corn masa, and masa harina are considered whole grain products for CACFP meal requirements."

Popcorn

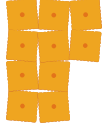
Popped popcorn is a whole grain, however, keep in mind that the minimum serving size per child will be larger than for other grains and is a choking hazard for children under the age of 3. Ages 1 to 5 will require a minimum of 1.5 cups or 14 grams. Ages 6 to 13 will require a minimum of 3 cups or 28 grams.

Breads and Grains - Ounce Equivalents


Grains are an important part of meals in the CACFP. To make sure children get enough grains at meals and snacks, required amounts for the grain component are listed in the meal pattern as ounce equivalents. Ounce equivalents tell you the amount of grain in a portion of food. There are different methods to determine ounce equivalents.




How Much Is ½ Ounce Equivalent? – Children 1 to 5 years old




10 cheese crackers
(1" by 1") = ½ oz. eq.



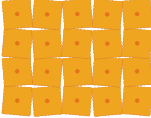
6 thin wheat crackers
(1 ¼" by 1 ¼") = ½ oz. eq.



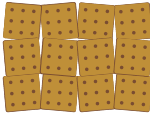
3 woven whole-wheat crackers
(1 ½" by 1 ½") = ½ oz. eq.




How Much Is 1 Ounce Equivalent? – Children 6 to 12 years old



20 cheese crackers
(1" by 1") = 1 oz. eq.



12 thin wheat crackers
(1 ¼" by 1 ¼") = 1 oz. eq.



5 woven whole-wheat crackers
(1 ½" by 1 ½") = 1 oz. eq.

The **Grains Measuring Chart** tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements.

1. Find the grain you want to serve under the “Grain Item and Size” column.
2. Check that your food item is the size or larger than the size or weight listed in the chart. You can find the size by checking the Nutrition Facts Label.
3. Find the column for the age group you are serving. This column lists the amount of grain you will need to serve to meet the requirement.

Grain Item and Size	1 through 5 years old (½ oz. eq.)	6 through 12 years old (1 oz. eq.)
Cereal Grains (barley, bulgur, quinoa, etc.), Grits, Oatmeal, Rice, Pasta (whole grain-rich or enriched, all chapes)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry
Bagel (entire bagel) at least 56 grams	¼ bagel or 14 grams	½ bagel or 28 grams
Mini Bagel (entire bagel), Bun or Roll at least 28 grams	½ bagel/bun/roll or 14 grams	1 bagel/bun/roll or 28 grams
Biscuit at least 28 grams	½ biscuit or 14 grams	1 biscuit or 28 grams
Bread (whole grain-rich or enriched) at least 28 grams	½ slice or 14 grams	1 slice or 28 grams
Cereal, Ready-to-Eat: Flakes or Rounds	½ cup or 14 grams	1 cup or 28 grams
Cereal, Ready-to-Eat: Granola	⅓ cup or 14 grams	¼ cup or 28 grams
Cereal, Ready-to-Eat: Puffed	¾ cup or 14 grams	1 ¼ cup or 28 grams

Grain Item and Size	1 through 5 years old (½ oz. eq.)	6 through 12 years old (1 oz. eq.)
Corn Muffin or Croissant at least 34 grams	½ muffin/croissant or 17 grams	1 muffin/croissant or 34 grams
Cracker, Animal (about 1 ½" by 1")	8 crackers or 14 grams	15 crackers or 28 grams
Cracker, Bear-Shaped, Sweet (about 1" by ½")	12 crackers (~¼ cup) or 14 grams	24 crackers (~½ cup) or 28 grams
Cracker, Cheese, Square, Savory (about 1" by 1")	10 crackers or 11 grams	20 crackers (~⅓ cup) or 22 grams
Cracker, Fish-Shaped or Similar, Savory (about ¾" by ½")	21 crackers (~¼ cup) or 11 grams	41 crackers (~½ cup) or 22 grams
Cracker, Graham (about 5" by 2 ½")	1 cracker or 14 grams	2 crackers or 28 grams
Cracker, Round, Savory (about 1 ¾" across)	4 crackers or 11 grams	7 crackers or 22 grams
Cracker, Saltine (about 2" by 2")	4 crackers or 11 grams	8 crackers or 22 grams
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")	6 crackers or 11 grams	12 crackers or 22 grams
Cracker, Woven Whole-Wheat, Square, Savory (about 1 ½" by 1 ½")	3 crackers or 11 grams	5 crackers or 22 grams
English Muffin (top and bottom) at least 56 grams	¼ muffin or 14 grams	½ muffin or 28 grams
French Toast Stick at least 18 grams	2 sticks or 35 grams	4 sticks or 69 grams
Melba Toast (about 3 ½" by 1 ½")	2 pieces or 11 grams	5 pieces or 22 grams
Muffin and Quick Bread (banana, etc.) at least 55 grams	½ muffin/slice or 28 grams	1 muffin/slice or 55 grams
Pancake/Waffle at least 34 grams	½ pancake/waffle or 17 grams	1 pancake/waffle or 34 grams
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams	¼ pitta or 14 grams	½ pitta or 28 grams
Popcorn	1 ½ cups or 14 grams	3 cups or 28 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")	7 twist (~⅓ cup) or 11 grams	14 twists (~⅔ cup) or 22 grams
Pretzel, Hard, Thin Stick (about 2 ½" long)	16 sticks or 11 grams	31 sticks or 22 grams
Pretzel, Soft at least 56 grams	¼ pretzel or 14 grams	½ pretzel or 28 grams
Rice Cake at least 8 grams	1 ½ cakes or 11 grams	3 cakes or 22 grams
Rice Cake, Mini (about 1 ¾" across)	7 cakes or 11 grams	13 cakes or 22 grams
Taco or Tostada Shell, Hard at least 14 grams	1 shell or 14 grams	2 shells or 28 grams
Tortilla, Soft, Corn (about 5 ½")	¾ tortilla or 14 grams	1 ¼ tortillas or 28 grams
Tortilla, Soft, Flour (about 6")	½ a tortilla or 14 grams	1 tortilla or 28 grams
Tortilla, Soft, Flour (about 8")	¼ tortilla or 14 grams	½ a tortilla or 28 grams

Fruits and Vegetables

On the CACFP, a serving of fruits and a serving of vegetables or two different servings of vegetable must be served at lunch and dinner. Fresh and frozen fruits and vegetables are preferred because of their higher vitamin and fiber content. Canned fruits and vegetables are creditable but should be served in moderation.

Many canned vegetables are high in sodium (salt), and all lose flavor, color, texture, and valuable nutrients during processing and when the liquid is drained. If you serve canned products, select low-salt vegetables and fruits packed in juice or water.

The following combinations count as one serving:

- Frozen or canned mixed vegetables
- Green salad, vegetable salad, lettuce, and tomato
- Frozen or canned peas and carrots
- HM vegetable soups/vegetables in HM stews

When serving these items, be sure to serve a fruit or a second vegetable to receive full credit for the meal.

Potatoes and Corn

Potatoes and corn are creditable as vegetables only, (not as bread alternates). Although both are high in starch and are often used like breads and grains, they are more similar in nutrient content to vegetables.

Hominy

Canned Hominy is creditable as a vegetable.

Juices

Juice is not reimbursable at lunch or dinner because too much juice can reduce a child's appetite for the nutritious foods offered. Limit juice to no more than four to six ounces, once a day at breakfast or snack. Whole fruits and vegetables are a healthier option.

Juice must be full strength and unsweetened. When choosing a juice, read the label and ingredient list carefully. Claims such as 100% Natural or 100% Vitamin C do not mean the juice is unsweetened. It is not a full strength, unsweetened juice if:

- One or more of the following ingredients are listed: sugar, sucrose, corn sweeteners, high fructose corn syrup
- You see the following names on the label: nectar, drink, punch, or lemonade
- Under Nutrition Facts, the percentage (%) of juice listed is less than 100%

Notes

On the CACFP, a serving of fruits and a serving of vegetables, or two different servings of vegetables must be served at lunch and dinner.

Vegetables scooped together are one serving.

Potatoes, corn and canned hominy are creditable as vegetables only.

Juice must be full strength and unsweetened.

No juice at lunch or dinner.

Note: HM "jello" and HM "popsicles" are only creditable at snack and as a juice item.

HM popsicles and HM gelatin snacks are considered frozen and gelled juices. Federal guidelines prohibit the reimbursement of two liquids at snack. If they are served at snack, be sure the second item served is not milk.

Popsicles

Many commercial popsicles are not creditable on the CACFP because they are sweetened with sugar or a sugar alternative. Only 100% unsweetened fruit juice popsicles, homemade or store purchased, are creditable. 100% fruit juice popsicles are creditable, make sure to offer the correct serving size. Be sure to record it, for example, as "HM (or 100%) orange juice Popsicle" or as "orange juice" on KidKare.

Gelatin Snacks

Only homemade gelatin snacks using unsweetened 100% juice and unflavored gelatin are creditable. Please record, for example, as "HM apple/pear juice jello" or as "apple/pear juice" on KidKare. No boxed jellos are creditable.

Smoothies

Smoothies are a great way of providing fruits, vegetables, and/or yogurt. The fruit and/or vegetables in a smoothie are considered juice; therefore, they are only creditable for children 1 year or older when served at breakfast, or snack. Remember:

- Vegetables and fruits in the smoothie count as juice
- Be sure servings meet minimum portion sizes, unless served as an extra
- Smoothies made with milk and fruit may only count as milk or juice, as they are both liquids. If counting the milk be sure the minimum portion size is met.

Notes

Canned soups are high in sodium. For information on homemade soups and stews, see Protein/ Meat Alternate Section.

Canned pasta products are not creditable on CACFP.

Canned Food

Canned Soups

The following five varieties of commercial canned soups are creditable on CACFP as one vegetable serving only:

- Tomato Soups include tomato, cream of tomato or tomato rice
- Vegetable Soups include vegetable, vegetable beef, chicken vegetable, or turkey vegetable
- Chowders with corn or potato
- Minestrone Soups
- Bean or Pea Soups, these count as either a meat alternate or vegetable serving, but not as both at the same meal

Canned Pasta

Canned meat/noodle soups or canned pastas such as canned chicken noodle soup or Spaghetti-O's are extras only and do not credit toward any meal component on CACFP. They do not contain adequate portions of either noodles or meat to fulfill minimum requirements.

Meat/Meat Alternates

Meat and meat alternates provide protein, B vitamins, iron, and zinc. Vitamin B-12 is found only in foods of animal origin. Vegetable protein sources provide folate, magnesium, and fiber. The following protein and meat alternates are reimbursable on CACFP:

Beef	Eggs	Pork	Turkey	Yogurt	Cheeses and processed cheeses
Chicken	Lamb	Tofu	Veal	Fish/Shellfish	Cooked dried beans/legumes
Tree Nuts/Seeds: Almonds, Brazil, Cashew, Filberts (Hazelnuts), Macadamia, Pecans, Pine Nuts, Pistachio, Peanut, Walnuts, Soy Nuts, Pumpkin and Squash Seeds, Sesame seed, and Sunflower seed.					
Nut/Seed butters: Almond, Cashew, Peanut, Soy Nut, Sesame Seed, and Sunflower Seed. (Not spreads, such as Nutella®)					
Processed lunch meats, hot dogs, sausages. (<i>Read ingredient list. Must be 100% meat.</i>)					

Combination Foods/Casseroles

Combination Dishes such as HM soups, stews, salads, and casseroles are a great way to fulfill different CACFP components in one dish. Ensure that a child-sized portion contains an adequate serving of each item to receive credit on CACFP. Please be specific when recording a combination dish. Remember that the different vegetables added to the dish count as one serving of Mixed Vegetables.

Spaghetti	Enriched or whole grain pasta? Home Made Meat balls or meat sauce with ground beef or ground turkey?
Tacos	Corn tortillas or taco shells? Ground beef, ground turkey, or cheese?
Tuna Casserole	Tuna and enriched or whole grain pasta?

Legumes and Beans

Dried or canned legumes and beans such as lentils, split peas and pintos (including refried) are a healthy meat substitute. They are reimbursable on CACFP as a meat/meat alternate or as a vegetable, but not as both in the same meal, allowing you to serve a wider variety of alternatives including vegetarian meals.

Cheese

Hard block cheeses such as American Cheese, Cheddar, Monterey Jack, and Mozzarella, as well as soft cheeses, like Ricotta and cottage cheese, are all creditable meat/meat alternates. Cream cheese and Sour Cream are not creditable as a meat alternate on the food program. American cheese products or cheese foods are not creditable as a meat alternate on the food program.

Ravioli and Tortellini

When serving ravioli or tortellini, additional meat/meat alternate such as meat sauce or cheese must be served and recorded to meet the requirement for the meat/meat alternate. Homemade ravioli can count as both meat/meat alternate and grain if the meat/meat alternate filling meets the minimum portion size.

Boxed/Frozen Macaroni and Cheese

If prepared according to package directions, boxed or frozen macaroni and cheese “dinners” are creditable as a bread alternate only (if the macaroni is whole grain or enriched). The amount of cheese that is in the dinners is not sufficient to fulfill CACFP minimum serving sizes.

If you want credit for both bread and meat alternate, then add more cheese to the recipe. You must add enough cheese to meet the minimum portion size per child. You may want to add a different meat alternate to the macaroni or serve it on the side (for example: tuna, egg, leftover chicken).

Lunch Meats, Hot Dogs and Sausages

Processed meats such as hot dogs, bologna and lunch meats that are made from 100% meat are creditable on CACFP. However, these foods, whether they are made from beef, pork, chicken or turkey, are generally high in fat, nitrites, and salt. There are other more nutritious alternatives to these processed foods. Hot dogs, sausages, and lunch meats that contain meat by-products (such as stomach, tongue, spleen, etc.) or binders and extenders (such as flour, modified corn starch, milk or tapioca) are not reimbursable.

Examples of Binders/Fillers

Carrageenan (a by-product of algae or seaweed)
Cereal, cereal flours, bread crumbs
Starchy vegetable flour
Dried milk or whey
Isolated soy protein, milk protein
Sodium caseinate
Modified corn starch
Polysaccharides
Gelatin, wheat gluten, tapioca

Examples of Extenders/By-Products

Stomachs and snouts
Tripe
Hearts
Tongues, lips
Fats, fatty tissue
Spleen
Soy protein concentrate, soy flour
Textured vegetable protein (TVP)

Pizza

Commercial, frozen, and take-out pizza are not reimbursable on CACFP; homemade pizza is allowable. You can use any bread item (such as English muffins, French bread, Boboli® bread, HM dough) as the “crust,” if it is whole grain or enriched. Cheese or cheese/meat combinations can be credited as the meat/meat alternate. Be sure the amount of protein on each child-sized slice meets the minimum protein/meat alternate serving requirement to receive credit. If not, supplement with additional protein. Tomato sauce and vegetable or fruit toppings, such as bell peppers, mushrooms and pineapple are counted as extras only. HM pizza, with cheese and/or meat, credits as one bread serving and one protein serving for CACFP

Yogurt

Yogurt and soy yogurt are creditable as a meat/meat alternate for children over one year. Plain, vanilla or fruit varieties are allowable as long as it contains no more than 12 grams of added sugar per 6 oz. serving. Fruit in fruited yogurt does not count as a serving of fruit. Frozen, drinkable, or homemade yogurt are not creditable. Yogurt served with milk only is not a reimbursable snack.

Notes

Hotdogs and lunch meat must be all meat and not contain any fillers, binders, extenders or by-products. Lunch meats and deli sliced meats with added ingredients are not creditable without a CN label. Bologna, Frankfurters, Knockwurst and Vienna sausage made from all meat and poultry products or with a CN label are creditable.

Combination foods may be served to fulfill 2-3 CACFP meal different components. Remember to ensure portion sizes are met. Vegetable or fruit toppings on pizza do not count as a fruit/vegetable serving.

Boxed or frozen macaroni and cheese “dinners” and tortellini are creditable as a bread alternate only.

Yogurt served with milk only is not a reimbursable snack. Yogurt must contain no more than 12 grams of added sugar per 6 oz. serving.

Cream cheese and Sour Cream are not creditable as a meat alternate on the Food Program.

Legumes and beans are reimbursable as a protein or vegetable, but not as both at the same meal.

Save your CN labels for the month in case of a review visit.

Commercially Prepared, Processed Meat, Poultry and Fish Products: What is Creditable on the Child Care Food Program?

CACFP regulations require that processed meat products with added ingredients, such as meat balls, fish sticks, corn dogs, and lunch meat have standards for meeting meal pattern requirements. To assist you in choosing foods that are creditable on the Food Program, all processed meat and fish products must have a Child Nutrition (CN) label.

Products displaying a CN label have been certified by the United States Department of Agriculture to meet the requirements for adequate amounts of protein. Processed meats often contain large amounts of binders and extenders which hold the processed item together. In addition, these products may have many other added ingredients. Therefore, protein in the food item is being replaced by other ingredients.

CACFP required serving sizes for protein are as follows:

- **1-2 years:** 1 ounce of protein at lunch/ dinner
- **3-5 years:** 1.5 ounces of protein at lunch /dinner
- **6-12 years:** 2 ounces of protein at lunch/dinner

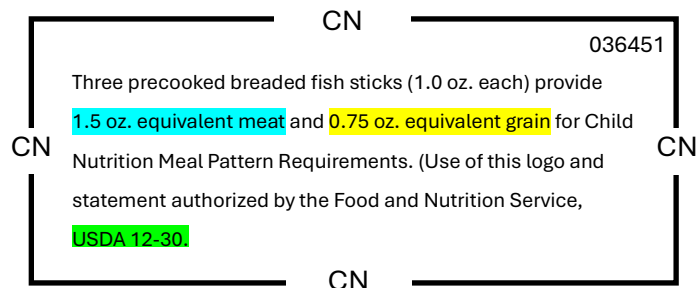
Providers who serve commercially prepared/frozen protein products must follow the CN label serving amounts. For example: Fish sticks (3 pieces equals 1.5 oz. of meat), you would have to serve 2 pieces of fish sticks to 2 years old, 3 pieces of fish sticks to 4 years old, and 4 pieces of fish sticks to 7 years old to satisfy the protein requirements.

Sample CN Label – How to Read the Label

Amount that can be credited: (Three fish sticks = 1.5 oz.)

0.75 oz. serving bread can not be credited as a full serving

Good for 5 years. Expires December 2030



Food Safety



Wash hands using soap and water, scrub, and lather for 20 seconds, rinse under running water, and dry using a clean paper towel.



Wash hands often: before, during, and after preparing food, after handling raw meat, poultry, seafood, or their juices, or uncooked eggs and before eating.



Wash all food contact surfaces with hot, soapy water, including sinks, tables, and equipment such as utensils, cutting boards, pots, and pans. Wipe up spills immediately.



Rinse fruits and vegetables thoroughly under running water before eating. Precut packaged items labeled "prewashed" and "ready-to-eat," like lettuce or baby carrots, can be eaten without further rinsing.



Maintain a temperature of 38-40°F in your fridge and 0°F in your freezer.



Keep pets out of food preparation areas.



Do not cross contaminate: Use separate cutting boards and plates for produce, meat, poultry, seafood, and eggs.

License Capacity Regulations

You may claim meals within the limits of license capacity. Operating over your license capacity will be reported to Community Care Licensing.

Small Family Child Care License for 8 children

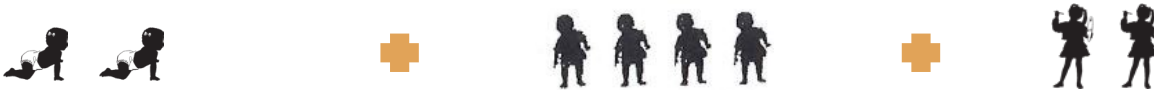
4 infants only (under 2 years old)



3 infants (under 2 years) and 3 older children (at least 2 years of age)



2 infants (under 2 years) and 6 older children (when at least 1 child is 6 years old or older and 1 child is enrolled and attending transitional kindergarten or kindergarten or older.)



Large Family Child Care License for 14 when an assistant is present

4 infants (under 2 years) and 8 older children (at least 2 years of age)



3 infants (under 2 years) and 11 older children (when at least 1 child is 6 years old or older and 1 child is enrolled and attending transitional kindergarten or kindergarten or older.)



Notes:

- Provider's own children count in their license capacity until the age of 10
- Anytime a provider goes above the limit set for a small license the provider needs an assistant

Serious Deficiency

Submission of false information on the application. Submission of false claims for reimbursement. Simultaneous participation under more than one sponsoring organization. Non-compliance with the Program meal pattern. Failure to keep required records. Include conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety. A determination that the day care home has been convicted of any activity that occurred during the past seven years and that indicates a lack of business integrity. Failure to participate in training. Any other circumstances related to non-performance.

Serious Deficiency Process

The serious deficiency process provides an opportunity for corrective action when non-compliance is discovered. Once the sponsor has started the serious deficiency process, they must continue and complete each applicable step. CocoKids can not terminate for convenience when the provider should be terminated for cause.

The purpose of the Serious Deficiency process is to:

- Assist the sponsoring organization with identifying frequent or severe program non-compliance
- Request written corrective action plan
- Offer due process for proposed termination and disqualification
- Terminate providers for cause, if necessary

In cases when a Corrective Action Plan does not resolve the non-compliance, proposed termination of the agreement and disqualification of the day care home provider follows.

Appeals

Day care homes have the right to appeal CocoKids' proposed termination and disqualification or accept the decision and move forward with placement on the National Disqualified List.

Day care homes cannot appeal the findings that led to the serious deficiency determination, the debt associated with the finding or serious deficiency, or the review and evaluation of the corrective action responses. And they cannot appeal suspensions. The request for an appeal is only for the proposed termination of the agreement for cause and for the proposed disqualification. When requesting an appeal, a day care home must follow CocoKids' procedures.

The day care home provider must submit the request for an appeal to the sponsor by the deadline date specified in the notice. The day care home provider should consider including the following information in their appeal request:

- Day Care Home information or participant information when TrustLine
- The date of action – the date the Notice of Proposed Termination and Disqualification was issued
- The statement requesting and appeal of the proposed termination and disqualification
- A statement of why the action should be overturned

The Appeal Officer's decision is official and is considered the Final Administrative Determination for the proposed termination and disqualification.

Placement on the National Disqualified List

Federal regulations require all terminated and disqualified day care homes and people responsible to be placed on the National Disqualified List (NDL). Once the SD process is concluded, and all notices have been issued, the sponsoring organization is required to submit a request to the State agency to have the facility placed on the National Disqualified List.

Anyone placed on the NDL will remain on the list until seven years have elapsed since they were disqualified from participation, and all debts owed under the program by the day care home or individual have been repaid. Or the State Agency in consultation with FNS determines that the Serious deficiencies that led to their placement on the list have been corrected, and all debts owed under the program by the day care home or individual have been repaid.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Notes

Username:

Password:
