

FOOD PROGRAM CHECKLIST

TO ENSURE YOU GET YOUR MAXIMUM REIMBURSEMENT EACH MONTH!

MEAL COMPONENTS

- Serve the correct milk:
2 years and older - 1% or nonfat 1 year olds - whole
- Serve all meal components, including milk, at the same time
- Serve the minimum serving size of each component. The child does not have to eat all the food given to them, it just needs to be served to them.
- Provide at least one whole grain rich food a day
- Ensure all grains are enriched or whole grain
- Cereal: does not have more than 6 grams of added sugar per dry oz
- Yogurt: does not have more than 12 grams of added sugar per 6 oz
- Do not claim packaged snacks like granola bars, chips, cookies, pastries, baked goods, or fruit snacks, even if they are “healthy.” They can be served, but they do not count as one of the reimbursable meal components.
- Do not claim the same food item twice in the same meal (ex: broccoli as both of the vegetable components or beans as both the meat alternate and a vegetable).
- Do not claim a meat/meat alternate for breakfast more than three times in one week.

CLAIMING MEALS

- Adhere to your scheduled mealtimes— if during a visit you do not serve the meal within 20 minutes of your mealtime, the meal will be disallowed. Notify your specialist if your mealtimes need to be changed.
- Ensure you are claiming accurately and honestly— if the number of children present during a visit differs from how many you typically claim, a follow-up visit will take place.
- Do not claim school age children for lunch if they receive lunch at school, even on early release days. If the child is sick or school is out, select the appropriate option when marking attendance.
- Adhere to licensing regulations— the system will automatically disallow meals on days you are over capacity.

RECORD KEEPING

- When enrolling new children, send signed Child Enrollment Forms as soon as possible to avoid delays in payment.
 - The written date next to the signature is the child’s start date; meals claimed before that day cannot be paid.
 - If a child’s schedule might vary, select “times vary” and “days vary.”
- Notify your specialist if there are any changes to a child’s participating days, times, or meals.
 - Keep enrollment forms to make changes to the child’s schedule. Have the parent initial next to the change and send a picture or scan of the form.
 - If a meal is claimed outside of the times marked on a child’s form, that meal will be disallowed.
- Notify your specialist of any closures, if you are moving, or if your license has changed in any way.
- If you are having technical issues inputting meals, notify your specialist the same day with the meal components served and who was present for each meal. We cannot assist with meal entry when notified the next day.
- Have *Building for the Future* poster posted in a prominent place.