



Child and Adult Care Food Program  
(CACFP)  
**ORIENTATION MANUAL**

MY 4-C NUTRITION SPECIALIST	
NUTRITION SPECIALIST'S PHONE	
MY CACFP PROVIDER NUMBER <i>Put on all paperwork sent into the office</i>	
MY START DATE ON THE CACFP	
ON LINE LOGIN	
ON LINE PASSWORD	

4-C, 5 Odana Court, Madison, WI 53719  
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foodprog@4-C.org | [www.4-C.org](http://www.4-C.org)

## **TABLE OF CONTENTS**

### **SECTION 1: OVERVIEW & PROCEDURES**

What are the Benefits of the Child and Adult Care Food Program?

What do you need to do each day?

Rate of Reimbursement: Tiering

Enrolling Children

Sample Enrollment Forms

What to Expect at home visits

Claim Information Form (CIF)

Checklist for mailing your menus to 4-C

Serious Deficiencies

Sponsor/Provider Agreement Review

### **SECTION 2: PARTS OF THE MEAL**

Parts of the meal

- Milk
- Fruits & Vegetables
- Meat & Meat Alternates
- Bread & Bread Alternates

Meal & Snack Requirements: Components & Serving Sizes

How to fill in the Minute Menu

Combination Food Products

4-C Master Menus

### **SECTION 3: INFANTS**

Formula, Breast Milk, and Meal Component Information for Infants

Infant Meal Requirements

How to complete the infant menu form

### **SECTION 4: KIDKARE (ON LINE CLAIMING)**

Getting Started

### **SECTION 5: BUSINESS & NUTRITION RESOURCES**

Making Sense of Your Dollars & Cents

Food preparation & Sanitation

Nutrition Basics

## SECTION 1 OVERVIEW & PROCEDURES

### **WHAT ARE THE BENEFITS OF THE CHILD AND ADULT CARE FOOD PROGRAM?**

The Food Program can pay you for meals and snacks that you serve to day care children. Reimbursement for child care meals and snacks is based on a program that is set by the United States Department of Agriculture (USDA).

#### **BENEFITS TO CHILDREN**

Children who participate in the CACFP are more likely to receive nutritious, well-balanced meals. It is essential that children develop healthy nutrition habits in their early years, and providers who participate in the food program create an environment that lays the foundation for healthy habits throughout their lifetimes.

#### **BENEFITS TO PARENTS**

Parents who choose a provider that participates in the Food Program can be assured that their child will receive high quality meals. These well-balanced, nutritious meals help children to be healthier, allowing parents to miss fewer days of work.

#### **BENEFITS TO CHILD CARE PROVIDERS**

Aside from reimbursement, online claiming, direct deposit, and pre-planned menus, child care providers receive ongoing nutrition education and regular visits from experienced, well-trained staff, including dietetic technicians. The 4-C Food Program offers a variety of child nutrition resources and ongoing support which allow child care providers to continue to offer healthy meals to the children in their care.

#### **BENEFITS TO COMMUNITIES**

The 4-C CACFP provides over \$2 million annually in federal reimbursement which, in addition to assisting providers, helps the local economy. This reimbursement also offers an incentive for providers to be regulated, which benefits the whole community.

### **WHAT DO YOU HAVE TO DO TO START?**

#### **Be regulated as a child care provider.**

It will be your responsibility to keep your regulation(s) current at the 4-C office. This is done by promptly mailing a current or updated copy of your State License and/or County Certificate to 4-C. Updates to days, meals and hours are effective the day they are received in the office.

#### **Be enrolled as a CACFP participant.**

After your orientation, you may begin participation once our office has processed your signed DPI application and Agreement between Sponsoring Organization and Day Care Home. You have the option to sign up and use the free online Minute Menu program (WebKids) or you can use the Minute Menu paper forms, provided by your nutrition specialist for recording meals and enrolling children.

#### **Enroll each child in your child care.**

If you meet household income guidelines, this includes your own children. These forms are provided by the 4-C office and are available at [www.4-C.org](http://www.4-C.org).

### **MISSION OF 4-C?**

The mission of Community Coordinated Child Care, Inc. (4-C) is to ensure that every child has access to high quality early care & education through integrated support and expertise. 4-C is governed by a board of directors that include parents, providers and community representatives. The board guides the agency in its work and establishes long-range goals.

We are made up of several departments that offer: Resource and Referral for 8 counties; Family Child Care Certification for Dane and Columbia County residents; Professional Development; Marketing; and the Child and Adult Care Food Program which serves 19 Wisconsin counties.

4-C receives funding from Supporting Families Together Association, Dane County, Columbia County, the State of Wisconsin, United Way of Dane, Green, and Rock counties, the City of Madison, foundations, corporations, memberships, and individuals.

### **WHAT IS THE CHILD AND ADULT CARE FOOD PROGRAM?**

The Child and Adult Care Food Program (CACFP) is a federally funded nutrition program administered by the Department of Public Instruction (DPI) for the state of Wisconsin. Providers participating must be either State licensed or County certified and be able to follow guidelines for nutritious meals and snacks when feeding children.

## SECTION 1 OVERVIEW & PROCEDURES

### WHAT IS REQUIRED?

**Each Day:** Offer all of the foods to each child at meals/snacks approved on the DPI Application in accordance with the meal pattern requirements. Meals shall be served without separate charge to enrolled children. Diet Statements are available for children not able to follow the meal pattern requirements.

**Each Day:** Record menus and attendance on the Minute Menu forms or Minute Menu online program daily. Maintain daily records of attendance, menus and the number of meals by type (Breakfast; AM; PM; Lunch; Dinner, Eve Snack) and child name (or designation) that are served to enrolled children. Foods served by type and child name or child number must be recorded by the end of each operating day. All records must be on the premises and accessible during home visits, including records kept on your computer. If you have problems with your computer be sure you record the menus and meal counts on paper.

Remember you may be reimbursed for up to 2 meals and 1 snack per child each day or 2 snacks and 1 meal per child per day.

Allow your Nutrition Specialist to visit three or more times per year during your home's official hours of business as a child care facility. If you will be away during the official hours of business for your child care facility, notify your Nutrition Specialist or the 4-C office by 8 AM.

Make sure your qualified helper is aware of what is to be served and where records are kept. We cannot reimburse for meals or snacks when records are unavailable or incomplete at the time of the visit or after submission to the 4-C office; all meals and snacks claimed from the first of the month through the day before the home visit must be disallowed.

Keep all Food Program records for 3 years plus the current year. Please make copies of everything you send to the Food Program office for your own records.

Your copy of the non-expiring CACFP Agreement between Sponsoring Organization and Day Care Home (PI-1425) should be kept until termination with the 4-C CACFP. Your day care home has agreed to abide by the Rights and Responsibilities of the Day Care Home. Noncompliance of these rules may result in meal disallowances or possibly being declared seriously deficient.

What paperwork do you need to submit to the 4C office?	When is it due?	Additional Information:
Monthly Claim	Due in the 4-C office by the 5 <sup>th</sup> of the following month.	Please note that a late claim could result in up to a 3 month delay or loss of reimbursement.
License or Certification	Due immediately when any changes occur on your license or certification.	Your State Daycare License or County Daycare Certificate must be kept up to date in the office and at DPI.
Enrollment Forms	Due when a child enrolls in your care.	Remember to include any applicable diet restrictions.
Enrollment Renewal Report	Due annually by April 30th.	Print, sign, and update info. Copy before you submit it.
Record-Keeping Assignment	Due annually by September 30th.	You will receive a new Recordkeeping Handout after October 1 <sup>st</sup> of each year, which is the start of the CACFP program year.
Tier Update/Renewal	Due annually in July.	Provider and all parent income applications expire June 30th of each year (except School/Census eligible areas).

## SECTION 1 OVERVIEW & PROCEDURES

### **RATE OF REIMBURSEMENT: TIERING**

Your tier determines how much you are paid for the meals and snacks you serve. If you or your childcare parents qualify for the higher Tier 1 rates, but we do not receive the paperwork, you will be paid at the lower Tier 2 rates until information is received. The effective date for Tier 1 is the first of the month in which your income is received in the office. The rates change each year on July 1<sup>st</sup>.

We recommend that you do not send your information in with your claim, but send it as soon as possible when available. We are unable to make claim adjustments for tier documentation which arrives late. There are 3 different Income Application Forms:

**Provider Own** for providers wishing to be reimbursed at the higher tier based on their own income or participate in the food share program.

**School/Census** for census or school eligible areas.

**Parent** for parents.

Please use the most current form listed above for correct determination. Expiration dates are June 30 annually. Forms are available on our website.

### **TIER 1 (HIGHER RATES)**

Providers can qualify for the higher tier in three ways: on their own income (including the food share program), by eligible school boundary or census eligible area. The Household Size Income Scale is on the back side of each income application.

The **Provider Own** form is for providers who do not qualify by either school or census eligible areas and need to document their household income. This documentation(s) needs to be submitted along with the application. Missing or outdated documentation(s) could result in being paid at the lower tier until information is received. The **Provider Own** form must be completed. Income eligibility for providers expires June 30<sup>th</sup> of each year.

**School/Census:** This form is completed if the child care business is located in a qualifying census tract or school eligible boundary that meets the income guidelines and the provider wishes to claim their own children. You must call the office to provide the name of your school. No documentation is required but either Part 1 or Part 2 of the application must be completed based on how you qualify. Part 3 is completed by all households. Income eligibility expires June 30<sup>th</sup> of each year.

The **Parent** form is for Providers who have foster children this form must be used. The foster child(ren) may be claimed as part of the household or as a family of one. Check the box for foster children on the form. Complete Part 2 and Part 3. If you have questions regarding foster children please call the office. Income eligibility expires June 30<sup>th</sup> of each year.

### **TIER 2 (LOWER RATES)**

Everyone receives Tier 2 rates of reimbursement until any required income forms and documentation is received is received in the office. If you do not qualify for the higher tier based on your own income or by school/census eligible areas, you need to give your parents the Parent form. The food program will determine their eligibility. If any parents qualify, you would be considered a mixed provider. If you receive Tier 2 rates, you cannot claim your own children and/or other residential children.

### **MIXED TIER PROVIDERS**

To determine if your parents qualify they are given the Parent income form. This information will be kept confidential at the 4-C office. Please record your name and provider number at the top of the form so we enter the information for the correct provider. Parents may qualify by participation in an approved program listed on the back of the parent form (Part 1) or by their household income (Part 2.) A case number is required for a

## SECTION 1 OVERVIEW & PROCEDURES

qualifying program for Part 1. Other Households (Part 2) need to record their name and the last 4 digits of their social security number. They need to list all household members, age, and all monthly income in the proper areas. All parents need to complete Part 3. Parents must include a home address, not a P.O. box number. Daycare children of parents that qualify will be paid at the higher tier.

### ENROLLING CHILDREN (Paper Claims)

Each child in your care must be enrolled in the CACFP. Children from birth through 12 years of age are eligible to participate. (Persons aged 13 years and older may be enrolled in special circumstances.) Child enrollment forms are filled out when a child is newly enrolled in your day care. Current children in care are updated annually through the child enrollment renewal report to be completed each April.

### ENROLLING YOUR OWN CHILDREN

If you meet income guidelines, either by your own household income, school area or census area or qualifying for a categorical program it may be possible for you to be paid for meals and snacks served to your own child(ren). When claiming your own child(ren), you must also serve (and claim) at least one day care child at that meal or snack.

- Ask your Nutrition Specialist (or call the CACFP office) for information and Application Statement of Household Size form.
- Complete the Application Statement of Household Size form and send it to the CACFP Office. Also send income documentation, if applicable.
- When your application is approved, fill out a child enrollment form for your own child(ren) and send to the CACFP office.

To claim your own child(ren) you must qualify for Tier 1 reimbursement. The child(ren) must be present and participating in the day care setting and the child(ren) must eat with the day care children.

### TO CLAIM YOUR HELPER'S CHILD

The Provider's Helper's children are the same as regular day care children so the Parent Income Form must be completed. As with claiming your own children, a helper's child must be enrolled in the Food Program, be present and participating in the day care setting and the child must be served and claimed with the day care children.

### TO CLAIM A FOSTER CHILD

A foster child maybe considered a family of one or part of the household size and must have a parent income application on file at the office. To claim a foster child, he/she must be present and participating in the day care setting and must eat with the day care children.

### TO ENROLL CHILDREN USING PAPER FORMS

**Instructions:** Print your name (not business name) at the very top left corner of the Enrollment Form (form #3007). Give the child's parent a copy of the letter describing the CACFP and WIC. Together with the parent, complete the Child Enrollment Form. Use only a #2 pencil, no ink or marking pens.

**PROVIDER NUMBER:** A 6-digit provider number given by the food program upon acceptance into the food program.

**CHILD'S BIRTH DATE:** mm/dd/yy

## SECTION 1 OVERVIEW & PROCEDURES

**FIRST DAY IN CARE:** The first day you will be claiming this child on the Food Program. mm/dd/yy

**CHILD'S NUMBER:** This number is assigned by you. Choose a number line that is blank on the Claim Information Form and fill in the corresponding number circle on the Child Enrollment Form. Fill only one circle per child. Leave group circle blank.

**CHILD'S NAME:** Fill in the first and last name vertically and the corresponding circle for each letter.

**CHILD'S SCHEDULE:** Drop off / Pick up time- Fill in the hour and minute section that the child is typically expected to arrive and leave. Also note days in care and meals served while in care. Remember to include varied schedules, summer or holiday care. USDA regulations require written documentation of specific days and times that a child is in care. For example: if a school-ager arrives for breakfast and leaves for school coming back for p.m. snack and then leaving for the day, this time must be noted on the enrollment form or 4-C must be notified through the Claim Information Form. The 4-C office must be alerted to any change.

**INFANTS:** For infants, fill in the circle that asks if the child is under 1 year old. See section 3 for more information.

- Record the brand of formula the provider offers. **According to USDA regulations, the provider must offer one brand of iron fortified formula.**
- Fill in the circles that indicate who supplies formula and food for the infant.
- Parents need to complete this information for all infants.

**SCHOOL INFO:** Fill in the circle that pertains to the child's school information. Preschool information is not needed.

**ETHNICITY:** Fill in one.

**RACE:** Fill in one.

**RELATION:** A "relation" is a child that is the provider's natural or adopted child, foster child, stepchild, niece, nephew, grandchild, brother, sister, first cousin, aunt or uncle.

- If the child on the enrollment is one of the above and lives with you, fill in the "provider's own participating" circle.
- If this child is one of the above relatives but does not live in your home, fill in the "related non-resident" circle.
- If this child is the provider's foster child, fill in the "provider's foster child" circle (include Income application.)
- Provider's own and helper's own should be filled in only if either meets income eligibility guidelines.

**SPECIAL INFORMATION:** If this child cannot follow the meal pattern requirements for the Food Program, fill in the "special diet" circle and enclose a completed Diet Statement with the enrollment. No other circles are required in this section.

**PAY SOURCE:** Fill in only one. (optional)

**PARENT PHONE #:** Fill in boxes with parent phone number (home preferably) and corresponding circles below.

**PARENT AREA:** It is important that parents print their name, home address (DPI does not accept post office addresses), and home or work phone number. DPI requires the parent's signature on all enrollment forms. Parents are sometimes contacted by the CACFP office to verify that their children are in day care and are being fed at their day care homes. These parent contacts are a requirement by USDA.

## SECTION 1 OVERVIEW & PROCEDURES

**MAILING INSTRUCTIONS:** Mail the top (original) to the CACFP office and keep the copy for your records. Do not fold or staple enrollment forms.

See the examples of enrollment forms for infants and children on the following pages.

We are not able to make adjustments for missing enrollment forms not submitted with the current claim. Please complete the forms with your parents on-site and mail in the envelope with the current months' claim.

### **DIET STATEMENT**

Some children cannot eat certain foods required by the CACFP. For example, a child may be allergic to milk. In these cases, a Diet Statement must be filled out and signed by the child's doctor. With a Diet Statement on file at the CACFP office, you are allowed to claim payment for a child's meals and snacks that do not meet standard CACFP requirements. Call the office if you have further questions about special needs children.

### **REQUIRED FOODS AND PORTIONS**

- To be paid for a meal or snack, you must offer all of the foods for each child.
- Parents cannot be required to supply any of the meal components (see separate ruling for infants.)
- You may claim payment for a meal or snack served to a child no matter how much of it the child eats. Meals and snacks must be eaten under your direct supervision.
- You may not claim payment for meals or snacks sent with children.
- See Parts of the Meal for more information.

### **INFANT FORMULA, BREAST MILK, AND FOOD**

See Infant Section.

# SECTION 1 OVERVIEW & PROCEDURES

## SAMPLE ENROLLMENT FORMS

**ENROLLMENT FORM** USE #2 PENCIL ONLY  
DO NOT FOLD OR STAPLE

PROVIDER'S NAME (PRINT): Polly Provider

**1. PROVIDER #**

5	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	
3	0	1	2	3	4	5	6	7	8	9
2	0	1	2	3	4	5	6	7	8	9
1	0	1	2	3	4	5	6	7	8	9
0	0	1	2	3	4	5	6	7	8	9

**2. CHILD'S BIRTHDATE**

M	0	1
Y	1	0
D	2	0
A	1	0
V	3	0
E	0	1
R	5	0

REENROLLMENT/UPDATE

**3. FIRST DAY IN CARE**

M	0	1
D	8	0
A	1	0
V	9	0
E	0	1
R	7	0

**4. CHILD'S NUMBER**

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	3			

**GROUP**  
Use only if instructed.

1  
2  
3

**5. CHILD'S NAME**

F	D	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
I	R	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
R	S	T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
S	T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z			
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
I	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
O	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
A	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
I	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
O	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
A	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
I	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
O	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
A	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
I	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
O	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		

**6. CHILD'S SCHEDULE**

		HOUR		MIN											
TIMES IN CARE	EARLIEST DROP OFF TIME	1	2	3	4	5	6	7	8	9	10	11	12	1	15
	LATEST PICK UP TIME	7	8	9	10	11	12	1	2	3	4	5	6	7	15

**DAYS IN CARE** FILL IN ALL THAT APPLY

MON  TUES  WED   
 THURS  FRI  SAT   
 SUN  DAYS VARY

**MEALS IN CARE** FILL IN ALL THAT APPLY

BREAKFAST  PM SNACK   
 AM SNACK  DINNER   
 LUNCH  EV. SNACK

**7. INFANTS** IS THE CHILD UNDER 1 YR. OLD?  Y

**YOU MUST COMPLETE THIS ENTIRE SECTION IF CHILD IS UNDER 1 YR. OLD**

**BRAND OF IRON-FORTIFIED INFANT FORMULA (IF) OFFERED BY PROVIDER**

LOW- OR NON-IRON-FORTIFIED INFANT FORMULA FROM PROVIDER OR PARENT REQUIRES A DOCTOR'S STATEMENT.

**THE IF/BREASTMILK & FOOD OPTIONS HAVE BEEN EXPLAINED. PARENT HAS REVIEWED INFANT AND SACCIF INFORMATION GIVEN ON THE BACK OF THIS FORM, AND THE PARENT HAS CHOSEN:**

**CHOOSE ONE IF/BREASTMILK OPTION**

PROVIDER SUPPLIES IF (PARENT ACCEPTS BRAND ABOVE)  PARENT SUPPLIES BREASTMILK OR IF (WRITE IF/BRAND IN SPACE BELOW)

**BRAND OF IRON-FORTIFIED INFANT FORMULA (IF) FROM PARENT**

**CHOOSE ONE INFANT FOODS OPTION:**

PROVIDER SUPPLIES SUPPLEMENTAL FOODS WHEN DEVELOPMENTALLY APPROPRIATE  PARENT SUPPLIES SUPPLEMENTAL FOODS & REFUSES THE PROVIDER'S FOODS.

SEE BACK OF FORM FOR MORE INFANT INFORMATION.

**9. ETHNICITY** FILL IN ONE

HISPANIC/LATINO  NOT HISPANIC or LATINO

**13. PAY SOURCE** USE ONLY IF INSTRUCTED FILL IN ONLY ONE

DHS/COUNTY  PRIVATE  NO PAY

**10. RACE** FILL IN ONE OR MORE

AMERICAN INDIAN/ALASKA NATIVE  NATIVE HAWAIIAN/PACIFIC ISLANDER  
 ASIAN  WHITE  
 BLACK or AFRICAN AMERICAN

**11. RELATION** FILL IN ONLY ONE LEAVE BLANK IF DOESN'T APPLY

PROVIDER'S OWN  PROVIDER'S FOSTER CHILD  
 HELPER'S OWN  RELATED NON-RESIDENT

**12. SPECIAL INFORMATION** FILL IN ALL THAT APPLY DOCUMENTATION MAY BE REQUIRED

SPECIAL DIET  NON-PARTICIPATING  
 SPECIAL NEEDS  MIGRANT WORKER'S CHILD

Additional information may be written in the notes section on the back of this form

**14. PARENT PHONE #**

AREA CODE FILL IN ONLY ONE  HOME  WORK

6 0 8 5 5 5 2 2 0 0

**8. SCHOOL INFO** COMPLETE THIS SECTION IF YOUR CHILD ATTENDS ANY TYPE OF SCHOOL

**SCHOOL TYPE** PRESCHOOL INFO IS NOT NEEDED

SCHOOL (Traditional)  AM KINDERGARTEN  
 HM SCHOOL  PM KINDERGARTEN  
 YR SCHOOL  ALL DAY KINDERGARTEN  
 AM HEADSTART  ALL DAY HEADSTART  
 PM HEADSTART

**TIMES IN SCHOOL**

		HOUR		MIN											
LEAVES FOR SCHOOL	AM	1	2	3	4	5	6	7	8	9	10	11	12	1	15
	PM	7	8	9	10	11	12	1	2	3	4	5	6	7	15
RETURNS FROM SCHOOL	AM	1	2	3	4	5	6	7	8	9	10	11	12	1	15
	PM	7	8	9	10	11	12	1	2	3	4	5	6	7	15

**DAYS IN SCHOOL**

MON  TUES  WED  THURS  FRI

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 325-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Parent/Guardian Name: (Please Print) Theresa Wilson

Address: 789 1/2 SOUTH ST

City: ANU TOWN STATE: WI ZIP: 53777 Alt. Phone: (608) 555-2211

Parent/Guardian Signature: [Signature] Date: 8/29/07

Please note: by signing above you indicate that you have reviewed the information on the back of this form & the Building for the Future Information.

FORM NO. - 3007B 07/2007

# SECTION 1 OVERVIEW & PROCEDURES

## PROVIDER'S NAME (PRINT): Polly Provider ENROLLMENT FORM USE #2 PENCIL ONLY DO NOT FOLD OR STAPLE

**1. PROVIDER #**

5	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	
3	0	1	2	3	4	5	6	7	8	9
2	0	1	2	3	4	5	6	7	8	9
1	0	1	2	3	4	5	6	7	8	9
1	0	1	2	3	4	5	6	7	8	9

**2. CHILD'S BIRTHDATE**

M	1	0								
D	0	1	2	3	4	5	6	7	8	9
D	2	0	1	2	3	4	5	6	7	8
Y	0	1	2	3	4	5	6	7	8	9
Y	8	0	1	2	3	4	5	6	7	8

REENROLLMENT/UPDATE

**3. FIRST DAY IN CARE**

M	1	0								
D	2	0	1	2	3	4	5	6	7	8
D	1	0	1	2	3	4	5	6	7	8
Y	2	0	1	2	3	4	5	6	7	8
Y	0	1	2	3	4	5	6	7	8	9
Y	8	0	1	2	3	4	5	6	7	8

**4. CHILD'S NUMBER**

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16		
17	18	19	20		
21	22	23	24		
25	26	27	28		
29	30	31	32		

**GROUP**  
Use only if instructed.  
1  
2  
3

**5. CHILD'S NAME**

F	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
R	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
I	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
W	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
E	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
W	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
E	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
W	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
E	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
W	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
E	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
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M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
W	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
E	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
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L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
W	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
E	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
T	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
W	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
E	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
M	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
L	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W</			

## SECTION 1 OVERVIEW & PROCEDURES

### WHAT TO EXPECT AT HOME VISITS

Your 4-C Nutrition Specialist will visit you in your home a minimum of three times per year, during your home's official hours of business as a child care facility. Some visits may be scheduled with you ahead of time; some will be unscheduled. These visits will last at least 30 minutes.

During each visit, your Nutrition Specialist will:

- Help you with any questions or concerns you may have about the food program.
  - Supply you with the forms and other food program materials you need.
  - Observe your day care, usually including a meal or snack being served to children.
  - Review your current claim (Minute Menu Online or Paper Forms). Your helper or substitute must know where your records are kept so a complete visit can be performed.
  - Compare your day care attendance log with Minute Menu forms.
  - Go over past claims with you to help you have consistently error-free claims.
  - Explain sanitation and safety issues for food storage, preparation, and service.
- Offer nutrition information and/or resources.

### WHEN WILL MY DIRECT DEPOSIT BE RECEIVED?

Check the 4-C website or your monthly memo for exact dates of deposit. In general, claims received on time will be paid by the first Friday of the next month. For example, a January claim submitted by February 5<sup>th</sup>, the deposit should be received by the first Friday in March.

The Department of Public Instruction (DPI) has up to 28 days from the claim submission to reimburse us for your meals. Late claims received after the 5<sup>th</sup> of the month may be delayed up to three months. Dates of reimbursement are tentative and subject to change.

### KEEP YOUR CACFP OFFICE INFORMED

Let the office know as soon as possible if any of the following changes occur:

- Name, Address, or Phone Number
- Regulation
- License or certification expiration date
- Hours of operation/Ages of children served
- Meal service times

If you move, your regulated dates must be continuous for uninterrupted payment. Any changes must fall within the boundaries of your regulation and will be effective the day they are received in the office. You are responsible for keeping your regulation current and promptly sending a copy to the 4-C office as we will be unable to process your claim without an updated License or County Certificate.

Inform the office of any changes to household size or monthly income if you become eligible for the higher tier reimbursement.

**4-C WEBSITE:** [www.4-c.org](http://www.4-c.org)

Resources on the website include:

- Approximate date of direct deposit
- In-Home training materials
- Access to past monthly memos
- Current forms and resources
- Link to the Food Program to request additional forms or to contact the office (foodprog@4-c.org)

**MONTHLY MEMO:** Each month, you will receive a monthly memo mailed to you from the Food Program. This memo serves as the most current Food Program information, and is a regular update to your Orientation Manual.

## SECTION 1 OVERVIEW & PROCEDURES

### CLAIM INFORMATION FORM (CIF)

#### USING PAPER MENUS

Each month, you will receive an updated Claim Information Form (CIF). Please sign and return this form each month along with the corresponding claim and any new enrollment forms. Use this form to notify us of any changes or comments; do not make notes on the menu forms. Send in the CIF even if you have no changes.

The CIF lists all of the children in your care who are currently on file at the 4-C office. It also shows children's birth dates, enrollment date, age, whether the child is the provider's own or relative and other special information. It is a good reminder of when infant's meal requirements change.

The number to the left of each child's name is the "child number" you use to mark your attendance on the menu forms. When a child is present at a meal or snack, fill in the circle indicating that child's number.

At the bottom of the form is any information you need to report to the office regarding this claim.

- Do you need to remove a child from our records? Record that child's name, child number and last day of care. Do not use child's number again until that number is blank on your CIF.
- Did you update information for who supplies infant meal components for any existing or new infants in your care?

### CLAIM SUMMARY LETTER

#### USING PAPER MENUS

A claim summary letter will be mailed to you each month to let you know if any mistakes were found on your menus. It will also let you know if there was any loss of payment due to mistakes or any adjustment in payment that was made to your claim.

### CLAIM SUMMARY ERRORS

Disallowances are listed by error number, menu type (R-regular or I-infant), description of the error and meals and dates of occurrence (10/03: R-LD means Regular Menu lunch and dinner on the 3rd, 10/12: I-A means Infant AM snack on the 12<sup>th</sup>.)

Notify the office right away if you feel the errors are unwarranted. Keep your claim summary letter with your day care records so your Nutrition Specialist can go over it with you.

### COMMON PAPER MENU ERRORS

- Missing enrollment(s)
- Invalid or missing food, attendance and/or calendar dates
- Erasures, smudges and stray marks
- Invalid meal pattern for infants
- Meals in wrong age group for infants
- Circles too light or not complete
- Invalid Master Menu number
- Master Menu "M" circle not filled in.
- Update who provides formula/food on CIF

SECTION 1 OVERVIEW & PROCEDURES

SAMPLE CLAIM INFORMATION FORM (CIF)

Claim Information Form (CIF)

You must return this with your claim forms each month

Polly Provider  
123 Main St  
Madison WI 53719

Monitor: Jones, Grace  
License: C  
License Exp: 05/27/2008

Provider ID: 503211  
Phone: (608) 555-1212  
County: Dane

Tier: 2M  
Capacity: 6  
Tier Exp: / /

	Status	DOB	DOE	Age	Relation	Sp Needs	Sp Diet	School Level	Formula
1	Provider, Sue	A	09/15/97	05/31/06	8Y9M	O	<input type="checkbox"/>	<input type="checkbox"/>	S
2	Jones, John	A	07/19/99	05/31/06	6Y11M	R	<input type="checkbox"/>	<input type="checkbox"/>	S
3	Ball, Canary	A	09/18/03	05/31/06	2Y9M	F	<input type="checkbox"/>	<input type="checkbox"/>	
4	Royal, Tim	A	02/20/06	06/01/06	0Y4M	I	<input type="checkbox"/>	<input type="checkbox"/>	PAR PRV
5	Crown, Beth	A	03/05/98	06/01/06	8Y3M	N	<input type="checkbox"/>	<input type="checkbox"/>	S
6							<input type="checkbox"/>	<input type="checkbox"/>	
7							<input type="checkbox"/>	<input type="checkbox"/>	
8							<input type="checkbox"/>	<input type="checkbox"/>	
9							<input type="checkbox"/>	<input type="checkbox"/>	
10							<input type="checkbox"/>	<input type="checkbox"/>	
11							<input type="checkbox"/>	<input type="checkbox"/>	
12							<input type="checkbox"/>	<input type="checkbox"/>	
13							<input type="checkbox"/>	<input type="checkbox"/>	
14							<input type="checkbox"/>	<input type="checkbox"/>	
15							<input type="checkbox"/>	<input type="checkbox"/>	
16							<input type="checkbox"/>	<input type="checkbox"/>	
17							<input type="checkbox"/>	<input type="checkbox"/>	
18							<input type="checkbox"/>	<input type="checkbox"/>	
19							<input type="checkbox"/>	<input type="checkbox"/>	
20							<input type="checkbox"/>	<input type="checkbox"/>	
21							<input type="checkbox"/>	<input type="checkbox"/>	
22							<input type="checkbox"/>	<input type="checkbox"/>	
23							<input type="checkbox"/>	<input type="checkbox"/>	
24							<input type="checkbox"/>	<input type="checkbox"/>	
25							<input type="checkbox"/>	<input type="checkbox"/>	
26							<input type="checkbox"/>	<input type="checkbox"/>	
27							<input type="checkbox"/>	<input type="checkbox"/>	
28							<input type="checkbox"/>	<input type="checkbox"/>	
29							<input type="checkbox"/>	<input type="checkbox"/>	
30							<input type="checkbox"/>	<input type="checkbox"/>	
31							<input type="checkbox"/>	<input type="checkbox"/>	
32							<input type="checkbox"/>	<input type="checkbox"/>	

Open on Holiday: Date(s) : \_\_\_\_\_ Holiday(s) : \_\_\_\_\_ Child(ren) now w/Doctor's Statement: # \_\_\_\_\_

Children Starting Kindergarten/1st Grade: # \_\_\_\_\_ Grade : \_\_\_\_\_ # \_\_\_\_\_ Grade : \_\_\_\_\_ # \_\_\_\_\_ Grade : \_\_\_\_\_

Children leaving your care:

Name: \_\_\_\_\_ # \_\_\_\_\_ Last Day in Care : \_\_\_/\_\_\_/\_\_\_  
Name: \_\_\_\_\_ # \_\_\_\_\_ Last Day in Care : \_\_\_/\_\_\_/\_\_\_

List all school aged children who attended AM Snack or Lunch:

# \_\_\_\_\_ Reason : \_\_\_\_\_ Date : \_\_\_/\_\_\_/\_\_\_  
# \_\_\_\_\_ Reason : \_\_\_\_\_ Date : \_\_\_/\_\_\_/\_\_\_  
# \_\_\_\_\_ Reason : \_\_\_\_\_ Date : \_\_\_/\_\_\_/\_\_\_

Relation	School Level
O - Own Children	A - A.M. Kindergarten
F - Foster Children	D - A.M. Head Start
R - Related, Non-Resident	H - Home School
N - Not Related	K - Kindergarten
H - Helpers Child	L - All Day Head Start
	M - P.M. Kindergarten
	N - No School
	P - P.M. Head Start
	S - School Age
	Y - Year Round School
Status	
A - Active	
P - Pending	
W - Withdrawn	

Signature: Polly Provider Date: 08.29.06

## SECTION 1 OVERVIEW & PROCEDURES

### CHECKLIST FOR MAILING YOUR MENUS TO 4-C

- **Provider Number:** fill in number and corresponding circle on each page of menus.
- **Signature:** Sign all forms in ink.
- **Claim month:** Fill in month circle at the top of each page.
- **Day:** Fill in the number and corresponding circle at the top of the page with the correct date for each day you wish to claim.
- **Meals:** Fill in every required component for each meal and snack you wish to claim.
- **Master Menus:** Fill in master menu numbers correctly.
- **Attendance Circles:** Fill in numbered circle for each child you have served. You may claim payment for up to 2 meals and 1 snack per child per day OR 1 meal and 2 snacks per child per day.
- **Pay Circle:** If using handwritten forms, remember to fill in the circle in the upper left corner of the meal or snack you wish to claim.
- **Please include in the claim envelope:**
  - The top (original) signed copy of the menus (regular and infant).
  - The top signed copy of any enrollment forms.
  - The signed copy of any Diet Statements.
  - The updated, signed Claim Information Form for the claiming month indicating:
    - Any updates for who supplies infant meal components.
    - List any children withdrawn from your care during that month.
- **Mail** your forms after you have served the last meal or snack for the month. Be sure to put your return address and enough postage on the envelope.

### WITH PAPER FORMS, DON'T FORGET:

- Fill in the menu forms with a # 2 pencil. Use only pink eraser for any errors, not eraser on pencil. Only use ink on your signature.
- To claim payment for any meal or snack, you must provide all of the food served. If the parents provide any of the required foods, you may not claim payment for that meal or snack. (See separate ruling for infant meals)
- The B, AM, L, PM, D, EV at the bottom of the page are for you to add together your meals for that page. This number should be verified with your check.
- Please do not fold or staple menu or enrollment forms.
- Your forms must be received by the 5<sup>th</sup> of the following month or the claim will be considered late. Late menus or adjustments are processed one month later resulting in payment delayed up to three months. Claims received 50 or more days past the claiming month cannot be processed.
- Please mail claims promptly after last meal service of the month.
- Claim must be submitted in its entirety (Regular and Infant menus).
- Your claim cannot be changed once the office has received it. Review this list monthly to prevent errors. Recordkeeping must be done daily and fewer errors are made when this procedure is followed. We want you to receive payment for every eligible meal and snack served.
- Only send in the top (original copy). Keep the bottom copies for your records.

## SECTION 1 OVERVIEW & PROCEDURES

### SERIOUS DEFICIENCIES

**Serious Deficiencies** for day care homes include:

- Submission of false information on applications
- 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
- Failure to participate in training. Failure to complete the recordkeeping home assignment.
- Conduct or conditions that threaten the health or safety of children in care, or the public health and safety. A determination that the home has been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. This includes:
  - Fraud
  - Antitrust violations
  - Embezzlement
  - Theft
  - Forgery
  - Bribery
  - Falsification or destruction of records
  - Receiving stolen property
  - Making false claims
  - Obstruction of justice;
  - Any other activity indicating a lack of business integrity as defined by the State agency, or the concealment of such a conviction)
  - Any other circumstance related to non-performance under the sponsoring organization day care home agreement (PI-1425), as specified by the sponsoring organization or the State agency.

With the exception of a health or safety issue, a provider is given an opportunity to correct the problem which led to the **Notice of Serious Deficiency**. If a Corrective Action Plan is not permanently maintained, participation would be terminated “for cause.”

The 4-C CACFP Manager and/or Nutrition Specialist will develop a Corrective Action Plan that outlines the plan for change including description of what needs to be accomplished (the goal); steps to be taken to accomplish the goal; and a date for completion. Common situations requiring a Corrective Action Plan include: sanitation, food storage, record-keeping, or for not having menu/attendance records current and readily available at the home visit.

If a Corrective Action Plan does not result in the needed change, a **Notice of Serious Deficiency** is issued. At this point, the provider is required to permanently correct the situation if CACFP participation is to continue. Notices of Serious Deficiency are issued for a variety of reasons, including: being unresponsive and/or unavailable for a home visit, a pattern of not keeping menu/attendance records on a daily basis, or claiming children for meals/snacks at which they were not present. Any provider who receives a **Notice of Intent to Terminate** CACFP participation has a right to appeal the decision of the sponsor.

The Sponsor/Provider Agreement Review on the following pages explains the 4-C expectations and corrective action procedures for failing to uphold the Agreement.

# SECTION 1 OVERVIEW & PROCEDURES

## SPONSOR/PROVIDER AGREEMENT REVIEW

1. Prepare and serve meals at no charge which meet the meal pattern requirements for the ages of children being served as specified in program regulations. This includes offering the food program to any children of qualifying age, including infants.
2. Maintain on a daily basis records of attendance, menus and the number of meals by type and child name (or designation) that are served to enrolled children. Menus and the number of meals served by type and child name or designation must be recorded by the end of each operating day. Attendance forms or calendars will only be accepted if the provider indicates B (breakfast), AM (morning snack), L (lunch), PM (afternoon snack), D (dinner), EVE (evening snack). A check mark or in/out time is not enough information.

**4-C recommends that menus and attendance be recorded on the Minute Menu forms or online daily.**

<b>If menus are incomplete at the time of a home visit within the same 24 month period:</b>	
<b>1<sup>st</sup> occurrence &amp; 2<sup>nd</sup> occurrence</b>	Meals will be deducted up to that day. A corrective action will be noted on the home visit form and an unannounced follow-up visit will be conducted.
<b>3<sup>rd</sup> occurrence</b>	A provider will be declared seriously deficient. A corrective action plan will be written. If the corrective action plan is not adhered to and the serious deficiency has not been corrected, potential termination may occur.

3. Claim meals for reimbursement which have been approved by the Department of Public Instruction (DPI) and listed on 4-C's Schedule A, and only served to children enrolled for and receiving child care services. Payment may be made for meals served to the provider's own child/ren 12 years of age and under if the household properly documents its receipt of Food Stamps, W-2 Cash Benefits, or FDPIR, or if the household's income meets the guidelines established for the free or reduced categories. In addition to being income eligible and enrolled, meals served to the provider's own children are reimbursable only when one or more nonresident enrolled children are present and participating in the same meal(s). Meals claimed, including provider's own, cannot be in excess of the day care home's authorized capacity.
4. Maintain enrollment information and promptly submit CACFP child enrollment forms for any new child(ren) in care. Promptly notify 4-C when a child(ren) is no longer in care. Submit additional program documentation (for example, special diet form, verification of special needs, etc.) as required by 4-C.

**Regulations from USDA require written documentation of specific days and times that a child is in care. For example, if a schoolager arrives for Breakfast and leaves for school coming back for PM snack and then leaving for the day, this time must be noted on the enrollment form or 4-C must be notified through the Claim Information Form. If times and days change, the 4-C CACFP must be alerted to the change. Enrollment forms must be renewed yearly with specific times/days of attendance along with parent addresses and signature.**

5. Provide documentation that Provider's home is currently licensed as a family day care center, registered or certified as a family day care home, or approved in accordance with local day care regulations, and promptly inform 4-C of any change in the home's license or certification approval status.

**Care must take place in the regulated facility. Any changes in the child care home regulation require a new license/certificate sent to the 4-C office and will be implemented on the date the documentation is received in the 4-C office.**

## SECTION 1 OVERVIEW & PROCEDURES

6. Complete annual training session(s) as required by 4-C by June 1st. Failure to complete annual training by **September 30th** will result in a Corrective Action requiring 60 days completion before a declaration of "Serious Deficiency". **The training session must include a section on CACFP record keeping as required by WI DPI.**
7. Allow representatives from 4-C, USDA, DPI and other State and Federal officials to make announced and unannounced visits to the Provider's home to review the meal service and Program records during the home's official hours of business as a child care facility.

**4-C procedure for visits: At least two of the three annual visits will be unannounced with at least one of the unannounced visits observing a meal or snack. Monitors will review five consecutive days during the current and/or prior claiming period determining that the number of children recorded and type of meals claimed are consistent with the observed meal or snack. If there is a discrepancy between the number of children enrolled or in attendance on the day of the review and prior meal counting patterns, the reviewer will attempt to reconcile the difference or establish that there was an over claim (WI DPI Guidance Memo D).**

8. Serve meals to enrolled children without regard to race, color, national origin, age, sex or disability. (This applies only during the home's official hours of business as a child care facility). All children enrolled for child care must also be enrolled in the CACFP, **and if the child is less than 12 months of age the type of formula offered but be noted on the enrollment form.**
9. Make meal count and menu records available to 4-C by the 5<sup>th</sup> day of each month. **Post marked or hand delivered (during business hours) to the 4-C CACFP.**
10. Allow 4-C, the DPI and the USDA to conduct Household Contacts.
11. Provide the parents or guardians of enrolled children with information that describes the CACFP and its benefits (parental notification flier).
12. Notify 4-C in advance whenever the provider is planning to be out of their home with the children during the approved meal service periods. If the provider fails to notify the sponsor and an unannounced review (home visit) is conducted when children are not present in the day care home, a claim(s) for meals that would have been served during the unannounced review (home visit) must be disallowed for CACFP reimbursement by 4-C.

**Providers can alert the 4-C Nutrition Specialist via e-mail, by sending in notification to the 4-C office or calling the 4-C office and leaving a message for the Nutrition Specialist specifying the days that the provider will not be home during a regularly scheduled meal or snack. Other arrangements may be made with your Nutrition Specialist when the home visit is conducted.**

<b>1<sup>st</sup> occurrence &amp; 2<sup>nd</sup> occurrence</b>	Attempted visit when the provider is not home, or not providing care, and has not alerted the Nutrition Specialist or 4-C Office within the same 12 month period; the meal or snack during attempted visit is disallowed.
<b>3<sup>rd</sup> occurrence</b>	Within the same 12 month period of the 1 <sup>st</sup> & 2 <sup>nd</sup> occurrence; the meal or snack during attempted visit is disallowed. A provider will be declared seriously deficient. A corrective action plan will be written. If the corrective action plan is not adhered to and the serious deficiency has not been corrected, potential termination may occur.

13. Assume full and final administrative and financial responsibility for the operation of the CACFP in the day care home.

## SECTION 2: PARTS OF THE MEAL

### PARTS OF THE MEAL

#### MILK



#### FRUITS & VEGETABLES



#### MEAT & ALTERNATES



#### BREAD & ALTERNATES



4 groups of required foods for CACFP Meals and snacks

#### MILK



- Skim/Nonfat Milk
- Low fat milk 1%
- Low fat flavored milk 1%
- Low fat buttermilk 1%
- Low fat or non fat Lactose-reduced milk
- Special diet milk substitute (special diet form required)

*For Infants (0-12 mos.), see infant requirements section.*

#### FOODS THAT DO NOT COUNT AS MILK

- Dry milk, Evaporated Milk
- Cream sauce
- Yogurt or frozen yogurt
- Sweetened condensed milk
- Cream soup
- Cheese, cream cheese
- Pudding Pop
- Ice cream, ice milk
- Pudding
- Frozen custard
- Custard
- Non-dairy creamer, Half & Half
- Cream, sour cream
- Instant hot chocolate
- Milkshake

#### NOTES:

- Children two years of age and up must be served either low-fat 1% or non-fat (skim) milk. Children ages 1-2 may be served whole or reduced-fat 2% milk.
- Use only pasteurized liquid milk.
- Yogurt and cheese are creditable as a meat/alternate, not as milk.
- Homemade milkshakes are creditable if they are made with the required amount of milk.
- Hot chocolate is creditable if it is made with milk, not with water.

#### FRUITS AND VEGETABLES



- Raw, cooked, frozen, commercially canned or dried fruit or vegetables.
- Home-canned foods may not be used, but home-frozen foods may.
- Unsweetened, full-strength fruit or vegetable juice
- Potatoes and corn are recorded as a fruit/vegetable area of the menus, not as a bread/bread alternate

When you serve a homemade combination dish, make sure you offer enough fruit or vegetable. This includes soups, stews, casseroles, salads, pizzas, tacos, etc. In many recipes, it is not possible to have the whole required amount of fruit/vegetable in each portion. When this is the case, count what is in the dish as part of the requirement and serve another fruit or vegetable to complete the meal.

#### FOODS THAT DO NOT COUNT AS A FRUIT OR VEGETABLE

- Ketchup, chili sauce, pickle relish
- Juice product with sweetener (Tang, Kool-Aid, Lemonade, Orangeade, Nectar, Soft Drinks, Cranberry juice drink or cocktail, fruit drink, punch, etc.)
- Apple butter, or other butter
- Fruit-flavored gelatin (Jell-O)
- Fruit-flavored syrup, powder
- Fruit leather, roll-ups
- Fruit in cookies, bars, or pie (commercial: see note)
- Fruit in yogurt or cereal (added by manufacturer)
- Fruit in Pop tarts
- Potato chips, sticks
- Home-canned fruit/vegetable
- Popsicle (see note)
- Hominy, canned
- Coconut
- Cranberry sauce (jellied)
- Jam, jelly, fruit spreads
- Sport drinks

#### NOTES:

- A juice product does not count if it is not full-strength or if it has added sweetener, such as sugar, sucrose, glucose, fructose, dextrose, corn syrup, honey, artificial sweetener, etc. Read the list of ingredients to see if there is any added sweetener.
- Juice concentrates are full strength when water is added as the label says.
- Popsicle labels must read 100% juice.
- Commercial fruit pie filling is credible when the first item listed in the ingredient list is fruit.

## SECTION 2: PARTS OF THE MEAL

### MEAT AND MEAT ALTERNATES



Meat alternates are non-meat foods that have nutritional value similar to meat. Some examples are dried beans, nuts and their butters, yogurt and cheese. Check with the office to find out the latest information regarding soy products or vegetable protein products.

#### USE THESE MEATS AND MEAT ALTERNATES:

- Meat (beef, pork, etc) & Poultry (chicken, turkey, etc)
- Fish, seafood
- Cheese, cheese spread, yogurt, & eggs
- Dry beans, dry peas, nuts, and seeds
- Peanut butter, other nut/seed butters
- Canadian Bacon & Turkey Bacon

#### NOTES:

- Only store-bought yogurt is creditable. Frozen yogurt is not creditable.
- Cooked dry beans or dry peas count as a meat alternate or as a vegetable, but not as both in the same meal or snack.  
**Examples:** Baked beans, refried beans, kidney beans, lentils, split peas and garbanzo beans (includes chickpeas and hummus).
- Nuts and seeds count as meat alternates to fulfill one component at snack and up to half the requirement at lunch or dinner, along with at least one other meat/meat alternate to complete the requirement.  
**Examples:** peanuts, almonds, sunflower seeds, walnuts, pumpkin seeds.
- When serving nut butters, serve an additional meat/alternate since large amounts are a choking hazard.
- Many convenience foods do not have enough meat/meat alternate to meet requirements. Products with CN Labels must be used. All others count as an “extra” item.

Some common examples of convenience foods are frozen pizza; corn dogs; frozen pot pies; chicken nuggets; canned soups & stews; fish sticks/patties; canned noodle products in sauce; boxed macaroni & cheese.

For any commercial, combination food product you serve at a meal or snack, make sure you have acceptable documentation (ex: Child Nutrition, CN label from the package or product analysis sheet from the manufacturer). Refer to the Food Chart for valid meat/meat alternate choices.

#### FOODS THAT DO NOT COUNT AS MEAT/MEAT ALTERNATES

- Bacon, baco-bits, salt pork
- Home-canned foods
- Green peas (canned or frozen)
- Powdered cheese (box macaroni mix) or cream cheese
- Tofu (soybean curd)
- Home-raised livestock, self-caught fish, self-caught game
- Surimi (imitation seafood)
- Beef Jerky

#### NOTES:

- Self-caught game creditable if butchered in USDA inspected facility.
- Any meat that is not USDA inspected does not count.
- Only Canadian bacon and turkey bacon count as a meat/meat alternate.
- **Non-creditable** meat snacks can include but are not limited to the following products: *smoked snack sticks made with beef and chicken; summer sausage; pepperoni sticks*; meat, poultry, or seafood jerky such as *beef jerky, turkey jerky, and salmon jerky*; and meat or poultry nuggets (shelf-stable, non-breaded, dried meat or poultry snack made similar to jerky) such as *turkey nuggets*.

## SECTION 2: PARTS OF THE MEAL

### BREAD AND BREAD ALTERNATES

The bread/bread alternate group consists of grain products such as bread, cereals, crackers, tortillas, rice, pasta, muffins, cookies and pastries. **To be creditable, bread/bread alternates must be whole-grain, enriched, or fortified.** The product's ingredients must list whole-grain or enriched as the main ingredient (first on the list). Thiamin, riboflavin, niacin, and iron are the four nutrients that are added to grain products to make them enriched or fortified.

### ANY MEAL OR SNACK

- Bread, roll, biscuit, tortilla, bagel, muffin, crackers, soft pretzel, stuffing, etc.
- Rice, other cooked grains
- Pasta: noodles, spaghetti, macaroni, etc.
- Cold (ready-to-eat) or cooked cereal
- Chips made from whole-grain, bran, or enriched meal/flour



### BREAKFAST OR SNACK ONLY

- Sweet roll, coffee cake, doughnut, toaster pastry (recommended no more than twice weekly)

### SNACK ONLY

- Cookies, bars, cake, popovers, cream puffs, ice cream cones, etc. (Recommended no more than twice weekly)
- Rice in rice pudding, Bread in bread pudding
- Dessert pie crusts

### FOODS THAT DO NOT COUNT AS BREAD OR BREAD ALTERNATES

- Tapioca
- Fruitcake
- Popcorn
- Potatoes, potato pancakes, potato chips, sticks, shoestrings
- Corn, hominy

### OCCASIONAL FOODS

Recommended no more than twice weekly:

- Sweet Roll, Coffee Cake,
- Toaster Pastries, Doughnut
- Cookie, Bars

### NOTES:

- We recommend that only one component be counted in fruit pie (crust or filling) and is creditable at snack only.
- Check CN label for canned noodle product creditability.
- Meat pies may be creditable for 1 or more components; check CN label.
- For any commercial, combination food product you serve at a CACFP meal or snack, make sure you have acceptable documentation (CN label from the package, or product analysis sheet from the manufacturer).

## GUIDELINES FOR BUYING CEREAL PRODUCTS

Ready-to-eat and cooked cereals have Nutrition Facts on the side of the package. It is recommended that you use this information to choose lower sugar cereals. We recommend cereals with 6 grams or less of sugar per serving.

Six grams of sugar is about 1 ½ teaspoons.

Sample High Sugar Cereals	Grams of Sugar	Sample Low Sugar Cereals	Grams of Sugar
Honey Nut Cheerios	11 g	Cheerios	1 g
Cocoa Puffs	14	Kix	3 g
Apple Jacks	16 g	Rice Krispies	3 g
Froot Loops	15 g	Life Cereal	6 g
Cocoa Pebbles	13 g	Cornflakes	2g

## SECTION 2: PARTS OF THE MEAL

### MEAL AND SNACK REQUIREMENTS: COMPONENTS & SERVING SIZES

#### BREAKFAST: REQUIRED FOODS & PORTIONS



Serve foods from **each** of these 3 groups:  
 Bread  
 Fruit/Vegetable  
 Milk

#### BREAKFAST MENU EXAMPLES

<b>Bread or Alternate</b>	Pancakes	Wheat Chex	Blueberry Muffins (HM)	Bagel
<b>Juice/Fruit/Vegetable</b>	Applesauce	Bananas	Oranges	Apple Juice
	Hash Browns			
<b>Milk</b>	Milk	Milk	Milk	Milk

MEAL PORTIONS	CHILD'S AGE		
	1-2 Years	3-5 Years	6-12 Years
<b>Food</b>			
<b>Milk</b>	½ cup	¾ cup	1 cup
<b>Fruit, vegetable, or juice</b>	¼ cup total	½ cup total	½ cup total
<b>Bread</b>	½ slice	½ slice	1 slice
<b>Dry cereal</b>	¼ cup	1/3 cup	¾ cup
<b>Cooked cereal</b>	¼ cup	¼ cup	½ cup

**NOTE:** These amounts are what you must make available to each child. Some children will need more than these amounts, some will need less.

SECTION 2: PARTS OF THE MEAL  
**LUNCH OR DINNER: REQUIRED FOODS AND PORTIONS**



Serve foods from **all 4** groups. Include **two** from the fruit/vegetable group. Only one may be a juice.

**LUNCH OR DINNER MENU EXAMPLES**

<b>Meat or Alternate</b>	Ham & Beans	Pizza	Chicken Breast	Tuna Salad
		String Cheese		
<b>Bread or Alternate</b>	Wheat Bread	Enriched Crust	Rice Pilaf	Pita Bread
<b>Fruit or Vegetable</b>	Carrots	Pineapple	Broccoli	Cucumbers
	Celery			Radishes
<b>Fruit or Vegetable</b>	Blueberries	Spinach Salad with Tomato	Strawberries	Banana
<b>Milk</b>	Milk	Chocolate Milk	Milk	Milk

MEAL PORTIONS	CHILD'S AGE		
	1-2 Years	3-5 Years	6-12 Years
<b>Food</b>			
<b>Milk</b>	½ cup	¾ cup	1 cup
<b>Meat, poultry, Fish or cheese</b>	1 ounce	1/1/2 ounces	2 ounces
<b>Yogurt</b>	4 oz or ½ cup	6 oz or ¾ cup	8 oz or 1 cup
<b>Cottage cheese</b>	¼ cup	3/8 cup	½ cup
<b>Egg</b>	1 egg	1 egg	1 egg
<b>Dry beans/dry peas</b>	¼ cup	3/8 cup	½ cup
<b>Peanut butter</b>	2 Tablespoons	3 Tablespoons	¼ cup
<b>Nuts or seeds</b>	2 Tbsp=1/2	3 Tbsp=1/2	¼ cup=1/2
<b>Fruit, vegetable, or juice</b>	¼ cup total	½ cup total	½ cup total
<b>Bread</b>	½ slice	½ slice	1 slice
<b>Cooked pasta, rice or other grain</b>	¼ cup	¼ cup	½ cup

**Note:** To meet the fruit/vegetable requirement, you may choose two fruits, one fruit and one vegetable, two vegetables, or juice and one fruit or vegetable.

**COMBINATION DISHES:** Homemade meals that combine foods from more than one food group are combination dishes. It is recommended that combination dishes be credited for only two or three meal pattern components. This is to ensure children do not go hungry when a meal is disliked. Milk must be served separately.

Prepackaged combination dishes are creditable only if (1) the food is **CN** labeled or (2) a product formulation sheet signed by an official of the manufacturer is on file stating the amount of meat/meat alternate, fruit/vegetable, and/or grains/breads in the product. CN product information is included in the meat/meat alternate section of the manual.

## SECTION 2: PARTS OF THE MEAL

### SNACKS: REQUIRED FOODS AND PORTIONS



Serve foods from **any 2 of the 4** groups.

#### SNACK MENU EXAMPLES

<b>Meat or Alternate</b>		Cheese		
<b>Bread or Alternate</b>	Trail Mix	Whole Wheat Crackers		Quick Bread
<b>Juice/Fruit/Vegetable</b>	Grape Juice	Carrot Sticks	Bananas	Kiwi
<b>Milk</b>			Milk	Milk

**NOTE:** Juice and milk do not make a complete snack because both are liquid.

SNACK PORTIONS	CHILD'S AGE		
	1-2 Years	3-5 Years	6-12 Years
<b>Food</b>			
<b>Milk</b>	½ cup	½ cup	1 cup
<b>Meat, poultry, Fish or cheese</b>	½ ounce	½ ounce	1 ounce
<b>Yogurt</b>	2 oz or ¼ cup	2 oz or ¼ cup	4 oz or ½ cup
<b>Cottage cheese</b>	2 tablespoons	2 tablespoons	¼ cup
<b>Egg</b>	½ egg	½ egg	1 egg
<b>Dry beans/dry peas</b>	2 tablespoons	2 tablespoons	¼ cup
<b>Peanut butter</b>	2 Tablespoons*	2 tablespoons	¼ cup
<b>Nuts or seeds</b>	2 tablespoons	3 Tbsp=1/2*	¼ cup=1/2*
<b>Fruit, vegetable, or juice</b>	½ cup total	½ cup total	¾ cup total
<b>Bread</b>	½ slice	½ slice	1 slice
<b>Cooked Pasta, Rice or other grain</b>	¼ cup	¼ cup	½ cup
<b>Dry Cereal</b>	¼ cup	1/3 cup	¾ cup
<b>Cooked cereal</b>	¼ cup	¼ cup	½ cup

**Note:** These amounts are what you must make available to each child. Some children will need more than these amounts, some will need less.

**Note:** When you serve peanut butter, we suggest that you serve an additional meat/alternate since large amounts of peanut butter and bread could be a choking hazard.

## SECTION 2: PARTS OF THE MEAL

### THE FOOD CHART

The color-coded food chart lists foods approved by the USDA for the Child and Adult Care Food Program. Call the office if you serve a food not listed on the chart. If you choose only foods from the food chart you should not have a meal that is disallowed because of ineligible foods. Some foods are only eligible at certain meals. For example, if you served bread pudding at a meal, that meal would be disallowed because bread and rice pudding can only be served at a snack.

The food chart numbers are for the paper menus (#1101 and #1202 for infants). The number that you will use to record the food served is listed beside the food. Also listed are the nutrient content, vitamins A, C and Iron.

An asterisk (\*) next to the food indicates that food is not reimbursable for infants because they may be a choking hazard or cause an allergic reaction. The food chart is color-coded for your convenience: Each food group is printed in a different color.

These colors correspond to the menu forms (#1101 and #1202 for infants).

- **Red:** Meat and Meat Alternates
- **Brown:** Bread and Bread Alternates
- **Orange and Green:** Fruit or Juice or Vegetables
- **Blue:** Milk
- **Black:** Infant Foods
- **Red:** Infant Meats and Egg
- **Brown:** Iron Fortified Infant Cereal
- **Blue:** Infant Milk and Formula

The fruit and vegetable numbers for infants are selected from the regular section of the food chart. Other components for infants may be taken from the regular section also, as long as they meet the infant feeding requirements. (See infant section)

### USING PAPER MENUS

If you are not able to use Minute Menu *Web Kids*, 4-C offers paper menus. With the paper menus, you fill in circles for food and attendance (Form #1101). Paper menus have separate infant menus for children under one year.

Always use a #2 pencil. Working on a hard surface with a sharp #2 pencil works the best. If you need to erase a mark, do not use the eraser on your pencil. This will cause a smear. Use a pink eraser to cleanly erase the mark. Do not fold or staple your menus. Never write on your menu forms except to darken the circles; use your claim information form for notes and comments.

Do not put an "X" across a meal or attendance area that you are not using. The computer will read those marks and try to create a meal or attendance that will cause an error on your claim.

Using arrows across or down for days or meals are not allowed. Each meal and day must be filled in completely. There is no need to skip columns for days not claiming. Please take your time and make sure that everything is filled out completely and correctly.

### INSTRUCTIONS FOR PAPER FORMS

- **Menu Month:** Fill in the circle for the month you are claiming.
- **Day:** The open squares are for the written date, next fill in corresponding circles to match date, one circle per line as in the example.
- **Group:** Always leave blank, this means children over the quantity of 32.
- **2<sup>nd</sup> Serving:** Leave blank
- **Attendance:** Fill in the individual number for each child served.
- **Provider Number:** Your 6 digit provider number given to you by the 4-C office.
- B, AM, L, PM, D, EV are for you to count your meals.
- **Sign and date each page.**

## SECTION 2: PARTS OF THE MEAL

### Menu Form: Circles for food *and* attendance (form #1101)

Food numbers are 2 or 3 digits. If the food is "02 Chicken franks", fill in a zero (0) on the upper line and a 2 on the lower line. If the number is 100 or greater you will use the 1 or 2 in the SHADED SECTION to indicate that the number is 1 (one) hundred or 2 (two) hundred. Fill in only one number on a line unless it is a 3-digit number with the hundred digits in the SHADED SECTION. The milk line is the only food that has only one number to fill in. The shaded "M" is for Master Menus.

#### TWO LUNCH EXAMPLES ARE LISTED BELOW:

Beef Lasagna	Homemade Bean Soup
Ground Beef (#35)	Navy Beans (#74)
Noodles (#64)	Corn Bread (#10)
Broccoli (#163)	Fresh carrot sticks (#171)
Jicama (#204)	Kiwi (#17)
1% Milk (#1)	1% Milk (#1)

The image shows a menu form for lunch. It has columns for 'MEAT OR ALTERNATE', 'BREAD OR ALTERNATE', 'FRUIT OR VEGETABLE', and 'MILK/MASTER MENU'. Each category has two rows of circles for numbers 0-9. The 'MILK/MASTER MENU' row has a shaded section for 'M' (Master Menu) and a circle for the number 1. There are also attendance circles for 'LUNCH' and 'DINNER'.

### 4-C MASTER MENUS

Master Menus are menus that have been fully planned for you. When you serve a Master Menu meal or snack, fill in your menu form with a single Master Menu number instead of using numbers for individual foods. There are no Master Menus for infants. When using a Master Menu, it must be followed exactly. No substitutions are allowed. If you substitute, then you must fill in the numbers for each individual food served.

#### INSTRUCTIONS FOR PAPER FORMS

- To record a Master Menu on Form #1101, first fill in the "M" circle in the lower left shaded section. (The "M" indicates Master Menu, not milk.)
- Fill in Master Menu circle for the meal or snack you are claiming.
- Fill in the 2 or 3 digit Master Menu numbers in the green and orange fruit/vegetable row *directly above* the milk line.
- Breakfast numbers are 2 digits
- Snack numbers are 3 digits starting with 200
- Lunch and Dinner numbers are 3 digits starting with 100.
- Breakfast menu choices and numbers are allowable at snack.
- Do not fill in the milk circles when using Master Menus.
- Fill in date and attendance information as usual.

#### Three examples are listed below:

Breakfast of Ready-to-eat cereal, bananas and milk (#01)  
 Snack of Soft pretzel, cheese spread and 100% juice (#210)  
 Dinner of Beef Lasagna, a side of broccoli, oranges and milk (#103).

The image shows a menu form for breakfast. The 'MEAT OR ALTERNATE' row has '1' in the first circle and '0' in the second. The 'FRUIT OR VEGETABLE' row has '1' in the first circle and '0' in the second. The 'MILK/MASTER MENU' row has '1' in the first circle. The 'M' circle in the shaded section is filled.

The image shows a menu form for a snack. The 'MEAT OR ALTERNATE' row has '2' in the first circle and '1' in the second. The 'FRUIT OR VEGETABLE' row has '0' in the first circle and '1' in the second. The 'MILK/MASTER MENU' row has '0' in the first circle. The 'M' circle in the shaded section is filled.

## SECTION 2: PARTS OF THE MEAL

### COMBINATION FOOD PRODUCTS

**USDA Policy:** A commercially prepared combination food product may be credited to the CACFP menu pattern only if the product's composition is known and documented by the manufacturer. Acceptable forms of documentation include the Child Nutrition (CN) label or a product analysis sheet. (CN labels and product analysis sheets are explained below.) Without documented proof of a product's composition, the food may not be credited to the CACFP menu pattern. This is because the amounts of each menu component (meat, bread, vegetable, etc.) in the product are not specified by the manufacturer.

#### What is a "Commercial Combination Food Product?"

A commercial combination food product is any store-bought food that combines two or more menu components in a single food item. These are just a few common examples of commercial combination foods. There are many more.

Combination Food Product	This Product Combines
Cheese & Sausage Pizza	Bread (crust) and Meat (cheese, sausage)
Corn dogs	Bread (breading) and Meat (hot dog)
Chicken Nuggets, Tenders	Bread (breading) and Meat (chicken)
Beef Ravioli (frozen)	Bread (pasta) and Meat (beef filling)
Vegetable Beef Stew	Vegetable (vegetables) and Meat (beef)
Fish Sticks, Fillets	Bread (breading) and Meat (fish)

#### What your sponsoring agency will do

- Provide you with information about CN Labels and answer any questions you have.
- Monitor your compliance with this policy at home visits.

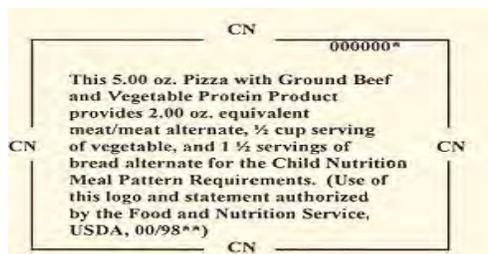
#### What you need to do

- For any commercial, combination food product you serve at a CACFP meal or snack, make sure you have acceptable documentation (CN label from package, or product analysis sheet from manufacturer).
- If you obtain documentation for a product, keep it on file in your home.

#### Child Nutrition (CN) Labels and Product Analysis Sheets

The USDA Food and Nutrition Service (FNS) administers the Child Nutrition (CN) labeling program for food companies. The CN label states a product's contribution toward the CACFP meal pattern requirements. CN labeled products, such as pizza and breaded meat and poultry products, are usually packaged in bulk quantities for food service operations. They are seldom available in typical food stores.

#### The CN label includes:



- Statement of the product's contribution toward meal pattern requirements
- 6-digit product identification number
- Statement specifying that the use of the CN label was authorized by FNS
- Month and year of approval

A CN label on a product does not mean that the food provides an entire serving of a meal component. When using CN-labeled products, be sure to meet CACFP portion requirements.

## SECTION 2: PARTS OF THE MEAL

### **Product Analysis Sheets**

Some food manufacturers who do not participate in the CN labeling program may still be able to provide analysis sheets that specify the composition of their products. A combination food may be credited when a product analysis sheet is on file. It must include a statement of the amount of cooked lean meat/meat alternate, bread/bread alternate, and/or fruit/vegetable components in each serving of the food. This sheet must be signed by an official of the manufacturer (not a salesperson).

### **Important Reminder**

A commercial combination food product, for which a CN label or product analysis sheet has not been obtained, may not be credited toward the CACFP menu pattern. It is non-creditable. Supplementing such a product with additional food (meat/meat alternate, bread/bread alternate, or fruit/vegetable) does not make it creditable. The unapproved product may be served only as an "additional food," with all menu requirements being met by creditable foods.

**Questions?** Your food program sponsor is committed to helping you understand this policy. Do not hesitate to contact them with your questions.

**For more information on CN Labels go to:** <http://www.fns.usda.gov/cnd/cnlabeling/default.htm>

### **The Importance of Drinking Water**

Our bodies are made up of **55 -75 %** water, which makes it the most **vital** nutrient. **Water** is a nutrient needed by the body as well as carbohydrates, fat, protein, vitamins and minerals. **Water** plays an important role in keeping our bodies working properly by cooling the body, through perspiration, aids in digestion of food, absorbs nutrients, and carries away bodily wastes.

Children especially need water to prevent dehydration, promote healthy teeth and bones and to strengthen muscles during play or physical activity.

### **CACFP Water Requirements:**

Water should be made available for children to drink upon their request, including during mealtimes. While drinking water must be made available during meal times, it is not part of the meal and cannot be served instead of milk.

The Dietary Guidelines for Americans recommend that water be consumed daily. It is important to not serve too much water at mealtimes to young children because they can fill up on it and then not get enough of the nutrients they need. Try offering water at snack instead of juice along with 2 creditable components. Children ages 1-3 need about 4 cups of water a day and children ages 4-8 need about 5 cups daily.

### **MILK REQUIREMENTS**

Fluid milk served to children who are two years of age and older must be fat-free (skim) or low-fat (1%) milk. Fluid milk served may also be fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. Whole milk and reduced-fat (2%) milk may not be served to children two years of age and older as part of a reimbursable meal. Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored.

### **Non-dairy milk substitutions:**

Parents or guardians may request in writing that their child be served a non-dairy milk substitution without providing a medical statement. This provision only applies to children ages one year and older. It **does not** apply to infants, children **under 1 year of age**.

## SECTION 2: PARTS OF THE MEAL

This written request must identify the medical or other special dietary need (i.e. life style choice) that restricts the diet of the child, and it is recommended that the request also list the name of the non-dairy milk substitution to be used. The non-dairy milk substitution must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, Vitamin D, and other nutrients to levels found in cow's milk, as outlined in the National School Lunch Program (NSLP) regulations in order to be part of a reimbursable meal. Because the Nutrition Facts Label on food products does not list all the required nutrients, providers must ensure that the non-dairy substitute meet the following standards and only serve non-dairy substitutes for the approved list below. No other non-dairy substitutes will be allowed without a signed diet statement from a medical professional, any parental or guardian request for a substitute must be on the approved list.

The following products are approved in Wisconsin for use as non-dairy milk substitutions:

- Kikkoman Pearl Soymilk, Smart Creamy Vanilla
- \* 8.25 fluid ounce single-serving container, UPC Code 0-41390-06141-7
- Kikkoman Pearl Soymilk, Smart Creamy Chocolate
- \* 8.25 fluid ounce single-serving container, UPC Code 0-41390-06151-6
- Pacific Natural Foods Ultra Soy All Natural Nondairy Beverage, Plain
- \* 8.25 fluid ounce single-serving container, UPC 0-52603-08311-9
- \* Quart (32 fluid ounces), UPC 0-52603-08200-6
- Pacific Natural Foods Ultra Soy All Natural Nondairy Beverage, Vanilla
- \* Quart (32 fluid ounces), UPC 0-52603-08225-9
- SunOpta Sunrich Naturals Soymilk, Original, 8oz
- SunOpta Sunrich Naturals Soymilk, Vanilla, 8oz
- 8<sup>th</sup> Continent Soymilk, Original, half gallon

A parent/guardian or the day care home provider may provide the approved non-dairy substitute. A meal containing a non-dairy beverage is reimbursable if: (a) a written request for the non-dairy substitute is on file, (b) the provider ensures that the non-dairy substitute is on the above approved list (c) all other required meal components are made available by the day care home provider and documented.

**For all other substitutions, if a parent chooses to supply the substitute(s), a signed medical statement must be on file and the day care home provider must supply at least one required meal component to claim the respective child's meals for reimbursement.**

## SECTION 2: PARTS OF THE MEAL

### 4-C MASTER MENUS

<b>BREAKFAST</b>			
Breakfast Master Menu choices are also allowable at Snack			
<b>01</b>	<b>Ready-To-Eat Cereal/Bananas/Milk</b>	<b>OR</b>	<b>Ready-To-Eat Cereal/100% Juice/Milk</b>
02	Bagel/Mixed Fruit/Milk	OR	Bagel/Apple/Milk
<b>03</b>	<b>English Muffin/Melon/Milk</b>	<b>OR</b>	<b>English Muffin/Oranges/Milk</b>
04	Whole Wheat Toast/Melon/Milk	OR	Toast/Raisins/Milk
<b>05</b>	<b>Bagel/100% Juice/Milk</b>	<b>OR</b>	<b>Bagel/Berries/Milk</b>
06	Hot Cereal/100% Juice/Milk	OR	Hot Cereal/Raisins/Milk
<b>07</b>	<b>Oatmeal/Raisins/Milk</b>	<b>OR</b>	<b>Oatmeal/Oranges/Milk</b>
08	Waffles/Mixed Fruit/Milk	OR	Plain Doughnuts/Applesauce/Milk
<b>10</b>	<b>Muffin/Bananas/Milk</b>	<b>OR</b>	<b>Muffin/100% Juice/Milk</b>
11	French Toast/Peaches/Milk	OR	French Toast/Berries/Milk
<b>12</b>	<b>Toast/Mixed Fruit/Milk</b>	<b>OR</b>	<b>Toast/Eggs/Pears/Milk</b>
13	Toaster Pastry/100% Juice/Milk	OR	Corn Bread/Oranges or Grapes/Milk
<b>14</b>	<b>Crackers &amp; Peanut Butter/ Pineapple/Milk</b>	<b>OR</b>	<b>Tortilla/Bananas/Milk</b>
15	Coffeecake/Cantaloupe/Milk	OR	Carrot Bread/Oranges or Bananas/Milk
<b>16</b>	<b>Banana Bread/Grapes/Milk</b>	<b>OR</b>	<b>Apple Uglies (apples in bread dough)/Milk</b>
17	Pancakes/Berries/Milk	OR	Pancakes/Mixed Fruit/Milk
<b>18</b>	<b>Cheese Omelet/Toast/Pears/Milk</b>	<b>OR</b>	<b>Toast with Peanut Butter/Bananas or Apples/Milk</b>
20	Breakfast Pizza/Melon/Milk	OR	Biscuits/Berries, Oranges or Bananas/Milk
<b>21</b>	<b>Eggs/Toast/100% Juice/Milk</b>	<b>OR</b>	<b>Eggs/Toast/Hash brown Potatoes/Milk</b>
22	Quick Bread/Oranges or Bananas/Milk	OR	Rice Cakes/Citrus Fruit/Milk

## SECTION 2: PARTS OF THE MEAL

### 4-C MASTER MENUS

Fill in the 2 or 3-digit number in the green and orange fruit/vegetable row directly above the milk choices on paper menus.

<b>SNACK</b>			
<b>201</b>	<b>Yogurt/Mixed Fruit</b>	<b>OR</b>	<b>Hot Cereal/Milk</b>
202	Cottage Cheese/Mixed Fruits	<b>OR</b>	Ready-To-Eat Cereal/Mixed Fruits
<b>203</b>	<b>English Muffin/Grape Juice</b>	<b>OR</b>	<b>English Muffin/Applesauce</b>
204	Peanut Butter/Celery Sticks	<b>OR</b>	Peanut Butter/Bread/Milk
<b>205</b>	<b>Cheese/Crackers</b>	<b>OR</b>	<b>Quick Bread/Milk</b>
206	String Cheese/Grapes	<b>OR</b>	String Cheese/100% Juice
<b>207</b>	<b>Rice Cake with Peanut Butter/Orange</b>	<b>OR</b>	<b>Rice Cake/100% Juice</b>
208	Muffins/Milk	<b>OR</b>	Muffins/Melon
<b>210</b>	<b>HM Bread/Milk/Apple or Orange</b>	<b>OR</b>	<b>Soft Pretzel/Cheese Spread/100% Juice</b>
211	Bagels/100% Juice	<b>OR</b>	Bagels/Cheese
<b>212</b>	<b>Egg Salad/Crackers/Milk</b>	<b>OR</b>	<b>Crackers/Berries</b>
213	Mixed Raw Veggies/Cheese Dip	<b>OR</b>	Toaster Pastry/100% Juice
<b>214</b>	<b>Commercial Cookies or Bars/100% Juice</b>	<b>OR</b>	<b>Commercial Cookies or Bars/Milk</b>
215	Homemade Cookies or Bars/Milk	<b>OR</b>	Homemade Cookies or Bars/100% Juice
<b>216</b>	<b>Homemade Brownies/Milk</b>	<b>OR</b>	<b>Waffles/100% Juice</b>
217	Trail Mix or Homemade Granola/Milk	<b>OR</b>	Trail Mix or Homemade Granola/ 100% Juice
<b>218</b>	<b>Crackers/Peanut Butter/Apples</b>	<b>OR</b>	<b>Crackers/Melon</b>
220	Bread Sticks/Cheese Spread	<b>OR</b>	Fruit Pizza/Milk
<b>221</b>	<b>Mixed Nuts/100% Juice</b>	<b>OR</b>	<b>Yogurt/Crackers</b>
222	Pancakes/Applesauce	<b>OR</b>	Quick Bread/100% Juice
<b>223</b>	<b>Fruit Kabobs/Crackers</b>	<b>OR</b>	<b>Apples/Milk</b>
224	Plain Doughnut/Milk	<b>OR</b>	Toast/Cocoa made with Milk

## SECTION 2: PARTS OF THE MEAL

### 4-C MASTER MENUS

Fill in the 2 or 3-digit number in the green and orange fruit/vegetable row directly above the milk choices on paper menus.

<b>LUNCH &amp; DINNER</b>			
101	HM Macaroni & Cheese Corn Apples Milk	OR	HM Macaroni & Cheese Peas Peaches Milk
102	<b>HM Meat Pizza</b> Carrots Applesauce Milk	OR	<b>HM Cheese Pizza</b> Fresh Veggies Fruit Salad Milk
103	HM Beef Lasagna Oranges Broccoli Milk	OR	HM Beef Spaghetti Peaches Corn Milk
104	<b>Grilled Cheese Sandwich</b> Tomato Soup Bananas Milk	OR	<b>Grilled Cheese Sandwich</b> Vegetable Soup Oranges Milk
105	String Cheese Peas Berries Bread Milk	OR	String Cheese Peaches or Pears Beets or Carrots Crackers Milk
106	<b>HM Tuna Casserole</b> Green Beans Apples or Oranges French Bread Milk	OR	<b>HM Tuna Casserole</b> Carrots or Broccoli Kiwi or Oranges English Muffins Milk
107	Hot Dog or Veggie Link & Cheese Baked Beans Coleslaw Buns Milk	OR	Hot Dog or Veggie Link & Cheese Potatoes Pineapple Buns Milk
108	Hot Dog or Veggie Link & Cheese Tater Tots Corn or Fruit Cocktail Buns Milk	OR	Hot Dog or Corn Dog Baked Beans Applesauce Carrots Buns Milk
110	Ham/Eggs Potato Pancakes or Green Beans Applesauce or Oranges Toast or Muffin Milk	OR	Ham Scalloped Potatoes Mixed Fruit Bread Milk
111	<b>Cheese Omelet</b> Pineapple Broccoli or Carrots Toast Milk	OR	<b>Hard Boiled Eggs</b> Melon or Oranges Hash browns Toast or Crackers Milk

SECTION 2: PARTS OF THE MEAL

113	<p><b>Chunks of Cheese or Meat</b>  <b>Mixed Veggies</b>  <b>Mixed Fruit</b>  <b>Bread</b>  <b>Milk</b></p>	OR	<p><b>Cheese or Veggie Link or Patty</b>  <b>Carrots or Potatoes</b>  <b>Berries or Kiwi</b>  <b>Bread</b>  <b>Milk</b></p>
114	<p>Peanut Butter &amp; Cheese Slice          Corn or Carrots          Bananas or Oranges          Bread          Milk</p>	OR	<p>Peanut Butter or Cheese          Tomato Soup          Mixed Fruit          Bread          Milk</p>
115	<p><b>Cheese/Sausage</b>  <b>Carrots</b>  <b>Grapes</b>  <b>Bread Sticks or Crackers</b>  <b>Milk</b></p>	OR	<p><b>Cheese</b>  <b>Carrots &amp; Celery</b>  <b>Bananas or Oranges</b>  <b>Crackers or Muffin</b>  <b>Milk</b></p>
116	<p>Fish Sticks &amp; Baked Beans          Tater Tots          Pears or Mixed Veggies          Bread          Milk</p>	OR	<p>HM Fish Nuggets          Green Beans          Oranges          Corn Bread          Milk</p>
117	<p><b>Chicken</b>  <b>Corn or Potatoes</b>  <b>Oranges or Cranberries</b>  <b>Bread Stuffing</b>  <b>Milk</b></p>	OR	<p><b>Chicken or Beef Stir Fry</b>  <b>Mixed Veggies</b>  <b>Pineapple</b>  <b>Egg Roll</b>  <b>Milk</b></p>
118	<p>Baked Chicken          Spinach          Sweet Potatoes          Dinner Roll          Milk</p>	OR	<p>HM Chicken Nuggets          Peas          Applesauce          Bread          Milk</p>
120	<p><b>Turkey Lunch Meat</b>  <b>Lettuce Salad</b>  <b>Orange</b>  <b>Bread</b>  <b>Milk</b></p>	OR	<p><b>Turkey</b>  <b>Carrots</b>  <b>Oranges or Kiwi</b>  <b>Bread or Rice</b>  <b>Milk</b></p>
121	<p>Turkey or Chicken          Mashed Potatoes          Mixed Veggies          Buns          Milk</p>	OR	<p>Chicken a la King          Broccoli          Cantaloupe          Biscuits          Milk</p>
122	<p><b>Ground Meat Burgers</b>  <b>Potato Salad</b>  <b>Baked Beans</b>  <b>Buns</b>  <b>Milk</b></p>	OR	<p><b>Ground Meat Burgers</b>  <b>French Fries</b>  <b>Peaches or Pears</b>  <b>Buns</b>  <b>Milk</b></p>
123	<p>Pork Chops          Potatoes or Corn          Peaches or Oranges          Bread          Milk</p>	OR	<p>Pork Chops          Baked Potatoes          Peas          Rolls          Milk</p>
124	<p><b>Roast Beef Sandwich</b>  <b>Pears</b>  <b>Cucumbers</b>  <b>Bread</b>  <b>Milk</b></p>	OR	<p><b>Roast Beef</b>  <b>Potatoes</b>  <b>Carrots</b>  <b>Bread</b>  <b>Milk</b></p>
125	<p>Tacos with Ground Beef /Cheese          Lettuce Salad          Melon          Taco Shells          Milk</p>	OR	<p>Ground Beef or Turkey BBQ          Corn          Pears          Buns          Milk</p>

SECTION 2: PARTS OF THE MEAL

<b>126</b>	<b>Tuna Salad Sandwich</b> <b>Raw Veggies</b> <b>Oranges</b> <b>Milk</b>	<b>OR</b>	<b>Bean Tacos</b> <b>Lettuce Salad</b> <b>Apple Slices</b> <b>Taco Shell</b> <b>Milk</b>
127	HM Beef Soup Potatoes/Carrots Berries Bread Milk	OR	HM Beef Barley Soup Mixed Veggies Apples or Oranges Noodles Milk
<b>128</b>	<b>Egg Salad Sandwich</b> <b>Carrot &amp; Celery Sticks</b> <b>Apples</b> <b>Milk</b>	<b>OR</b>	<b>Toad in a Hole-Eggs &amp; Bread</b> <b>Green Peppers or Carrots</b> <b>Apricots or Apples</b> <b>Milk</b>
130	HM Ground Beef Chili Kidney or Pinto Beans Grapes or Bananas Bread or Crackers Milk	OR	Corned Beef Potatoes, Carrots, Cabbage Mixed Fruit Bread or Rolls Milk
<b>131</b>	<b>HM Bean Soup</b> <b>Carrots</b> <b>Oranges</b> <b>Crackers</b> <b>Milk</b>	<b>OR</b>	<b>HM White Chili with Yellow Peas or Chicken</b> <b>Carrots</b> <b>Grapes or Kiwi</b> <b>Bread</b> <b>Milk</b>
132	Canned Chicken Soup & Cheese Corn Grapes Bread Milk	OR	Canned Chicken Soup Peanut Butter Sandwich Raw Veggies Apple Milk
<b>133</b>	<b>Baked Fish</b> <b>Green Beans</b> <b>Citrus Fruit</b> <b>Rice</b> <b>Milk</b>	<b>OR</b>	<b>Grilled Fish</b> <b>Zucchini or Raw Veggies</b> <b>Melon or Berries</b> <b>Rolls</b> <b>Milk</b>
134	Taco Salad with Ground Beef/Beans Lettuce Salad Apple Slices Taco Shell Pieces Milk	OR	Pigs in a Blanket (hot dogs) & Cheese Raw Veggies Bananas or Grapes Crescent Roll Milk
<b>135</b>	<b>HM Beef Stew</b> <b>Potatoes</b> <b>Pears or Peaches</b> <b>Bread</b> <b>Milk</b>	<b>OR</b>	<b>Meatloaf</b> <b>Potatoes or Green Beans</b> <b>Applesauce</b> <b>Bread</b> <b>Milk</b>
136	Bean, Cheese Burrito Lettuce Salad Apple Slices Tortilla Milk	OR	Black Beans Corn or Peas Oranges or Berries Rice Milk
<b>137</b>	<b>Spanish Rice with Ground Beef</b> <b>Peas</b> <b>Oranges</b> <b>Milk</b>	<b>OR</b>	<b>Goulash with Ground Meat &amp; Noodles</b> <b>Peas</b> <b>Apricots</b> <b>Milk</b>
138	Liver & Onions Lettuce Salad Berries Roll Milk	OR	Pork Roast Peas Melon Rice Milk

SECTION 2: PARTS OF THE MEAL

140	<b>Stuffed Green Peppers with Ground Meat or Cheese</b> <b>Green Beans</b> <b>Mixed Fruit</b> <b>Rice</b> <b>Milk</b>	OR	<b>Meatballs</b> <b>Green Beans</b> <b>Oranges</b> <b>Rice</b> <b>Milk</b>
141	Baked Potato Bar with Cheese/Meat Carrots Grapes Bread Milk	OR	Cottage Cheese Pineapple Green Beans Crackers or Muffins Milk
142	<b>Quiche with Eggs and Cheese</b> <b>Lettuce Salad</b> <b>Mixed Fruit</b> <b>Crust</b> <b>Milk</b>	OR	<b>Quiche with Eggs and Cheese</b> <b>Raw Veggies</b> <b>Pineapple</b> <b>Crust</b> <b>Milk</b>
143	HM Clam Chowder Potatoes Oranges Crackers Milk	OR	HM Split Pea Soup Potatoes or Carrots Bananas Bread or Crackers Milk
144	<b>Refried Beans, Cheese</b> <b>Carrot Sticks</b> <b>Apples</b> <b>Tortilla</b> <b>Milk</b>	OR	<b>Grated Cheese (melted)</b> <b>Mixed Veggies</b> <b>Orange or Berries</b> <b>Tortilla</b> <b>Milk</b>
145	Pasta Salad with Meat, Eggs, Cheese Broccoli Melon Milk	OR	Yogurt Berries or Bananas Raw Veggies Breadstick or Crackers Milk
146	<b>Melted Cheese on Pasta</b> <b>Carrots or Corn</b> <b>Grapes</b> <b>Milk</b>	OR	<b>Stuffed Pasta Shells w/ Ricotta Cheese</b> <b>Lettuce Salad</b> <b>Mixed Fruit</b> <b>Garlic Bread</b> <b>Milk</b>
147	Chef Salad with Ham, Turkey, Cheese Lettuce/Tomatoes Bananas Bread or Crackers Milk	OR	Cheese (chunks) Ramen Salad (see recipes) Squash Strawberries or Bananas Enriched Ramen Noodles Milk
148	<b>Baked Ham</b> <b>Squash</b> <b>Applesauce</b> <b>Rice</b> <b>Milk</b>	OR	<b>Chicken Drumsticks</b> <b>Potato Pancakes or Raw Veggies</b> <b>Apples or Melon</b> <b>Bread</b> <b>Milk</b>
150	Lentil Soup with Cheese Carrots or Potatoes Melon or Pineapple Crackers Milk	OR	Lentil Soup Carrots Bananas Bread or Crackers Milk
151	<b>Chicken Salad Sandwich</b> <b>Vegetable Soup</b> <b>Apricots</b> <b>Pita Bread or Crackers</b> <b>Milk</b>	OR	<b>Cooked Chicken Pieces</b> <b>Carrot Circles</b> <b>Kiwi or Grapes</b> <b>Pita Pocket</b> <b>Milk</b>
152	Tater Tot Casserole w/ Ground Beef and Bread Tater Tot Potatoes Apples Milk	OR	Tuna Salad and Bread French Fried Yams Peas Milk

**SECTION 2: PARTS OF THE MEAL**

<b>153</b>	<b>Chicken Cashew Stir Fry and Rice</b> <b>Oranges</b> <b>Pears</b> <b>Milk</b>	<b>OR</b>	<b>Beef/Turkey Sloppy Joe's and Buns</b> <b>Sweet Potatoes</b> <b>Pears</b> <b>Milk</b>
154	Fried Chicken Legs and Rice Lima Beans or Peas Apples Milk	OR	Pizza Muffins with Cheese Corn on the Cob Oranges Milk
<b>155</b>	<b>Pork Roast</b> <b>Cranberries</b> <b>Peas</b> <b>Spanish Rice</b> <b>Milk</b>	<b>OR</b>	<b>Ham</b> <b>Scalloped Potatoes</b> <b>Mandarin Oranges</b> <b>Biscuits</b> <b>Milk</b>
156	Tuna Melts with Bread Tomato Soup Grapes Milk	OR	Beef/Pork/Turkey Brats with Buns Baked Beans Fruit Cocktail Milk
<b>157</b>	<b>Fish Nuggets</b> <b>Green Beans</b> <b>Apples</b> <b>Bread</b> <b>Milk</b>	<b>OR</b>	<b>Chicken and Dumplings</b> <b>Potatoes/Carrots</b> <b>Kiwi Fruit</b> <b>Rolls</b> <b>Milk</b>
158	Sausage Applesauce Bananas Pancakes or Muffins Milk	OR	Black Eyed Peas Mixed Greens Potatoes Corn Bread Milk
<b>160</b>	<b>Lentil Spaghetti (see recipes)</b> <b>Lettuce Salad</b> <b>Mixed Fruit or Oranges</b> <b>Milk</b>	<b>OR</b>	<b>HM Fried Rice with Pork and Eggs</b> <b>Cauliflower</b> <b>Apricots</b> <b>Milk</b>
161	Scrambled Eggs Oranges or Apples Mixed Veggies or Green Beans Toast Milk	OR	Ground Beef Goulash Canned Veg. Soup Orange Slices Crackers Milk
<b>162</b>	<b>BBQ Chicken</b> <b>Potato Salad or Corn on the Cob</b> <b>Strawberries or Melon</b> <b>Bread</b> <b>Milk</b>	<b>OR</b>	<b>HM Turkey Soup</b> <b>Carrots</b> <b>Mixed Fruit or Oranges</b> <b>Crackers</b> <b>Milk</b>
163	Pizza Pockets with Cheese or Meat (see recipes) Lettuce Salad Bananas or Oranges Pizza Dough Milk	OR	Liver Sausage Sandwich Watermelon Carrot Sticks Milk
<b>164</b>	<b>Yogurt &amp; Nuts</b> <b>Strawberries</b> <b>Peaches or pears</b> <b>Crackers or Muffin</b> <b>Milk</b>	<b>OR</b>	<b>Baked Beans &amp; Cheese Chunks</b> <b>Broccoli</b> <b>Carrots</b> <b>Bread</b> <b>Milk</b>
165	Veggie Rubeen with Swiss Cheese (see recipes) Sauerkraut and Raw veggies Baked Beans Bread Milk	OR	Chunky Carrot Sandwiches (see recipes) Chunky Peanut Butter Raw Broccoli or Cauliflower Mixed Fruit Raisin Bread Milk

## SECTION 2: PARTS OF THE MEAL

<b>166</b>	Grilled Cheese Pizzas (see recipes) Berries or Melon Lettuce Salad Prepared Pizza Crust or Tortilla Milk	<b>OR</b>	Wisconsin Cheese Soup (see recipes) Mixed Frozen Veggies Bananas or grapes Bread Milk
167	Stuffed Potatoes with Cheese Cold Meat Sandwich Broccoli or Pears Milk	<b>OR</b>	Soft Pretzel Ham & Cheese Sandwich Peaches or plums Melon or cantaloupe Milk
<b>168</b>	Cheese French Bread (melt cheese on bread) Tomato Soup or Carrots Green Beans Milk	<b>OR</b>	Hot Dog Bean Pot (cut up hot dogs in Baked Beans) Grapes or Oranges Vegetable Soup Bread Milk
170	Pasta Salad with Ham & Cheese Peas Berries or Apples Crackers Milk	<b>OR</b>	Pizza crust (without tomato sauce) Cheese/Ham pieces Pineapple (on pizza) and Mandarin Oranges Lettuce Salad Milk

### MASTER MENU RECIPES

#### **RAMEN SALAD (147)**

Mix cheese chunks, peas (or green pepper), and 1 package of Ramen Noodles with small amount of Italian salad dressing, Mayo, or Miracle Whip.

#### **LENTIL SPAGHETTI (160)**

2 cups cooked red lentils

1 medium jar spaghetti sauce

Mix lentils and spaghetti sauce together and serve over cooked pasta.

#### **CHUNKY CARROT SANDWICHES (165)**

Shred 1 small carrot and place in small bowl. Mix 1/3 cup chunk-style peanut butter and 1 tablespoon orange marmalade. Add to shredded carrot and mix well.

Spread on raisin bread. (Makes 2 sandwiches)

#### **PIZZA POCKETS (163)**

Cheese or ground beef

Tomato sauce

Pizza dough

Roll and cut out 1 circle of pizza dough 6 inches in diameter. Place tomato sauce and cheese on half of dough. Fold in half and pinch edges. Bake until brown at 425 degrees (8-10 minutes). Cool and serve.

#### **VEGGIE RUBEN (165)**

Spread rye bread with Mayo and Dijon mustard.

Cover with warmed, well-drained sauerkraut.

Layer with Swiss cheese. Broil till bubbly about 4 inches from heat.

#### **WISCONSIN CHEESE SOUP (166)**

2 cups Cheddar cheese, American cheese, or cheese of choice 1 quart milk

2 cups mixed, frozen vegetables 1 onion, optional  
Seasonings of your choice (garlic, Lawry's) optional.  
Heat milk, add cheese, melt. Add veggies, simmer.

Add seasonings and serve.

#### **GRILLED PIZZA (166)**

Place shredded cheese and/or ground meat, tomato sauce or pizza sauce (could add other pizza toppings such as mushrooms, green peppers, etc.) on pizza or tortilla.

Place on grill. Cook until meat is cooked and/or cheese is melted.

## SECTION 3: INFANTS

### INFANTS DRINKING BREAST MILK

Infants 0 through 7 months receiving breast milk as his/her milk source are reimbursed with no additional components required unless developmentally ready for solids. This is to provide the incentive for providers to encourage breast-feeding.

From 8 through 11 months the provider may claim reimbursement for meals containing breast milk when the other required meal pattern components for this age group are supplied and offered either by the provider or the parent.

The provider would be required to provide at least one of the infant meal pattern components.

Breast milk is reimbursable when offered alone at snack but must be expressed milk the mother leaves with the provider.

If a mother breastfeeds the child at the daycare, a provider can be reimbursed for infants over 3 months of age who are developmentally ready for solid foods, if at least one other component is furnished by the provider.

#### NOTE:

- Please notify the office of any changes in regards to who will be supplying the infant formula and/or food. Do this monthly on the claim information form.
- Whole milk is not reimbursable for infants without a *Diet Statement* on file in the 4-C office.
- The provider must supply all food and/or formula after a child is one year old.

### FORMULA, BREAST MILK AND MEAL COMPONENT INFORMATION FOR INFANTS

A child less than one year old is an infant. The meal pattern for infants contains iron-fortified infant formula (IFIF) and other components listed under the Infant Meal Pattern.

Providers must offer at least one type of iron-fortified formula and must inform parents of the specific IFIF offered. Written documentation must be on file at the 4-C office of the parent's decision to accept or decline the offered infant formula. If you claim online, this information is included in the online enrollment of each child under the 'special' section.

This written documentation is item #7 on the Child Care Enrollment Form. Regardless of whether the parent or the provider supplies the formula, the provider is required to supply other foods when the infant is developmentally ready. The decision about introducing semi-solid foods is made by the parents and baby's doctor.

The provider can be reimbursed for the meal/snack served to infants whether the provider or parent supplies the formula. USDA recognizes the non-food related cost of serving infants by allowing CACFP reimbursement for meals containing only infant formula. The meal claimed must be served and fed to the infant by the caregiver.

Parents of infants may choose to supply one or more of the meal components for infants older than 3 months. In these cases, the provider would be required to provide at least one of the infant meal pattern components.

## SECTION 3: INFANTS

BIRTH THROUGH 3 MONTHS	
<b>BREAKFAST</b> 	4-6 fluid ounces of IFIF ( <b>Iron Fortified Infant Formula</b> ) or breast milk
<b>LUNCH OR DINNER</b> 	4-6 fluid ounces of IFIF or breast milk
<b>SNACK</b> 	4-6 fluid ounces of IFIF or breast milk
4 MONTHS THROUGH 7 MONTHS	
<b>BREAKFAST</b>  	4-8 fluid ounces of IFIF or breast milk
	0-3 tablespoons IFIC ( <b>Iron Fortified Infant Cereal</b> ) when developmentally ready
<b>LUNCH OR DINNER</b>   	4-8 fluid ounces of IFIF or breast milk
	0-3 tablespoons IFIC. When developmentally ready.
	0-3 tablespoons fruit and/or vegetable, strained or pureed when developmentally ready
<b>SNACK</b> 	4-6 fluid ounces of IFIF* or breast milk
8 MONTHS THROUGH 11 MONTHS	
<b>BREAKFAST</b>  	6-8 fluid ounces of IFIF or breast milk <b>AND...</b>
	2-4 tablespoons IFIC <b>AND...</b>
	1-2 tablespoons solid fruit and/or vegetable
<b>LUNCH OR DINNER</b>    	6-8 fluid ounces of IFIF or breast milk <b>AND...</b>
	2-4 tablespoons IFIC <b>AND/OR</b>
	1-4 tablespoons meat, poultry, egg yolk, or cooked dry beans or peas, <b>OR</b>
	1/2-2 oz. cheese or 1-4 oz. cottage cheese, cheese food or cheese spread <b>AND...</b>
	1-4 tablespoons fruit and/or vegetables
<b>SNACK</b>  	2-4 fluid ounces of IFIF, breast milk, or fruit juice
	0-1/2 slice bread OR 0-2 crackers (when developmentally ready)

For a meal to be reimbursable, all meal components that the infant is developmentally ready to eat must be provided in accordance with the age-specific CACFP infant meal pattern.

### INFANT MEAL REQUIREMENTS

Required foods and portions for infants are different from those for children over one year. The first year is divided into 3 age groups: 0 through 3 months, 4 through 7 months, and 8 through 11 months. More foods are required as the infant gets older. These amounts are what you must make available to each infant. Some will need more than these amounts, some will need less.

#### Foods that do not count for Infants Birth through 3 Months:

- Cow's milk or any other substitute.
- Any food with an asterisk (\*) on the food chart because they may be a choking hazard or cause an allergic reaction.

#### Foods that do not count for Infants 4-7 months and 8 through 11 months:

- Yogurt
- Hot Dogs
- Regular cereals, hot or ready to eat.
- Cow's milk or any other substitute.
- Fish sticks or canned salmon.
- Infant desserts.
- Vegetable Juice, including fruit/vegetable juice blend
- Juice instead of solid fruit or solid vegetable at lunch or dinner
- Jarred combination dinners (such as turkey vegetable or macaroni and cheese)
- Any food with an asterisk (\*) on the Food Chart because they may be a choking hazard or cause an allergic reaction.
- Foods with water listed as the first ingredient
- Rice cakes, pretzels, muffins, quick breads, and any other bread alternates that are not crackers or breads

## SECTION 3: INFANTS

SUMMARY: SERVE THESE FOODS TO INFANTS	
<b>BIRTH – 3 MONTHS</b> 	Iron-fortified infant formula (IFIF) from the provider or breast milk/IFIF from the parent. No optional foods.
<b>BIRTH – 3 MONTHS</b> 	Iron-fortified infant formula (IFIF) from the provider or breast milk/IFIF from the parent. No optional foods.
<b>4 MONTHS – 7 MONTHS</b>   	Iron-fortified infant formula (IFIF) or breast milk
	Iron-fortified infant cereal (IFIC) – when developmentally ready.
	Solid fruits and vegetables – when developmentally ready
<b>8 MONTHS – 11 MONTHS</b>      	Iron-fortified infant formula (IFIF) or breast milk
	Iron-fortified infant cereal (IFIC)
	Solid fruits and vegetables
	Juices, full strength, with no added sweetener
	Meats and meat alternates
	Breads and crackers – when developmentally ready

**Note:** Other foods that are not listed in the infant meal pattern may be served. However, these other foods are in addition to all the foods listed in the requirements and may not be substituted for any of the required foods.

**The following breads and crackers are creditable on the CACFP:**

- Breads (white, wheat, whole wheat, French, Italian; without nuts, seeds, or hard pieces of whole grain kernels)
- Biscuits & English Muffins
- Bagels (without nuts, seeds, or hard pieces of whole grain kernels)
- Pita bread (white, wheat, whole wheat)
- Rolls (white, wheat, whole wheat, potato)
- Soft tortillas (wheat or corn)
- Saltines, low salt crackers, or snack crackers (without nuts, seeds, or hard pieces of whole grain kernels)
- Graham Crackers made without honey.

### IRON-FORTIFIED INFANT FORMULAS (IFIF)

We recommend that the day care home offer the type of formula that the infant’s health care provider has suggested to the infant’s parent (or guardian). If the child care facility offers a different type of formula, the infant’s parent may decline the offered formula, and supply another type.

Please call the Food Program if you have any questions about IFIF.

**SECTION 3: INFANTS**  
**HOW TO COMPLETE THE INFANT MENU FORM**

**USING PAPER MENUS**

Infant meals must be recorded on the Infant Menu form until the child's first birthday. This is required even if an infant is eating basically the same meals and snacks as the older children. Be sure to record meals/snacks in the infant's proper age category (0-3 months, 4-7 months, 8-11 months). All infants are recorded on the same infant form. The provider number, menu month, and date are filled in on the Infant Menu form just as they are on the Regular Menu form.

Infant attendance must be filled in on the Infant Menu form only. Do not record infant attendance on the Regular Menu form.

Menu patterns for infants change through the first year. Foods served to infants are recorded on the Infant Menu form using numbers from the food chart. The Infant Foods section of the food chart gives numbers for Infant Formulas and breast milk (**blue**), Iron Fortified Infant Cereals (**brown**), and Infant Egg and Meats (**red**).

There are no Master Menus for infants.

- #11 indicates formula supplied by the provider **OR** breast milk from the parent
- #12 indicates milk or formula served requiring a Doctors statement (whole milk, low iron, 2%, etc).
- #13 indicates formula that the parent supplies.

Fruits and vegetables, juices, breads and additional meats and meat alternates should be recorded on the Infant Menu form using food numbers from the regular sections of the Food Chart. An asterisk (\*) next to a food indicates that that food is **not reimbursable** for infants because they may be a choking hazard or cause an allergic reaction.

**MENU FORM: CIRCLES FOR FOOD AND ATTENDANCE (INFANT MENU FORM #1201)**

**SAMPLE:**

Dinner of Oat IFIC (#204), carrots (#171) and IFIF from the provider (#11) for a child 10 months of age.

Dinner of Rice IFIC (#205), applesauce (#01) and IFIF from the parent (#13) for a child 5 months of age.

D I N N E R	MEAT/ALTERNATE OR INFANT CEREAL 8-11 MONTHS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
	FRUIT OR VEGETABLE 8-11 MONTHS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
	IRON FORTIFIED INFANT CEREAL 4-7 MONTHS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
	FRUIT OR VEGETABLE 4-7 MONTHS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
	BR.MILK/FORMULA	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13
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# KidKare Start-Up Guide

Welcome to KidKare! These quick instructions should help you get started.

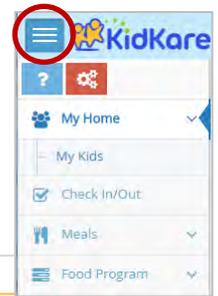
## Step 1 - Log In

Go to [kidkare.com](http://kidkare.com) and click **LOG IN**. Enter the **login ID** and **password** that has been provided to you by your Sponsor. *If you're on a smartphone or tablet, tap the menu icon (three blue lines at the top right corner) to display the LOG IN screen.*



## Step 2 - Decide what you would like to do next.

You can access all of the KidKare features from the menu icon. Click the question mark icon to access **Help** online.



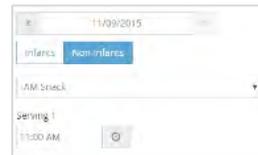
**Verifying Enrollment** - To verify all children are enrolled, go to **My Home >> My Kids**.

- Click the gear shift icon and select **"Pending."**
- Scroll down past the active kids to view those with a "Pending" status.
- If any children are missing, enroll them by tapping the **Add Child** button.



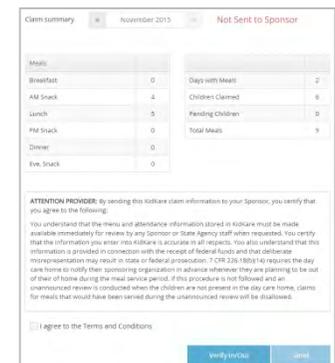
**Recording Meals** - To start recording meals, go to **Meals >> Meal Service**.

- Verify the correct date is displayed.
- Select Infant or Non-Infant.
- Select a meal from the list, and record the serving time.
- Select the foods from the list.  
*(You can type all or part of the word to search for a specific food.)*
- Tap the name of each child that was present during the meal time.
- The names will turn **green**.
- When all required fields have been entered and at least one child is marked in attendance, KidKare will *automatically* save the meal. There is no save button.



## Sending the Claim to Your Sponsor

At the end of the month, go to **Food Program >> Send to Sponsor** to send the claim to your Sponsor. Once the claim has been sent, you can view it in the **View Claims** screen.

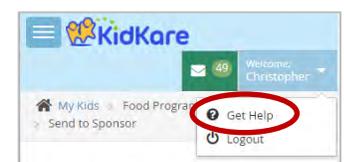


## Check out the many other features of KidKare!

- **Calendar:** Review meals, school out days, closed for business, and more!
- **Messages:** Read important information.
- **Reports:** Generate child enrollment reports, claim reports, etc.
- **In/Out Times:** Tap children in and out, or let the parents do it!

## Learn more!

The KidKare Knowledge Base has **training videos** and **helpful information** to learn more about KidKare. *You can even sign up for a free webinar.* Just click your name at the top right corner of the screen, and choose the **Get Help** option. That will connect you to [help.kidkare.com](http://help.kidkare.com).



## SECTION 5: BUSINESS & NUTRITION RESOURCES

### MAKING SENSE OF YOUR DOLLARS AND CENTS

#### HOW DO I KEEP GOOD RECORDS WITHOUT SPENDING HOURS WITH MY CALCULATOR?

Keeping good records is not as difficult as it may sound. It is the process of keeping track of the money that comes into your business (income), and the money that goes out of your business (expenses), as they are incurred. According to Tom Copeland (the family day care tax guru), “your goal is to have receipts for every penny of income and expenses associated with your business. Your net income (or profit), the money you’ve worked long and hard to earn, is the amount left after you’ve subtracted your business expenses from your income. It is also the amount that Uncle Sam will want to tax.”

Take the time to organize your records. The calendar supplied by the 4-C Food Program is a great place to start! You should record income from parents as soon as it is received. Make a weekly commitment to be sure your figures are up-to-date. Remember- you are a small business owner. Keeping good records helps you to increase your profit and reduce your taxes! That means more money stays at home.

#### TRACKING YOUR INCOME

Your business income is the money you receive in exchange for providing child care services. It may include:

- Payments from parents.
- Reimbursements from the Child Care Food Program.
- Payments from your local county office or private agency.
- Fees for conducting any family child care related service.
- Grants for the purchase of equipment or home improvements.
- Gifts of cash or gift certificates given to you by day care families.

The “Income and Attendance” page included for each month in your CACFP calendar can help you to keep track of the hours each child is in care in your home, and a record of the amount each parent owes and has paid. The form is designed to include weekly, monthly and year-to-date totals. Be sure to record the name of the child being cared for, the date of each payment, the period of time covered by the payment, the amount paid and check number or receipt number (cash payment).

#### TRACKING EXPENSES

As the owner of a small business, you are entitled to take a business deduction for expenses incurred in the operation of your business. You will want to take every deduction to which you are entitled. Each item expensed will reduce your profit, and consequently, your taxes.

#### TYPES OF EXPENSES

**DIRECT EXPENSES** are items purchased for use by the business. These items are usually claimed all in one year and are often both business and personal expenses that need to be divided using the time/space percentage or actual business use percent.

#### WHY DO I NEED TO KEEP GOOD RECORDS?

As a family child care provider, you are a self-employed taxpayer running a business out of your home. The IRS requires you to file an accurate tax return at the end of the year.

In order to file an accurate return, you will need to track income and expenses. This information will allow you to determine if your rates are adequate to maintain the level of income desired. It will also make you aware of where and how you are spending your money. It is important that you are able to support your tax claims for business expenses.

Keeping good records will make it easier to understand your business finances. It will enable you to reduce your taxes and increase your profit. It will put YOU in control of your money and your financial goals!

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### TYPICAL EXPENSES

#### FAMILY CHILD CARE EXPENSES

- Advertising
- Car expenses
- Liability insurance
- Art supplies
- Professional fees
- Employee wages/taxes/benefits
- Office expense
- Bank service fees
- Dues and publications
- Supplies
- Laundry/cleaning
- Education/training
- Household tools
- Yard tools
- Gifts to children/parents
- Food
- Toys/games
- Household items

#### HOUSE EXPENSES

Incurred for the purpose of maintaining or repairing your home. House expenses are usually allocated between business and personal use by using the time/space percentage.

Examples include: Casualty losses; Mortgage loan interest; Real estate taxes; House insurance; House rent; House repairs and maintenance; Utilities: water, gas, electricity, cable TV, trash collection.

#### CAPITAL EXPENDITURES:

Costs incurred to purchase, improve, or increase the value of your property.

Allocated between business and personal expense using the time/space percentage.

Expense must be spread over a number of years by using depreciation rules. Examples include: House; Car; Land improvements; Home improvements;

### AUTOMOBILE EXPENSES

There are two methods that can be used to calculate the business use of your car: the standard mileage rate or the actual car expense method. Choose one method. You cannot use one method part of the year and another method the remainder of the year. The standard mileage rate varies each year. It is intended to cover most automobile expenses, including gas, repairs, and insurance.

If a trip is used primarily for business purposes, it can be claimed as a business expense. If a trip to the grocery store is primarily for day care purchases, you are entitled to claim the entire trip!

The IRS does not require you to keep a mileage log. It does, however, require "sufficient evidence" of the miles driven. You can choose to document your mileage in a mileage log, record it on your calendar, or reconstruct "sufficient evidence" of your trips based on other records of your business.

The actual car expense method still requires that you keep track of your business mileage. Your deduction is based on how much money you spent to maintain your car. These expenses include repairs, oil changes, fuel, and depreciation. If you have a newer car, it may be advantageous to use this method. Talk to your tax preparer about which method is most beneficial in your situation.

Expenses for parking fees, tolls, car-loan interest, and state and local property taxes on your car can be deducted using either method of calculation.

#### TIME/SPACE PERCENTAGE

The time/space percentage is the most important number you will calculate for your business!

#### TIME/SPACE PERCENTAGE =

$$\frac{\text{\# of hours your home is used in business}}{\text{Total \# hours in a year}} \times \frac{\text{\# of square feet of your home used in business}}{\text{Total \# square feet in home}}$$

Use this calculation to allocate the business use of shared business and personal expenses.

- House repairs, maintenance
- House & Personal Property Depreciation
- Home & Land Improvements
- Property Tax & Home Insurance
- Household supplies
- Mortgage interest
- Utilities

**Note:** You may allocate business use for the above items by calculating actual business use, if you can document your calculation.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### TIME PERCENT: WHAT HOURS CAN BE COUNTED?

Use your CACFP calendar to keep track of the hours your home is being used for business. It is important to keep accurate records of your hours for tax purposes.

You will want to include business hours spent in your home:

- Caring for children.
- Cleaning for your business, before and after normal daycare hours.
- Meal planning and cooking for the children.
- DOING YOUR MENUS AND ATTENDANCE FOR THE FOOD PROGRAM!
- Interviewing prospective families.
- Planning and preparing activities.
- Talking to parents on the phone.
- Keeping business records.
- Preparing taxes.

Keep in mind that you may count hours only once. (If you are cooking while caring for children, these hours may only be counted once.) You may not count hours away from home, shopping, transporting children or attending training.

### REMINDER TIPS FROM TOM COPELAND

- Save all receipts of direct expenses for your business: food, toys, supplies, diapers, etc.
- Save all receipts associated with the cleaning, repair and improvement of your house: broom, hammer, garden hose, light bulbs, etc.
- Save receipts by category, not by month.
- A partial record is better than no record. Recreate a receipt if you were not given one, or lost it.
- If a receipt does not indicate what the item is or if there are business and personal items on the same receipt, mark the receipt to clarify what it is.

### WHEN CAN YOU COUNT SPACE IN YOUR HOME AS BEING USED IN BUSINESS?

According to the IRS Revenue Ruling 92-3, you are entitled to claim space "...that is available for day care use throughout each business day and that is regularly so used in that business." A room does not have to be used for business every day for it to be allowable. List each room in your home and measure the square feet of the rooms. If you use the room on a regular basis, you can count the square feet of that room for calculating business percentage.

Do not include any space that is unlivable (unfinished attic). Do not include outdoor areas like patios, sidewalks, outdoor play areas. Do include the garage and other buildings, like sheds, storage building, or greenhouse.

Once you have calculated your time percent and your space percent, multiply them together to get your Time/Space Percentage. Remember that there is no standard percentage! You must be able to support your calculation, so be sure to keep good records and understand your calculation.

### WHEN DO I NEED TO DEPRECIATE?

Items need to be depreciated when they are considered a capital expenditure. As a general rule, if an item costs more than \$100 and will last for more than one year, the IRS will consider it a capital expenditure. In most cases, capital expenditures cannot be deducted as business expenses in one year. These are items that wear out gradually, over time. They are deducted as expenses over a number of years. Our current tax laws require providers to depreciate capital expenditures. These rules are complex and change regularly. Be sure to seek current information when you are ready to file your tax return.

### DO I NEED TO FILE AN ESTIMATED TAX RETURN?

Most family child care providers are self-employed and do not have taxes withheld from their earnings throughout the year. Generally, if you expect to owe more than \$500 in federal taxes, the IRS will require you to pay your taxes on a quarterly basis. It is possible to have your spouse withhold additional taxes to cover your tax liability. It may be best to consult your accountant or tax preparer to help you determine the best plan for your situation.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### FOOD PREPARATION: SANITATION

Just as it is important to feed children nutritious, body building meals, it is equally important that the meals be free from harmful substances that may cause illness. Nutrition and sanitation must go hand in hand in any good food operation. Sanitation is a factor to consider in food selection, storage, and preparation.

#### FOODS EASILY CONTAMINATED:

- Meat and meat products (ham, cold cuts, etc.)
- Poultry and egg products, chicken, turkey, custards, etc.
- Prepared salads such as egg salad, tuna salad, potato salad.
- Baked goods such as crème filled pastries & crème pies.
- Sandwich fillings such as egg, tuna, and ham.
- Milk products.
- Prepared dishes such as casseroles and baked beans or any food requiring a lot of hand mixing.

#### SANITATION MEANS...

- Clean utensils and equipment.
- Clean and safe food.
- Correct storage and cooking temperatures.
- Clean and healthy workers.
- Good food handling practices.

#### PERSONAL SANITATION

- Protect food from coughs and sneezes. Cover your mouth when coughing, dispose of the tissue in a waste container and be sure to WASH HANDS. Keep hands away from the mouth, nose, hair, and skin infections.
- Always have children wash hands before touching food. Wash hands always before handling food and after handling soiled dishes. Wash hands after each restroom visit and after helping children in the bathroom or changing diapers.
- Do not prepare food if there are sores, infected cuts or skin irritation on your hands (or wear clean, sanitary rubber gloves) Never taste food with your fingers. Use a clean spoon each time to sample food. Never use your hands to mix food when clean utensils are available.
- Carry glasses at the bottom, not near the rim that comes in contact with the mouth. Pick up silverware by the handles, not at the end which holds food. Store dishes and utensils in a clean and protected place, glasses and cup bottoms up.
- No birds or animals should be allowed in the food preparation or storage areas.
- Utensils used for tasting are not used for mixing food and a clean utensil is used by an adult when baby food is sampled.

#### SANITATION of EQUIPMENT

- Food storage, preparation and serving areas and equipment are kept clean with frequent washings with soap and water. Cutting boards, blenders, and can openers particularly need this protection.
- Be sure to clean surfaces, knives, and hands after handling raw meats and eggs.
- Cutting boards should be a hard non-toxic material which is smooth and free of cracks, crevices, and open seams.
- Garbage cans should be lined with plastic liners and should be emptied and cleaned frequently.
- Avoid use of cracked or chipped utensils and dishes.

#### DISH WASHING

1. Wash dishes in HOT soapy water (wear rubber gloves to allow for hot enough water)
2. Rinse dishes in HOT water.
3. Allow dishes to air dry. If this is not possible, allow to air dry for at least 2 minutes before towel drying.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### FOOD SANITATION

- Protect food such as flour, cereals, cornmeal, sugar, dried beans, and peas from rodents and insects by storing in tightly covered containers.
- Check food supplies before using. When in doubt, throw it out.
- Keep cold foods cold (40° F or below) and hot foods hot (cooked and held at 140° F or above). Store food at proper temperatures at all times. Freezer temperature should be 0° F or below. Freezing or refrigeration does not destroy the organism and once food is placed in a warmer spot, growth can occur.
- Wash all fruits and vegetables before placing in refrigerator. Tops of cans should be washed before opening.
- If a canned food shows any sign of spoilage (bulging ends, leakage, spurting liquid, off odor or mold) do not use it. Do not even taste it.
- Clean up spilled food immediately. Be sure to use different sponges or cloths for the table and floor or chairs.
- All food items should be stored separately from non-food items. All cleaning supplies and other poisonous materials must be stored out of reach of children and separate from food dishes and utensils.
- Leftover milk or formula in bottles is discarded after each feeding.
- Uneaten food on individual plates is discarded at the end of the meal.
- Bottles with formula are clearly labeled with child's name and the nipples of bottles are covered.
- Food should be stored at least six inches off the floor.
- Home canned foods are not acceptable on the CACFP; however, home frozen foods can be used.

### FOOD PREPARATION AND HANDLING

- You can cook frozen meat, poultry, or fish without thawing but you must allow at least 1 ½ times as long to cook as required to be sure the center of the meat is properly cooked.
- Frozen foods that must be thawed before preparation should be thawed in the refrigerator or quick thawed in plastic bags under cold running water for immediate preparation. DO NOT thaw frozen foods by allowing them to stand at room temperature.
- Never allow hot foods to cool slowly to room temperature before refrigeration. The slow cooling period provides an ideal growth period for bacteria.
- If enough food is prepared to offer seconds to the children, it should be held in the kitchen at safe temperatures (40° F or below for cold food, 140° F or above for hot food) for refilling serving bowls as needed.
- Leftover or prepared casseroles should not be held in the refrigerator for more than 36 hours. Freeze if you want to keep them longer than this.
- You may safely refreeze frozen foods that have thawed if they still contain ice crystals or if they are still cold (about 40° F) and have been held no longer than 1 or 2 days at refrigerator temperature after thawing. If the odor or color of any food is poor or questionable, do not taste it, throw it away. The food may not be safe to eat.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### NUTRITION BASICS

**Nutrition** is an overall term for the combination of processes by which a person eats, digests, absorbs, utilizes, and excretes food substances.

**Nutrients** are the substances found in food that work together to provide energy, promote growth, and regulate body processes. There are over 40 known nutrients, and no single food contains all of them.

The 6 major classes of nutrients are:		
Carbohydrates	Proteins	Minerals
Fats	Vitamins	Water

Carbohydrates, fats, and proteins provide energy the body can use. Vitamins, minerals, and water don't provide energy.

### NUTRITION TERMS

- **Calories** are the units of measurement for the energy supplied by food when it is used by the body. Calories (energy) are supplied by carbohydrates, fat, and protein. The alcohol in alcoholic beverages also supplies calories.
- **Carbohydrates** include starch, sugar, and dietary fiber. Of these, sugar and starch supply the body with energy. Each gram of starch or sugar supplies about 4 calories. Dietary fiber supplies bulk or roughage, but no energy.
- **Fats** provide energy, are carriers for fat-soluble vitamins, and help form cell membranes and hormones. Fats are the most concentrated sources of food energy (calories). Each gram of fat supplies about 9 calories, more than twice the amount in protein or carbohydrates.
- **Fiber (dietary)** is the portion of plants that cannot be digested, adding bulk to the diet and thereby helping to move waste through the digestive system.
- **Minerals** are needed in relatively small amounts. They are used to build strong bones and teeth and to make hemoglobin in red blood cells. They also help maintain body fluids and perform key roles in other body processes. Calcium and iron are examples.
- **Protein** is needed for growth, maintenance, and replacement of body cells. It also forms hormones and enzymes that regulate body processes. Extra protein is used for energy or stored as body fat. Each gram of protein supplies about 4 calories.
- **Sodium** is a mineral that occurs naturally in some foods, but is added to many processed foods and beverages. Table salt contains sodium and chloride.
- **Vitamins** are needed by the body in very small amounts. They do not supply energy, but they help release energy from carbohydrates, fats, and proteins. They also help in chemical reactions in the body. Vitamin A and Vitamins C are examples.
- **Water** is the most important nutrient. It is needed to replace body water lost through various routes. Water helps transport nutrients, remove waste, and regulate body temperature.

### BOOSTING IRON, VITAMIN A, & VITAMIN C

Iron, vitamin A, and vitamin C are 3 nutrients that many children don't get enough of for good health. For this reason, it is important to know which foods are good sources of these nutrients, and serve these frequently.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### Iron

Meat and meat alternates are the best food sources of iron. This includes lean meats, poultry, fish and shellfish, eggs, nuts and seeds, peanut butter, and other nut/seed butters, dry beans, and dry peas. Cheese and yogurt are the only meat alternates that are not good sources of iron. Iron-fortified cereal products are also good sources.

Iron in the food we eat is important for many reasons, but mainly because it helps our bodies make healthy blood and fight infection.

As children grow and develop, iron is one of the most crucial nutrients. Too little iron may lead to iron-deficiency anemia. You can boost the iron value of a meal or snack by serving a food that is rich in vitamin C along with iron-rich food. The vitamin C actually helps the body get more of iron from food.

### Vitamin A

Vegetables and fruits are the best food sources of vitamin A, but some of them have very little vitamin A. See below for a list of vegetables and fruits that are better sources of vitamin A.

Vitamin A is important for normal growth, healthy skin, membranes, and tissues, and proper bone and tooth development. It is also important for healthy eyes and good vision, especially in dim light or darkness.

Beta carotene, the form of vitamin A found in fruits and vegetables, helps protect body tissues from oxidative damage. This may reduce the risk of developing some forms of cancer and other diseases.

### Vitamin C

Fruits and vegetables are the best food sources of vitamin C, but some of them have very little vitamin C. See below for a list of vegetables and fruits that are better sources of vitamin C.

Vitamin C is important for healthy skin, bones, teeth, and muscles. It is also important in wound healing and maintaining strong blood vessels. Vitamin C may reduce the risk of developing some forms of cancer and other diseases by protecting body tissues from oxidative damage.

### Conserving Nutrients in Cooking

Some of the Vitamins C and Iron in vegetables and fruits tends to be lost during preparation and cooking. You can conserve these nutrients by doing the following:

- Cook food whole or in large pieces, with skins on, when possible.
- Steam or microwave food when possible.
- Don't overcook. Cook as briefly and in as little water as possible. Simmer rather than boil.
- Use cooking water in soups and stews, when possible.
- 

### GOING EASY ON FAT, SUGAR, & SODIUM

- Healthy eating means going easy on fat, sugar, and sodium. One of the biggest problems with filling up on foods that contain a lot of fat or sugar is that they contain a lot of calories. This makes it more likely that children will become overweight or obese, and less likely that they will get the essential nutrients they need. Eating foods that contain a lot of sodium promotes the development of high blood pressure in some individuals.
- It is important to help young children learn to enjoy foods that are low to moderate in their fat, sugar, and sodium content. All of us – children and adults – need to consume some fat, sugar, and sodium for eating enjoyment and good nutrition. But many of us consume more than we need. The challenge is to enjoy the undeniable tastiness that these ingredients lend to food without letting them take over. The following information should help you meet that challenge.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### FAT

Nutrition Facts	
Serving Size 1 serving (140g) Servings Per Container 1	
Amount Per Serving	
Calories 140	Calories from Fat 70
% Daily Value*	
Total Fat 7g	11%
Saturated Fat 2.5g	13%
Trans Fat 0g	
Cholesterol 25mg	8%
Sodium 300mg	13%
Total Carbohydrate 9g	3%
Dietary Fiber 2g	8%
Sugars 3g	
Protein 8g	
Vitamin A 10%	Vitamin C 20%
Calcium 4%	Iron 10%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:	
Calories: 2,000 2,500	
Total Fat	Less than 65g 80g
Saturated Fat	Less than 20g 25g
Cholesterol	Less than 300mg 300mg
Sodium	Less than 2,400mg 2,400mg
Total Carbohydrate	300g 375g
Dietary Fiber	25g 30g
Ingredients: Tomatoes; Chicken; Mushrooms; White Wine; Celery; Onions; Green Bell Pepper; Flour; Butter; Olive Oil; Salt; Black Pepper.	

- Some fats are easy to identify. These include butter, margarine, vegetable oils, salad dressings, cream, and lard. Fats in other foods are less obvious. In general, foods that come from animals (milk, meat, poultry, and fish) are naturally higher in fat than foods that come from plants. However, products such as lean meat, low fat milk, and chicken without skin have less fat than other animal products.
- Most fruits, vegetables, and grain products are naturally low in fat. However, many popular items such as French fried potatoes and some baked goods are prepared with fat, thus making them higher in fat. Food manufacturers add fat to many products and consumers add even more – both in the kitchen and at the table.

### Check the Fat Content

Read labels on foods to identify products with less fat. Try to buy lower-fat and no-fat-added versions of products. Serve higher fat foods in smaller portions and less often.

### Young Children and Fat

Lowering fat content lowers the calories in a meal. Fat contains over twice the calories of an equal amount of protein or carbohydrate. When fat is lowered, other foods need to be added to replace calories lost. Higher-carbohydrate foods (breads, bread alternates, fruits, and vegetables) are the best choice for adding calories when lowering the fat in meals. Some younger children may have difficulty eating these additional servings at one meal so they may need more substantial snacks between meals.

Children less than 2 years old have a special need for fat, especially for the calories it provides. After the second birthday it is important to promote moderation in fat intake because eating habits and taste preferences are learned at an early age.

### Go Easy on Fatty Extras

One of the most effective ways to cut down on the amount of fat in your daily eating is to cut down on the amounts of “fatty extras” you add to your food. Some of the most commonly used extras include: Butter, margarine, cream, half & half, cream cheese, vegetable oil, shortening, lard, meat fat, mayonnaise, salad dressing, & tartar sauce.

Many recipes call for larger amounts of these ingredients than is really needed. In addition, many people add these fatty extras to prepared foods. The trick is to get food that tastes good without all the fat. Try cutting the amount of fat in your favorite recipes, and don’t automatically add fat to breads, grains, vegetables, and other prepared foods.

### Fixing Good Food with Less Fat

**Sandwiches:** Spread only a light layer of mayonnaise, salad dressing, margarine, or butter. If the sandwich has a moist or creamy texture (tuna or egg salad, peanut butter, etc) there’s no need to spread on more of these fatty extras. Use ketchup, mustard, pickle relish, chopped or sliced vegetables, and other nonfat extras to get flavor and moistness.

**Toppings:** Butter, margarine, and sour cream are favorites on potatoes and other vegetables. Use less of them and use more herb and spice seasonings, lemon juice, plain yogurt, light sour cream, etc.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

**Packaged Mixes** (macaroni, stuffing, sauce, etc): When preparing these foods, use half the amount of butter or margarine suggested. If milk of cream is called for, use low fat milk.

### Different Types of Fat

All fats in foods are mixtures of three types of fat – saturated, monounsaturated, and polyunsaturated. Saturated fat is found in largest amounts in fats from meats and dairy products. Monounsaturated fat is found mainly in nuts and seeds and in olive, peanut, and canola oils. Polyunsaturated fat is found mainly in safflower, sunflower, corn, soybean, and cottonseed oils, and in some fish.

Eating too much saturated fat raises blood cholesterol levels in many people, increasing their risk for heart disease. For good health, go easy on total fat and get fat from a variety of food sources – but mostly from foods that have more polyunsaturated or monounsaturated fat.

### What about Cholesterol?

Cholesterol and fat are not the same. Cholesterol is present in all animal products – meat, poultry, fish, milk and milk products, and egg yolks. Both the lean and fat of meat, and the meat and skin of poultry, contain cholesterol. In milk products, cholesterol is mostly in the fat, so lower fat dairy products contain less cholesterol. Egg yolks and organ meats are high in cholesterol. Plant foods do not contain cholesterol.

Like saturated fat, cholesterol in food raises blood cholesterol levels in many people, increasing their risk for heart disease. To keep cholesterol intake to a healthy level, go easy on total fat and on high cholesterol foods.

### SUGAR

There are two main reasons children should not eat foods with a lot of sugar. First, high-sugar foods supply calories but may not have much vitamin or mineral content. This makes it possible to feel well-fed without being well-nourished. Second, sugary foods can promote tooth decay.

Foods contain sugars in various forms. Common table sugar (sucrose) is only one form. Other sugars (glucose, fructose, maltose, and lactose) occur naturally in foods. Processed sweeteners such as corn syrup, dextrose, invert sugar, and fruit juice concentrates are added to many processed foods.

### Check the Sugar Content

<b>Nutrition Facts</b>	
Serving Size 3 oz (85g) Servings Per Container 1	
<b>Amount Per Serving</b>	
<b>Calories</b> 180	Calories from Fat: 90
<b>% Daily Value*</b>	
<b>Total Fat</b> 10g	<b>15%</b>
<b>Saturated Fat</b> 40g	<b>20%</b>
<b>Trans Fat</b> 0.5g	
<b>Cholesterol</b> 70mg	<b>23%</b>
<b>Sodium</b> 60mg	<b>3%</b>
<b>Total Carbohydrate</b> 0g	<b>0%</b>
<b>Dietary Fiber</b> 0g	<b>0%</b>
<b>Sugars</b> 0g	
<b>Protein</b> 22g	
<b>Vitamin A</b> 0%	<b>Vitamin C</b> 0%
<b>Calcium</b> 2%	<b>Iron</b> 15%
<small>*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your caloric needs.</small>	
<small>Calories: 2,000 2,500</small>	
<small>Total Fat</small>	<small>Less than 65g 80g</small>
<small>Saturated Fat</small>	<small>Less than 20g 25g</small>
<small>Cholesterol</small>	<small>Less than 300mg 300mg</small>
<small>Sodium</small>	<small>Less than 2,400mg 2,400mg</small>
<small>Total Carbohydrate</small>	<small>300g 375g</small>
<small>Dietary Fiber</small>	<small>25g 30g</small>
<small>Calories per gram: Fat 9 • Carbohydrate 4 • Protein 4</small>	

Read labels on foods to identify products with less sugar. Try to buy lower-sugar and no-sugar added versions of products. Serve higher-sugar foods in smaller portions and less often.

### Go Easy on Sugary Extras

Besides going easy on foods that are high in sugar (candy, sweet desserts, soft drinks, etc), a good way to cut down on the amount of sugar in your daily eating is to cut down on the amounts of “sugary extras” whether they’re added in cooking and baking or at the table. Some of the most commonly used extras include: Granulated sugar (white or brown), powdered sugar, honey, molasses, sorghum, corn syrup, jams, jellies, syrups.

Many recipes call for larger amounts of these ingredients than is really needed. In addition, may people add large amounts of these sugary extras to prepared food. It is a good idea to leave the sugar bowl and the honey bear off the table!

### SODIUM

Table salt contains sodium and chloride. Both are essential minerals, but most Americans consume much more salt and sodium than they need. For some people, this increases their risk of getting high blood pressure. Help children learn to enjoy the taste of foods with less salt.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

Foods containing salt provide most of the sodium we eat. Much of it is added during processing and manufacturing. Foods with larger amounts of added salt include cured and processed meats, cheeses, most crackers, ready-to-eat cereals, breads and bakery products, prepared frozen entrees and dinners, packaged mixes, and canned soups.

### **Check the Sodium Content**

Read labels on foods to identify products with less sodium. Try to buy lower-salt and no-salt-added versions of products. Serve higher-sodium foods in smaller portions and less often.

### **Go Easy on Salty Extras**

Table salt isn't the only "salty extra" that adds sodium to foods. Ketchup, mustard, relish, salad dressings, soy sauce, MSG (monosodium glutamate), miso, and bouillon can also add a lot of sodium.

Gradually reduce the amount of salty extras in your recipes, especially when the ingredients already contain a lot of sodium. In addition it's a good idea to leave the salt shaker and soy sauce bottle off the table. Rely more on herbs, spices, and lemon juice to enhance the flavor of foods.

### **Boosting Food Variety**

Besides making your meals and snacks more interesting, serving a variety of foods helps make them more nutritious. That's because each food has unique nutritional strengths and weaknesses.

Where one food is nutritionally weak, another is strong. In addition, learning to try new foods is an important developmental skill for children. A child who learns to enjoy a variety of foods is likely to continue eating a variety of foods as an adult.

Beware of getting into ruts when planning menus. Starting with your current menus, include one or two new items each month. It may be a new food or a familiar food prepared in a different way. Serve new foods in appealing ways, along with familiar, well-liked foods. If possible, involve children in menu planning and food preparation. One way to keep track of variety in your menus is to count the number of different foods served in each food group during a given month.

## **MILK**

Milk is a food which happens to be in liquid form. It is an excellent source of calcium, protein, riboflavin (a B vitamin) and vitamins A and D. But it is a poor source of iron and vitamin C – 2 nutrients that many children don't get enough of.

### **Avoid Serving too Much Milk**

Milk is a required part of CACFP meals, and must be served along with the rest of the meal. Many children are willing to drink a lot of milk – especially if they are thirsty. But milk should not be used as a thirst quencher. An oversize portion of milk may leave little room for the rest of the meal, making what the child eats less balanced nutritionally. A child is not likely to fill up on milk alone if the milk portion size is limited to what is required. Water is the best beverage to serve to satisfy thirst. Make drinking water a regular part of meals and snacks, in addition to the required foods.

Milk is most often served at snack because it is convenient and well-accepted, but too much milk can crowd out other important and appealing foods. Like the rest of us, children thrive on variety. Since milk is required at every meal, feel free to serve it less often at snack, especially if you serve yogurt or cheese frequently.

### **Serve Low Fat Milk**

It is easy to get the nutritional benefits of milk with less fat. Whole milk (4% milk fat) is generally recommended for children until they are 2 years old. After that, low fat milk (1% milk fat) or nonfat milk (skim) is required.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### **Milk Allergy**

Some children are allergic to milk and other dairy products. Although most of these children will eventually outgrow this milk allergy, they need to be served other foods that will help them get enough calcium for normal bone growth. In addition to calcium-rich foods, a calcium supplement or calcium-fortified foods may help them get enough of this important mineral.

### **MEATS & MEAT ALTERNATES**

Meat, fish, poultry, eggs, dry beans and dry peas, and nuts and seeds supply protein, B vitamins, and iron. Cheese and yogurt supply protein, B vitamins, and calcium, but not iron.

### **Don't Overdo Meat & Meat Alternate Proteins**

Since many of us have grown up treating meat as the center of the meal, we tend to serve and consume larger portions than recommended. This is expensive, nutritionally unnecessary, and makes it more difficult to keep our eating in line with health guidelines. If you fill up on a large portion of meat, you're not going to have much room left for the high-carbohydrate foods (breads, bread alternates, vegetables, and fruits). It's a good idea to serve meat/meat alternate and milk portions that meet food program requirements, then encourage children to "fill up" on the vegetables, fruits, and breads & bread alternates.

### **Meats & Meat Alternates Are Protein-Packed**

Protein is the first thing most people think of when they consider the nutritional value of meats and meat alternates. One thing all of these foods have in common is a high protein content. There's no doubt that protein is an important nutrient, but most of us consume at least twice as much protein as we need, so eating smaller amounts of these foods will not be a problem.

### **Too Much Fat & Sodium are Bigger Concerns than Too Little Protein**

Many foods in the meat/meat alternate group contain a lot of fat and sodium. It's important to be aware of the fat and sodium content of the foods you serve, and to balance fattier, saltier choices (such as hot dogs, sausage, and cheese) with lower-fat, less salty choices (such as skinless poultry, fish, and dry beans) as much as possible. Fattier, saltier foods are not bad choices unless they are served frequently or in too-large portions.

<b>Ideas for Less Fat</b>	
<b>Use More Often</b>	<b>Use Less Often</b>
Chicken or turkey without skin	Chicken or turkey with skin
Unbreaded meat, poultry, or fish	Breaded or battered meat, poultry, or fish
Fish canned in water	Fish canned in oil
Lean ground beef or ground turkey	Regular ground beef or ground pork
Lean cuts of beef or pork with the fat trimmed away	Beef or pork without fat trimmed away
Lean ham or Canadian bacon	Regular ham, bacon, or sausage
Lean sandwich meats	Hot dogs, bologna
Low fat or reduced-fat cheese	Regular (whole-milk) cheese
Eggs	Peanut butter, other nut and seed butters
Dry beans & dry peas	Nuts, seeds
Low fat or nonfat yogurt	

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### Prepare Meats in Ways that Remove Excess Fat

- Drain fat from browned meat before adding to other ingredients.
- Trim fat from meat and poultry before and/or after cooking.
- Remove skin from poultry before serving. Leaving the skin on during cooking will help keep the meat moist.
- Roast, bake, broil, or simmer meat poultry, and fish.
- Roast meat, poultry, and fish on a rack so the fat will drain off.
- Chill meat or poultry broth until the fat becomes solid, then spoon off and discard the fat before using the broth.

### Enjoy Less-Meat or No-Meat Meals

Another way to cut back on fat is to have less-meat or no-meat meals regularly. Simply use meat alternates in place of some or all of the meat. For example, use cooked lentils in place of half of the ground beef in “sloppy joes”. This can also help you expand menu variety and make meals more interesting. By far the best meat alternated to use in these menus are dry beans or dry peas, because they are low fat, high-carbohydrate, high-protein, high-fiber, and provide important amounts of several vitamins and minerals.

### Sources of Iron

With the exception of cheese and yogurt, all meats and meat alternates are good sources of iron.

- Dry beans and dry peas (black beans, garbanzo beans, kidney beans, lima beans, lentils, navy beans, pinto beans, split peas, etc)
- Eggs
- Fish
- Liver
- Lean Meats (beef, lamb, pork, veal)
- Nuts & Seeds
- Peanut butter & other nut or seed butters
- Lean Poultry (chicken or turkey)
- Shellfish (clams, oysters, scallops, shrimp)

### Variety in Meats & Meat Alternates

The many foods in this group can be prepared and served in lots of appealing and adventurous ways.

#### For Example:

- Combine ground turkey with lean ground beef or pork when you make beef or pork sloppy joes.
- Serve double-decker sandwiches on whole-wheat bread with roast turkey, cheese, tomatoes, and lettuce.
- Add grapes or raisins to tuna, chicken, or turkey salad and stuff into whole wheat pitas.
- Make a sandwich spread by combining peanut butter with raisins, pineapple, or apple chunks. Serve on whole wheat bread.
- Serve whole or mashed pinto beans in tacos, burritos, or chili. Buy or make vegetarian baked beans.
- Make an “Aloha-burger” by topping a lean hamburger with a slice of pineapple.
- Try a regional favorite, such as red beans and rice, pirogi, or gyros. Try a southern favorite – black eyed peas – or black beans for a South American or Caribbean flavor.
- At snack, add your own fruit to plain low fat yogurt rather than buying flavored yogurt. Mash the fruit first for maximum sweetening.

### FRUITS & VEGETABLES

Fruits and vegetables are important sources of vitamin A, vitamin C, vitamin B6, folacin (a B vitamin), iron, potassium, magnesium, and fiber.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

<b>SOURCES OF VITAMIN A</b>	
Try to serve at least one good or excellent source every day	
<b>Excellent Sources</b>	
Apricots (dried)	Peppers, sweet red
Carrots	Pumpkin
Chili peppers (red)	Spinach
Cress, garden	Squash, winter (acorn, butternut, hubbard, etc)
Greens (beet, chard, collard, dandelion, kale, mustard, turnip)	Sweet Potatoes
Mangoes	
<b>Good Sources</b>	
Apricots	Chicory greens
Broccoli	Papayas
Cabbage, Chinese (bok choy)	Parsley
Cantaloupe	Plume, purple canned
<b>Fair Sources</b>	
Asparagus	Nectarines
Cherries, red sour	Prunes
Chili peppers, green	Tomatoes
Endive, curly	Tomato juice, puree, or paste
Escarole	
<b>SOURCES OF VITAMIN C</b>	
Try to serve at least one good or excellent source every day.	
<b>Excellent Sources</b>	
Broccoli	Oranges
Brussels sprouts	Orange Juice
Chili peppers, red & green	Papayas
Guavas	Parsley
Kiwifruit	Peppers, sweet bell, red, & green
<b>Good Sources</b>	
Cantaloupe	Greens, collard, kale, mustard
Cauliflower	Kohlrabi
Cress, garden	Kumquats
Fruit juices with Vitamin C added	Mangoes
Grapefruit	Strawberries
Grapefruit juice	Tangerines
<b>Fair Sources</b>	
Asparagus	Raspberries
Avocado	Rutabagas
Cabbage, raw	Sauerkraut
Greens (dandelion, turnip)	Spinach
Honeydew melon	Sweet potatoes
Okra	Tangelos
Peas, fresh or frozen	Tomatoes
Potatoes (baked, boiled, or steamed)	Tomato juice, puree, or paste
Potatoes (instant mashed with vitamin C added)	Turnips

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### PORTION SIZE AND YIELD OR FRESH FRUITS & VEGETABLES

In addition to considering vitamins A & C when choosing fruits and vegetables, it is important to make sure that individual portion sizes are big enough. This information will help you do that.

<b>APPLES</b> (medium)	1 apple = ½ cup (c.)	<b>OLIVES</b> (medium)	16 olives = ½ c.	
	½ apple = ¼ c.		8 olives = ¼ c.	
	¼ apple = 1/8 c.		4 olives = 1/8 c.	
<b>APRICOTS</b> (medium, 11 / lb)	2 apricots = ½ c.	<b>ORANGES</b> (medium)	1 orange = ½ c.	
	1 apricot = ¼ c.		½ orange = ¼ c.	
	½ apricot = 1/8 c.		¼ orange = 1/8 c.	
<b>ASPARAGUS</b> (15 spears/lb)	6 cooked spears = ½ c.	<b>PEACHES</b> (medium)	1 peach = ½ c.	
	3 cooked spears = ¼ c.		½ peach = ¼ c.	
	1 ½ cooked spears = 1/8 c.		¼ peach = 1/8 c.	
<b>AVOCADOS</b>	4 ½ half-cup portions/lb	<b>PEARS</b> (2 ½" diameter, 4/lb)	1 pear = ½ c.	
<b>BANANAS</b> (small, 3/lb)	1 banana = ½ c.		½ pear = ¼ c.	
	½ banana = ¼ c.		¼ pear = 1/8 c.	
	¼ banana = 1/8 c.	<b>PEAS</b>	5 ½ half-cup portions/lb.	
<b>BEANS, GREEN OR WAX</b>	Six ½ c. portions/lb.		<b>PICKLES, DILL</b> (large)	1 pickle = ½ c.
<b>CANTALOUPE</b> (medium)	¼ melon = ½ c.			½ pickle = ¼ c.
	1/8 melon = ¼ c.	¼ pickle = 1/8 c.		
	1/16 melon = 1/8 c.	<b>PICKLES, SWEET</b> (small)	2 pickles = ½ c.	
<b>CARROT STICKS</b> (1 stick is 3" long, ¾" wide)	12 sticks = ½ c.		1 pickle = ¼ c.	
	6 sticks = ¼ c.		½ pickle = 1/8 c.	
	3 sticks = 1/8 c.	<b>PINEAPPLE</b>	3 half-cup portions/lb.	
<b>CELERY STICKS</b> (1 stick is 3" long, ¾" wide)	8 sticks = ½ c.		<b>PLUMS</b> (medium)	2 plums = ½ c.
	4 sticks = ¼ c.			1 plums = ¼ c.
	2 sticks = 1/8 c.	½ plums = 1/8 c.		
<b>CORN ON THE COB</b> (medium ear, 3/lb.)	1 ear = ½ c.	<b>RHUBARB</b>	3 half-cup portions/lb.	
	½ ear = ¼ c.		<b>TANGERINES</b>	1 tangerine = ½ c.
	¼ ear = 1/8 c.			½ tangerine = ¼ c.
<b>CUCUMBER SLICES</b> (1 slice is 2" diameter, 1/8" thick)	8 sticks = ½ c.	<b>POTATOES</b> (medium, 3/lb.)		¼ tangerine = 1/8 c.
	4 sticks = ¼ c.		1 potato = ½ c.	
	2 sticks = 1/8 c.		½ potato = ¼ c.	
<b>CUCUMBER STICKS</b> (1 stick is 1/12 of a 7-8" cucumber)	4 sticks = ½ c.	<b>RADISHES</b> (1/2" diameter, 45/lb)	¼ potato = 1/8 c.	
	2 sticks = ¼ c.		14 radishes = ½ c.	
	1 sticks = 1/8 c.		7 radishes = ¼ c.	
<b>GRAPES</b>	18 grapes = ½ c.	<b>TOMATOES</b> (medium, 4/lb)	4 radishes = 1/8 c.	
	9 grapes = ¼ c.		1 tomato = ½ c.	
	5 grapes = 1/8 c.		½ tomato = ¼ c.	
<b>LETTUCE LEAVES</b>	1 large leaf = ¼ c.	<b>TOMATOES, CHERRY</b>	¼ tomato = 1/8 c.	
	2 medium leaves = ¼ c.		8 tomatoes = ½ c.	
	3 small leaves = ¼ c.		4 tomatoes = ¼ c.	
<b>MUSHROOMS (raw)</b>	Nine ½ c. portions/lb.		2 tomatoes = 1/8 c.	
<b>NECTARINES</b> (medium)	1 nectarine = ½ c.			
	½ nectarine = ¼ c.			
	¼ nectarine = 1/8 c.			

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### IDEAS FOR LESS FAT, SUGAR, AND SODIUM

Use more often...	Use less often...
Fresh or frozen vegetables and fruits	Salted canned vegetables
Vegetables canned with less salt	Fruits canned in syrup
Fruits canned in juice	Fried vegetables
	Vegetables in butter, cheese, or cream sauce

- Steam, simmer, or bake vegetables or stir fry them in a small amount of vegetable oil.
- Season vegetables with spices and herbs in place of some or all of the butter or margarine and salt.
- Use less mayonnaise or creamy salad dressing or use nonfat or low fat versions. Try a mix of half dressing and half plain low fat yogurt, or half dressing and half tomato salsa. Use your imagination to get creamy moistness and flavor with less fat.
- Serve fresh fruits, unsweetened frozen fruits, or fruits canned in unsweetened juice. Enhance the natural sweetness of fruit by seasoning it with “sweet” spices such as cinnamon, nutmeg, ginger, cardamom, or vanilla.
- Plain low fat yogurt (or “blenderized” low fat cottage cheese) mixed with a touch of honey and vanilla makes a great dressing or dip for fruit. Frozen juice concentrates (apple, pineapple, orange) are also good choices for gently sweetening fruit dips and dressings.

### VARIETY IN FRUITS & VEGETABLES

How many kinds of vegetables and fruits did you serve last month? Many of us serve the same vegetables in the same way because we know that children will eat them. This should not stop us from featuring new vegetables or vegetable combinations each month.

- Serve a variety of fresh vegetables with a low fat yogurt or cottage cheese dip.
- Add chopped raw spinach, other dark greens, or red cabbage for a colorful salad.
- Offer vegetables that have more fiber, such as cooked dry beans, broccoli, potatoes with skin, and carrots.
- Top a baked potato with broccoli and a spoonful of low fat yogurt.
- Serve a 3-bean salad, coleslaw, or raw vegetable salad prepared with a low fat dressing or marinade.
- Top pizza with green pepper, mushrooms, and onions. Add frozen or fresh spinach to lasagna.
- Introduce favorite vegetables from other regions or countries, such as sweet potatoes, okra, and collard greens.
- Try new vegetable combinations. Cook vegetables only until crisp to preserve flavor and nutrients. For color and flavor, add corn and red pepper to broccoli.
- Serve fresh fruits in season – pineapple, tangerines, peaches, plums, berries, oranges, apples, pears, bananas, cantaloupe, and grapes.
- Offer fruits that have more fiber, such as those with edible skins (apples, pears, nectarines, peaches, etc.) and those with edible seeds (berries, bananas, kiwi, etc.)
- Add pieces of fresh, frozen, or dried fruit to canned mixed fruit. Add berries or apple pieces to pineapple chunks.
- Add fruit to main dishes. Try peaches or apricots with baked chicken or turkey.
- Introduce unfamiliar fruits when they are in season, such as kiwi, figs, papayas, and mangoes.
- Serve whole or cut-up fruit instead of fruit juice.

### BUYING & SERVING JUICES

Juice is a food which happens to be in liquid form. Besides being thirst-quenching and convenient, juices supply important vitamins & minerals, but juice lacks the valuable fiber of whole fruit, so it is important not to serve juice too often.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

- *Juices that Count:* Any full-strength fruit or vegetable juice or juice blend with no added sweetener and no added water. Unsweetened juice concentrates are considered full-strength when reconstituted with water according to directions.
- *Juices that Don't Count:* Any beverage that is not full-strength juice because it contains added sweetener or added water.

“Added sweetener” refers to any form of sugar, such as sucrose, glucose, fructose, dextrose, corn syrup, honey, etc. It also refers to artificial sweeteners, such as saccharin, aspartame, NutraSweet, Equal, Splenda, Sweet-N-Low, etc.

“Added Water” refers to products made with a small amount of juice and a large amount of water. These products are often labeled punch, drink, juice cocktail, ade, nectar, etc. Most cranberry juice products are “drinks” or “cocktails” made with added sweetener. These do not meet requirements. However, some cranberry juice products are all-juice blends of cranberry and naturally sweeter juice(s) – such as apple – with no added sweetener. These 100% juice blends meet requirements. Record them on your menu as “100% cran-apple juice” or whatever the all-juice blend happens to be. Don’t record them as “cranberry juice”.

### Serve Juices with Vitamin C

In addition to drinking only 100% full-strength juice, children will get the most benefit from juices that are good sources of vitamin C. When it comes to vitamin C, juices are not equal. Some are naturally rich in C, like orange and grapefruit. Other are not, like apple, grape, and pineapple. If you buy juices that are naturally low in vitamin C, try to choose brands with vitamin C added. Check the label. Read juice labels carefully – mainly the list of ingredients – to buy only juices that contain no added sweetener, and to give vitamin C a boost.

### BREADS AND BREAD ALTERNATES

Whole grain, enriched, or fortified breads and bread alternates are important sources of carbohydrate calories, vitamins, iron, and other minerals, protein, and fiber. Vitamin, mineral, and fiber content are higher in whole-grain products than in enriched products.

- **Whole grains** have not been milled or refined, so they contain the entire edible grain – including the bran and germ portions which contain most of the fiber, vitamins, and minerals. Examples of whole grains include whole-wheat flour, oatmeal, whole cornmeal, brown rice, and scotch barley.
- **Enriched grains** are milled or refined grains that have had iron and three B vitamins added to replace the amounts of those nutrients that were lost during processing. Examples of enriched grains include enriched wheat (white) flour, enriched white rice, and enriched cornmeal.
- **Fortified grain products** may be made with whole grains or refined grains. They have had vitamins and minerals added in amounts greater than the grain contains naturally. Ready-to-eat cereal products are the most commonly fortified bread alternates.

### Buying Breads and Bread Alternates that Meet Program Requirements

To help ensure good nutrition, the CACFP requires that all breads and bread alternates contain whole-grain, enriches, or fortified grain products as the main ingredient (first on the ingredient list). How can you tell if the product you’re looking at meets this requirement? The following series of questions may be used to evaluate a variety of products whether ready-to-eat or packaged mixes, including breads, crackers, muffins, sweet rolls, doughnuts, cookies, and other baked goods that count as bread alternates.

1. What is the first thing on the ingredient list (excluding water)?
  - a. If it’s whole wheat flour, the product is suitable for CACFP use. Stop here.
  - b. If it’s wheat flour, go on to question #2.
2. Does the ingredient label say enriched wheat flour?
  - a. If yes, the product is suitable for CACFP use. Stop here.
  - b. If no, go on to question #3.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

3. Does the ingredient label include thiamin, riboflavin, niacin, and iron?
  - a. If yes, the product is suitable for CACFP use.
  - b. If no, the product is not suitable for CACFP use.
- Wheat flour is not whole-wheat flour, it is white flour. If you are looking for whole grains, look for whole wheat products.
- Thiamin, riboflavin, niacin, and iron are the four nutrients that are added to grain products to make them enriched.

### Buying Cereal Products

Ready-to-eat and cooked cereals have Nutrition Facts on the side of the package. Using this information, choose cereals that 6 grams or less of “sugars” per 1-ounce serving of cereal. This way you’ll be sure to buy only cereals that meet food program requirements. Six grams of sugar is about 1 ½ teaspoons. You can give iron a boost by serving cereals that are fortified with iron at 45% or 100% of the Daily Value. To see how much iron a cereal contains, refer to the Nutrition Facts on the package label.

### Choosing Products with Less Fat, Sugar, and Sodium

Besides checking the ingredient list to make sure the main ingredient is whole-grain or enriched, you can use the Nutrition Facts on food labels to help you compare various products that count as breads and bread alternates. Simply compare the fat, sugar, and sodium content of two or more products and make your choice.

### Ideas for More Fiber, Less Fat, and Less Sugar

Use More Often	Use Less Often
Whole grain breads and bread alternates	Refined (white) breads and bread alternates
Breads, buns, rolls, bagels	Croissants, biscuits
Tortillas (not fried)	Doughnuts, sweet rolls, coffee cake
Low fat cornbread, muffins	
Pancakes, waffles	

### Homemade Baked Goods with Less Fat and Sugar

Many store-bought baked goods are loaded with “empty” (non-nutritious) calories from fat and sugar. Although homemade can be a lot better, it isn’t always. Many home recipes are high in fat and sugar. This 3-step guide will help you evaluate the recipes you use. It’s especially useful for evaluating baked goods that often contain large amounts of fat and sugar – cookies, bars, muffins, quick breads, sweet rolls, coffee cake, etc.

#### 1. Figure the Nutrition Score of the Recipe

The recipe earns 1 Nutrition Point for each ½ cup of any whole grain or enriched grain ingredient. For uneven amounts, round down to the nearest ½ cup. Among the more common of these ingredients are: enriched wheat flour, whole wheat flour, rolled oats, corn meal, wheat germ, wheat bran.

The recipe earns 1 Nutrition Point for each 2 ounces or any whole grain and/or fortified ready-to-eat cereal that meets CACFP requirements. For uneven amounts, round down to the nearest ½ cup. In most cases, 2 ounces of cereal will be 1-2 cups, depending on the cereal. Check the serving size in the Nutrition Facts on the product label.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### 2. Figure the Empty Calorie Score of the Recipe

The recipe gets 1 Empty Calorie Point for each  $\frac{1}{2}$  cup of any form of sugar. For uneven amounts, round down to the nearest  $\frac{1}{2}$  cup. Commonly used forms of sugar include: granulated sugar (white and brown), powdered sugar, corn syrup, honey, molasses, flavored chips (chocolate, butterscotch, etc), and marshmallows.

The recipe gets 1 Empty Calorie point for each  $\frac{1}{4}$  cup of any form of fat. For uneven amounts, round down to the nearest  $\frac{1}{4}$  cup. Commonly used forms of fat include: margarine, butter, vegetable oil, vegetable shortening, and lard.

### 3. Compare the Nutrition Score to the Empty Calorie Score

If the Nutrition Score is greater than the Empty Calorie Score, the recipe is suitable for CACFP use. If you find that the recipe is not suitable, you may be able to reduce the Empty Calorie Score enough to make it suitable. The amounts of fat and sugar in many recipes may be cut by as much as half without affecting the quality of the product.

#### Recipe Change Example: Whole Wheat Raisin Cookies

Like many standard cookie recipes, this one scores higher on Empty Calories than on Nutrition. But by adjusting the amounts of shortening and sugar the recipe becomes a Nutrition winner, and tastes great too!

1 c. whole wheat flour	<b>Nutrition Score = 4</b>
1 c. enriched white flour	1 c. <i>whole wheat flour</i> = 2
1 $\frac{1}{2}$ teaspoons (t.) baking powder	1 c. <i>enriched flour</i> = 2
$\frac{1}{2}$ t. cinnamon	
$\frac{1}{4}$ t. salt	
$\frac{2}{3}$ c. <del>1 c.</del> vegetable shortening	
$\frac{1}{3}$ c. <del>1 c.</del> packed brown sugar, packed	
	<b>Empty Calorie Score = 2</b>
	$\frac{2}{3}$ c. <i>shortening</i> = 2
	$\frac{1}{3}$ c. <i>sugar</i> = 0
1 egg	
$\frac{1}{4}$ c. milk	
1 t. vanilla	
1 c. raisins, chopped	

Preheat oven to 350° F. Grease baking sheet. Mix dry ingredients except sugar. Mix shortening and sugar until creamy. Add egg, milk, and vanilla. Mix well. Stir in dry ingredients. Add raisins. Mix well. Drop dough by teaspoons onto baking sheet, about 1 inch apart. Bake until lightly browned, about 9 minutes. Remove from baking sheet. Cool.

#### Reluctant to Change a Recipe?

Are you uncomfortable with the idea of changing a recipe? If you're not feeling like experimenting, it's a good idea to stay with "Nutrition Winner" recipes that don't require any adjustment. If you're feeling cautious but willing to experiment, try cutting down the fat and sugar in a recipe by one or two tablespoons each time you make it. This gradual approach will let you decide how much fat and sugar are needed for good taste.

Cutting back on sugar and substituting moist low fat or non fat ingredients for some of all of the fat works well in some recipes – especially in muffins, quick breads, coffee cakes, and soft cookies. Applesauce, yogurt, prune puree, and pumpkin puree are just a few of the ingredients that may be used as fat substitutes in these baked goods.

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### Variety in Breads & Bread Alternates

The basic grains from which nearly all breads and bread alternates are made include:				
Wheat	Rice	Corn	Millet	Triticale
Rye	Oats	Barley	Buckwheat	Amaranth

There are hundreds of whole-grain, enriched, or fortified food products made from these grains that count as breads or bread alternates. Most of them fall into these categories:

Breads, buns, rolls, bagels	Bread sticks, soft pretzels	Cereals, cooked*
Cereals, ready-to-eat*	Cookies, bars**	Crackers, rice cakes
Doughnuts, sweet rolls, coffee cake, toaster pastries***	Muffins, quick breads, biscuits	Pancakes, waffles
Pizza crust, non-dessert pie crust	Rice, pasta, noodles, dumplings	Tortillas, taco shells

\*Low and moderate sugar cereal products meet requirements.

\*\*Use limited to twice weekly, at snack only.

\*\*\*Use limited to twice weekly, at breakfast or snack only.

### Breads & Bread Alternates Add Variety and Interest to Meals

- Make sandwiches with whole-wheat bagels or use one slice of whole-wheat bread and one slice of white bread.
- Use rice, noodles, oats, cornmeal, or bulgur in main dishes.
- Try serving Spanish rice with tacos or burritos.
- Serve different kinds of pasta salads for a change of pace. Combine cold pasta with ham or tuna, peas, carrots, onions, or green pepper. Add a small amount of dressing.
- Buy or make quick breads, muffins, cookies, or crackers with whole-grain flour or meal. Substitute whole wheat flour for part or all of the white flour used in recipes.
- Serve fruit muffins made with whole-wheat flour or oatmeal.
- Stuff pita bread with vegetables, cooked dry beans, and cheese.
- Try whole-wheat crackers or cornbread with chili.
- When serving breads or cereals, offer both whole-grain and enriched.
- At breakfast, try hot cereals, tortillas, muffins, quick breads, pancakes, waffles, French toast, sandwiches, pizza, rice cakes, bagels, pita bread, cornbread – even noodle kugel!

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### HOW MIGHTY ARE YOUR MENUS?

“Mighty” menus do more than meet basic CACFP requirements. With a little planning, you can make meals and snacks that are varied and appealing, emphasize key nutrients, and teach healthy eating habits. There is no single “right” way to plan menus. Whether you plan them a month ahead, a week ahead, a day ahead, or an hour ahead – here is a checklist to help you do your best.

<b>Do menus meet basic CACFP requirements?</b>
▪ Are foods from all required food groups included?
▪ Do all of these foods count toward meeting requirements?
▪ Are portion sizes realistic for the children’s ages?
<b>Do menus go beyond basic requirements by including...</b>
▪ A variety of foods in the different food groups (except milk)?
▪ Fresh vegetables and fruits and other seasonal foods?
▪ Fruits or vegetables that are excellent or good sources of vitamin A daily?
▪ Fruits or vegetables that are excellent or good sources of vitamin C daily?
▪ Several foods that are good sources of iron daily?
▪ Some whole-grain breads or bread alternates?
▪ Any new foods or familiar foods prepared in new ways?
Are fat, sugar, and salt kept to low or moderate levels?
Do snacks nutritionally complement the main meals?
Does each menu have variety in color, shape, flavor, texture, temperature, and preparation methods?

## SECTION 5: BUSINESS & NUTRITION RESOURCES

### Nutrition Resources/Child Care Resources

**American Academy of Pediatrics**

<http://www.aap.org/>

**The National Food Service Management Institute**

<http://www.nfsmi.org/>

**The Child Care Nutrition Resource System**

<http://healthymeals.nal.usda.gov/>

**Team Nutrition**

<http://www.fns.usda.gov/tn>

**Food Research Action Center**

<http://www.frac.org>

**CACFP Wisconsin Sponsors Forum**

<http://www.foodprogramwi.org/>

**Let's Move**

<http://www.letsmove.gov/>

**Choose My Plate**

<http://www.choosemyplate.gov/>

**Ellyn Satter**

<http://www.ellynsatter.com>