

## 4-C Child and Adult Care Food Program 2019-2020 Annual Record Keeping Assignment

**DUE DATE: June 1, 2020**

*TAKING CARE OF THE CHILDREN IN YOUR CARE IS ONLY HALF OF YOUR JOB. The other half is running a business that you can be proud of. That means you need to be as knowledgeable about “The Business of Child Care” as you are about the children entrusted into your care.”*

According to the Wisconsin Department of Public Instruction (DPI) and the U. S. Department of Agriculture (USDA), all participants in the Child and Adult Care Food Program must fulfill this annual Record Keeping training requirement. This annual training required by DPI, has NO Continuing Education Hours and is specific to 4-C CACFP. The training requirement includes these topics:

1. Serving meals which meet the CACFP meal patterns
2. Taking accurate meal counts
3. Submitting accurate meal claims
4. How the sponsor (4-C) will review the provider’s monthly claims
5. The program’s reimbursement system
6. Compliance with the program’s recordkeeping requirements
7. Civil Rights requirements

### **Instructions for Completion:**

- **Read** each of the seven annually required topics.
- **Complete** the questions on the answer page and **sign** the completion statement.
- **Return** the filled out and signed page to the 4-C CACFP office no later than 6/1/2020:
  - **MAIL** 5 Odana Ct. Madison, WI 53719
  - **FAX** 608-271-5380
  - **SCAN/EMAIL** [foodprog@4-c.org](mailto:foodprog@4-c.org)
- Please make paper or electronic copies of everything you send in to 4-C and keep them on file with your 4-C CACFP records.
- A **Certificate of Completion** will be sent to you confirming your submission.

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### I. SERVING MEALS WHICH MEET THE CACFP MEAL PATTERN REQUIREMENTS

Meal requirements are determined by the USDA (United States Department of Agriculture) to meet the nutritional needs of infants and children. Meals and snacks must meet the USDA component and quantity requirements. In cases where children are unable to eat certain foods required by the CACFP Meal Patterns due to a disability, a Diet Statement (in accordance with CACFP's special dietary needs requirements) must be on file.

For more detailed information about the meal patterns, visit the 4-C website <https://www.4-c.org/food-program/meal-patterns.html>.

1. **Milk** – Children 1 year of age must be served whole milk for brain development. Children 2-5 years of age must be served unflavored skim or 1% milk. Children 6-12 years of age must be served unflavored 1% or skim, or may be served flavored skim milk.
2. **Fruits and Vegetables** – Fruits and vegetables are two separate components. Your options for meeting these components of the meal pattern for a lunch and dinner are to serve either one fruit and one vegetable OR to serve two vegetables (remember to pay attention to serving size if serving two vegetables). An added benefit of these being two components are that a snack can now be a fruit and a vegetable. Juice is limited to being served at one meal or snack per day and is no longer allowable for infants. Keep in mind that fruits and vegetables are good sources of vitamins A and C, along with other vitamins and minerals – nutrients children need for good health!
3. **Meat or Meat Alternates** – Best practice would be to choose lean sources of meat/meat alternates such as lean ground beef (at least 90% lean), boneless skinless chicken breasts, low-fat luncheon meats, eggs, low-fat or reduced-fat yogurt and natural cheese as they may decrease the risk of obesity and can help prevent heart disease, high cholesterol, and high blood pressure. It's best to avoid processed foods as much as possible. New to the meal pattern – Tofu (commercially prepared) is creditable as a meat alternate. One quarter cup or 2.2 ounces of tofu must contain at least 5 grams of protein. Yogurt (commercially prepared) must contain no more than 23 grams of total sugars per 6 ounces. Meat and Meat Alternatives may be served in place of the entire grain component at breakfast a maximum of three times per week.
4. **Grains** - Grains must be whole grain-rich, enriched meal, or enriched flour. At least one serving of grains per day must be whole grain rich (WGR). WGR means that the grain components in a product are at least 50 percent whole grain, with the remaining grains being enriched. There are six options that may be used to determine if a grain product meets the WGR criteria. To increase whole grains in your menus, serve foods made with whole grains, such as pastas, bread, tortillas, and cereals, and serve whole grain foods including brown rice and quinoa. Remember that grain based desserts (such as cookies, brownies, cake, cereal bars, granola bars, and doughnuts) are not creditable towards the grain component. Even if a grain-based dessert is a whole-grain rich or homemade with healthy ingredients, it is still NOT creditable in the CACFP. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

5. **Infant Feeding and Serving Sizes** – Infants develop at different rates – some infants may be ready to consume solid foods before 6 months of age and others may be ready after 6 months of age. **Once an infant is developmentally ready to accept solid foods**, including infants younger than 6 months, programs are required to offer them to the infant.

Additional infant requirements:

- ✓ Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.
- ✓ You can receive reimbursement for infant meals when the infant is breast fed on-site.
- ✓ You can claim yogurt, whole eggs, and ready-to-eat cereals under the infant meal pattern. Ready- to-eat cereals are only creditable at snack, they cannot be served in place of iron fortified infant cereal at breakfast, lunch and supper.
- ✓ You cannot claim tofu and soy yogurts as a meat alternative for infants.
- ✓ When an infant’s parent/guardian provides more than one component, meals for infants cannot not be claimed

## Special Diets

If you receive a request from a parent/guardian to make modifications to the food you serve, you will need to determine if the request is due to a disability or a parent preference.

- ✓ If the modification is **due to a disability**:
  - The following forms need to be in your files as well as submitted to the 4-C CACFP office:
    - Special Dietary Needs Tracking Form
    - Special Diet Form (or an equivalent form) – in order to be considered valid, the following needs to be included on this form:
      1. Description of impairment (reason for request)
      2. How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))
      3. Signature from state licensed healthcare professional (physician, physician assistant, or nurse practitioner (APNP))
  - You must provide a reasonable accommodation/substitution
  - If all appropriate paperwork is on file with the 4-C CACFP office, you can be reimbursed for meals/snacks served to this child that do not meet the meal pattern requirements.
- ✓ If the modification is **NOT due to a disability** and is a “**parent preference**” (including serving a creditable non-dairy substitute)
  - The following forms need to be in your files as well as submitted to the 4-C CACFP office:
    - Special Dietary Needs Tracking Form
    - Parent Preference Statement (or an equivalent form)
  - You CANNOT be reimbursed for meals/snacks served to a child that do not meet the meal pattern requirements. (For example: A parent prefers their child be served Almond Milk and there is no medical reason for this substitution. You can serve the child almond milk per the parent’s request, however because it is not a creditable food, you cannot be reimbursed for any meals in which you served the almond milk).

## II. TAKING ACCURATE MEAL COUNTS

Meal counts are the meals served by type (Breakfast, Lunch, Dinner, or Snack) to each enrolled child by name and/or child number each day. Each child may be claimed for up to **two meals and one snack or two snacks and one meal per day**.

### Recording meals

- Menus and meal attendance must be recorded **daily**, by the end of each day.
- All children in care must be on your daily records for attendance, menus, and meal counts.
- Menu components may be recorded prior to meal service, but meal counts may **not** be filled in ahead of time.
- Meals and snacks must meet the meal pattern requirements and contain creditable food components.
- For Paper Claimers: Record menus on proper forms: infant meals on infant forms, children older than one on regular forms. Use only a #2 pencil and make sure circles are dark and completely filled in.

### Claiming children

Send in a Food Program Enrollment form for each child in your care. Until this form is received in the 4-C office, you will not be reimbursed. The number of children attending and claimed may **not** exceed your authorized capacity.

## III. SUBMITTING ACCURATE CLAIMS

The monthly claim is the information a provider submits to their sponsoring organization (4-C) to process for reimbursement. Failure to submit proper forms may result in lower reimbursement or loss of payment.

The following criteria are important for accurate meal and snack claims:

- All children must have a current enrollment or annual enrollment renewal form on file at the 4-C CACFP office. It is recommended that you submit enrollment forms for new children as soon as they enroll in your care to ensure that their forms arrive in the 4-C office on time for reimbursement.
- All claims are due in the 4-C CACFP office, by the **5<sup>th</sup>** of the following month. **Reimbursements for claims received after the 5<sup>th</sup> of the month will be considered a “late claim” and could be delayed up to three months.** If you know you are sending a late claim (one which is sent/received after the 5<sup>th</sup>), please call the office to let them know. Note: a claim cannot be processed if more than 50 days late.
- The **monthly Claim Information Form (CIF)** must be mailed with your paper claim. This form should indicate who supplies the infant formula and/or food. Please note withdrawal dates for children no longer in care on this form. Be sure to sign your CIF. If for some reason you don't have a CIF, a separate signed note with your name, provider number and pertinent information can be used. **DO NOT** delay mailing your claim if you have not received your CIF.
- Providers should send all supporting documentation such as child enrollment forms for new children, income information, changed State Day Care License or County Day Care Certification. If you claim online, you need to record the meal times you **actually** serve meals and snacks, not

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your originally established time(s) or the time you typically serve them. This helps the Nutrition Specialist when planning out a day of visits. Ideally, we want to see a variety of meals and snacks.

**If you claim using paper forms:**

- Please mail claims promptly after your last meal/snack service for the month.
- Be sure to put your return address and enough postage on the claim envelope. **DO NOT FOLD** paper claims or enrollments.
- The claim must be sent in its entirety including regular and infant menus and all days requested for reimbursement.
- Remember to sign your claim before submitting.
- After your claim is processed, you will be sent a Monthly Claim Summary Report. Please take time to review this form and contact the 4-C CACFP office with any questions and/or concerns as soon as possible – this helps prevent the same mistakes happening on future claims.

**If you claim online:**

- The CACFP.net online claiming system is user-friendly. It can be accessed online on a web browser on any computer/device/smart phone. With a couple of clicks you can log-in, enter meal counts, and enter in menus by choosing from a list of foods.
- Please submit your claim promptly after your last meal/snack service for the month.
- After your claim is processed, you will be able to access your Monthly Claim Summary Report online. When you are logged in – click on “My CACFP info” and then select “summaries of processed claims.” Please take time to review this form and contact the 4-C CACFP office with any questions and/or concerns as soon as possible – this helps prevent the same mistakes happening on future claims.

#### **IV. HOW THE 4-C CACFP WILL REVIEW PROVIDER’S MONTHLY CLAIMS**

The 4-C staff reviews each claim at the beginning of each month. The following items are checked during the processing of each claim:

- Are there any newly enrolled children and has an enrollment been included?
- Is the claim for the current processing month or from a previous month and thus considered a “late claim?”
- Is the child information found on the **Claim Information Form (CIF)** current and match what is found in our computer program?
- Regulation(s) are up to date and on file.
- Do any children have a **diet statement in accordance with CACFP’s special dietary needs requirements on file** – which would allow you to claim food(s) that aren’t usually creditable and/or don’t meet the meal pattern?
- Authorized capacity, days of operation, ages of children served, approved meals/snacks are being followed.
- Tier status of the provider and/or enrolled children.
- Meal requirements of infants and children are met.
- If you had a home visit by your Nutrition Specialist during the month, the documentation of

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meals/attendance from that visit will be compared to the information provided by you on your submitted menus.

## **V. THE 4-C CACFP REIMBURSEMENT SYSTEM**

The 4-C staff reviews and completes the claim process for reimbursement of that month's claims. When all claims have been reviewed, the claim is submitted to DPI via their website.

Reimbursement checks are only made payable to the individual day care provider enrolled in the 4-C CACFP. A check cannot be issued to the day care facility's name or another person.

You should receive your direct deposit or check approximately 5 weeks after the 4-C CACFP submits the claim to WI DPI. For current direct deposit date information, check the 4-C website at [www.4-c.org](http://www.4-c.org).

## **VI. COMPLIANCE WITH 4-C CACFP'S RECORDKEEPING REQUIREMENTS**

The 4-C Food Program wants you to receive all of the reimbursement you are entitled to. By keeping accurate, available and up to date menus, meal counts and attendance will help ensure that this happens.

Make record keeping a priority. Putting a system in place will help to keep the paperwork in order and readily accessible. Recording your menus at the same time each day may make it easier to form a habit of recording your paperwork daily. If you claim online, but don't record your menus daily online you must record menus on paper indicating food served as well as which children were served for each meal or snack, in other words, meals and meal counts. There is an example of this type of format on the 4-C website, click on Food Program, click on memos & forms, click on Records Worksheet. You can print this and use it daily if you like. This is only one example of a records worksheet.

There are three basic record keeping rules:

1. Record all meals/snacks and meal counts by the end of each working day.
2. Record daily attendance according to licensing and/or certification regulations.
3. Contact your Nutrition Specialist or the 4-C office by 8 AM if you will not be home during a meal/snack time.

Three years of CACFP records must be maintained at all times. All CACFP records must be maintained onsite for the most recent 12 months plus the current month. Records for the previous two years (before the most recent 13 months) can be kept onsite or offsite, and must be made available if requested. If you claim online, you can maintain these records on the computer or on paper. If you maintain records on the computer, they must be accessible for 4-C, DPI, or USDA staff to review at any time during your regular day care hours.

### **The records you are required to maintain include:**

- Copy of non-expiring Agreement Between Sponsoring Organization and Day Care Home (PI-1425)
- Copies of CACFP child enrollment forms and a copy of the annual enrollment renewal report.
- Copy of any applicable Diet Statements and Special Dietary Needs Tracking Forms for children unable to follow the CACFP meal pattern
- Certificate of completion of annual record keeping home assignment
- Sponsor home review forms
- Monthly menus and child care attendance

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- Documentation for commercial, combination food products (CN Labels/product analysis sheets)
- Claim summary letters
- Building For the Future flier must be posted
- Parent letter with Civil Rights Statement must be posted and given out at the time of enrollment

### **Home Visits**

A 4-C Nutrition Specialist will visit you at least three times throughout the year during your day care hours of operation. Home reviews are often unannounced and at least one of the unannounced reviews must be during a meal or snack service so it can be observed.

It is your responsibility to notify your Nutrition Specialist or the Food Program when you will be away from your day care during your hours of operation. We ask that you notify us by **8:00** am on the day you will be away, so your Nutrition Specialists have time to plan their day. If you have not notified us and a Nutrition Specialist stops by to conduct an unannounced visit while you are not home, it will result in deductions of that meal or snack.

Current Food Program records must be on the day care premises and accessible during home reviews, including records kept on your computer. If you have incomplete or missing attendance records, your Nutrition Specialist must cite this as a review finding that requires corrective action and disallow reimbursement for those meals. At home reviews, any pre-recorded meal counts will be removed from your records by a Nutrition Specialist and noted on your Home Review Form. A Five Day Reconciliation comparing enrollments, meal counts and daily attendance will be conducted by a Nutrition Specialist at the time of a Home Review. Any discrepancies, between meal counts, daily attendance and enrollments, may result in disallowances or findings.

**A note about substitutes:** If you have a substitute, make sure your substitute knows where your menus and attendance are in case your Nutrition Specialist comes and needs to see your records. Nutrition specialists have the right to do a visit if you're not home but you have a substitute doing care for you.

## **VII. CIVIL RIGHTS REQUIREMENTS**

Civil rights are the nonpolitical rights of a citizen; the rights of personal liberty guaranteed to the U.S. Citizens by the 13th and 14th Amendments to the U.S. Constitution and Acts of Congress. The goal of civil rights is equal treatment for all applicants and beneficiaries; knowledge of rights and responsibilities; elimination of illegal barriers that prevent or deter people from receiving benefits; and dignity and respect for all. All children who attend a day care home must be provided equal access to the benefits of the CACFP. Therefore, infants must be offered infant formula and food at the home and parents cannot be asked or required to supply these items. To withhold the program from any eligible age group is age discrimination.

### **Civil Rights Requirements for Family Child Care Home Providers:**

- Provide the CACFP in a nondiscriminatory manner including providing translated language assistance to enrolled children's families who do not speak or understand English.
- Provide all required food substitutions to the standard meal patterns, as specified by the children's licensed physician, to children whose special dietary needs are the result of a disability.
- Post the "Building for the Future" flier in a visible location such as your parent board or where your regulation is posted.
- Discuss with parent/guardian, choices for supplying iron fortified infant formula/food to families

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- of all newly enrolling infants.
- Refer all Civil Rights complaints to the 4-C CACFP.

**Non-Discrimination Statement:**

Whenever the CACFP or USDA is mentioned or implied on materials, the non-discrimination statement must be included. Information that is directed to parents, potential participants or public groups and that mentions the CACFP or USDA meals must include the non-discrimination statement. Examples of informational materials that require this statement include:

- Your Policies
- Newsletters that are given to your child care families
- Brochures used to advertise your child care
- Flyers posted to advertise your child care
- Any printed or online advertising

**CACFP Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)