

4-C Child and Adult Care Food Program 2021-2022 Annual Record Keeping Assignment

DUE DATE: September 1, 2022

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 USDA 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 9/1/2022:
 - **MAIL** 5 Odana Ct. Madison, WI 53719
 - **FAX** 608-271-5380
 - **SCAN/EMAIL** 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.
- Failure to complete this assignment by the end of the Fiscal Year will result in Corrective Action and may lead to a declaration of "Serious Deficiency".

Thank you for your continued commitment to the nutritional health, development, and well-being of children in your care in completing this Record Keeping Assignment

The **USDA, Child and Adult Care Food Program (CACFP)** is part of the **National School Act** which was implemented in **1968**. The CACFP is a federally funded nutrition program administered by the **Department of Public Instruction (DPI)** for the state of Wisconsin. **4-C** is a sponsoring organization of the CACFP.

The CACFP meal pattern reflects that of the USDA, **Dietary Guidelines for Americans**. The mission of the CACFP is to serve *nutritious* meals and snacks to children and adults.

Providers who participate in the CACFP sign an agreement upon enrollment to comply with the requirements, regulations, and policies of the program. Participation in the program is voluntary. Provider's commitment to the program is essential to the overall success and support of children's nutritional development, health and well-being.

4-C CACFP staff is dedicated to maintaining those principles and the integrity of the Food Program.

The **Recordkeeping Home Assignment** is one of the requirements providers are asked to fulfill and submit for completion.

I. SERVING MEALS WHICH MEET THE CACFP MEAL PATTERN REQUIREMENTS

"The 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.

Infant: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_infant_meal_pattern.pdf

Child: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_child_meal_pattern.pdf

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. **Key point to remember - 2%** milk is NOT allowed to be served to any age group with exception of a signed Diet Statement on file. Meals where 2% milk is offered without a Diet Statement will be disallowed.
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 one fruit and one vegetable OR to serve two different vegetables (remember to pay attention to serving size(s) if serving two vegetables). **Key point to remember** - you cannot serve two fruits in place of a fruit or vegetable at lunch, dinner. Another added benefit of these being two components are that a snack can now be a fruit and a vegetable. **Key point to remember** – You cannot serve two fruits or two vegetables at a snack. *Juice* is limited to being served at **one** meal or snack per day and is no longer allowable for infants. *Whole* fruits and vegetables are good sources of vitamins A and C, along with other vitamins, minerals, as well rich in fiber.
3. **Meat or Meat Alternates** –Serve 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 cheeses. **Key points to remember** - *Meat and Meat Alternatives* may be served in place of the entire *grain* component at *Breakfast* a maximum of **three** times per week. *Air-frying* is allowable method of preparing meat/meat alternates, however *Deep-frying* and submerging foods in hot oil or other fat must NOT be used to prepare meals on site.

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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. *Soy yogurt* is a *dairy free* option and credits the same as regular yogurt. 4 ounces (1/2 cup) = 1 ounce of Meat/Meat alternate.

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 grain rich food 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. **Key point to remember** - Breakfast cereals must contain no more than *6 grams of sugar* per dry ounce. Providers must refer to the ingredient list to determine if it is a whole grain source to serve.

NEW - As of October 1, 2021, Ounce Equivalents (Oz. Eq.) for Grains are required to be used in the CACFP meal Pattern (for both children and infants). Using Oz. Eq. only changes the method of measuring and portioning grains - as a result, the required serving sizes change for a few grain items. The term used for a serving of grains changed from “serving” (or “slice” for bread) to Oz. Eq.

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
6. **Store-Bought Combination Food and Processed Meat/Meat Alternate Products** – Store Bought Combination Foods combine two or more menu components in a single serve food items (such as corn dogs, fish sticks, chicken nuggets, and commercially prepared pizza). Processed Meat/Meat Alternates are products without 100% meat ingredients that contain binders/extenders, byproducts, cereals, or fillers (such as meatballs, frozen beef patties, and soy cheese). In order to be reimbursed for serving a Store-Bought Combination Food and/or Processed Meat/Meat Alternate Products, you must have either a *Child Nutrition Label* (CN) on the package OR you must obtain a *Product Formulation Statement* (PFS) from

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the manufacturer. If you submit claims for reimbursement for any Store-Bought Combination Food or Processed Meat/Meat Alternate Products, your Nutrition Specialist will be checking for documentation at home visits.

In some cases, providers are unable to obtain the necessary documentation and still serve the Store-Bought Combination Food as an “additional food” in conjunction with a creditable food. For example: a provider serves store-bought chicken nuggets and does not have a CN Label or PFS. The provider is unable to claim the chicken nuggets as the meat/meat alternate component and serves cheese in addition to the chicken nuggets. In this case, the cheese is the creditable meat/meat alternate component, and the chicken nuggets are an additional food. **Key point to remember** - It is important that menus indicate the creditable food – if you claim a Store-Bought Combination Food without having the proper documentation (even if you served any additional creditable component) your meal is *not* reimbursable. You must record the creditable food that you served on your menus.

7. **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 it 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)
 - **Key point to remember** - When the request is for a personal preference you are not required, but may choose to, provide the accommodation/substitution. The family can provide one creditable component for a parent preference and the provider can still claim meals. However, if the family provides a non-creditable component, or two or more components (even if all items are creditable) meals CANNOT be claimed.

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 **5th** of the following month.
Reimbursements for claims received after the 5th 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 5th), 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 Child Care License or County Child Care Certification.

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.
- **Key points to remember** – Infant foods are entered in a separate section than all other food. It is recommended that you double-check menus and daily attendance before submitting your claim to avoid meals errors and loss of reimbursement.

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**

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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.
- Double-check menus to make sure that “**whole-grain**” is clicked when recording meals online and **WGR** is recorded on paper menus. One whole grain must be served and recorded daily.
- By entering meals on a daily basis there is less room for errors, more accuracy and is a time saving measure.
This time saving measure will prevent you from having to record meals on paper on a daily basis and avoid errors by entering all meals at the end of the month.
- If you had a home visit by your Nutrition Specialist during the month, the documentation of 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 child care provider enrolled in the 4-C CACFP. A check cannot be issued to the child 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.

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

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

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 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 8:00 AM if you will not be home during a meal/snack time.

Three years of CACFP records plus the current fiscal year 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 child 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 current CACFP child enrollment forms for all children in care.
- 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, meals counts, and child care attendance
- Documentation for commercial, combination food products (CN Labels/product analysis sheets)
- Claim summary forms
- 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 child 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. DPI or USDA auditors could also conduct home visits during child care hours.

It is your responsibility to notify your Nutrition Specialist when you will be away from your child 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 attempts to conduct an unannounced visit while you are not home, it will result in deductions of that meal or snack.

Providers should be prepared to provide the following **documentation** and information to your Nutrition Specialist to make for successful and time efficient home visits.

- ✓ Current Food Program records (menus and meals counts) - including records kept on your computer
- ✓ Daily attendance records
- ✓ Sponsors Provider Agreement you signed when you started the Food Program
- ✓ Your regulation certificate
- ✓ Child Nutrition (CN) Labels or Product Formulation Statements (PFS) for any combination food products served and claimed.
- ✓ The location of your ***"Building for the Future"*** poster displayed in your child care.

Please note: if you have incomplete or missing attendance records, menus or meals counts, your

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Nutrition Specialist will cite this as a review finding that requires corrective action and disallowing of reimbursement for those meals.

A **Five-Day Reconciliation** comparing enrollments, meal counts, and daily attendance is required to be conducted by your Nutrition Specialist at the time of a Home Review. **Note:** Any discrepancies, between meal counts, daily attendance and enrollments, may result in disallowances or findings.

If you have a substitute, make sure your substitute knows where your menus and attendance are - Nutrition Specialists have the right to conduct the visit with the substitute.

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 child 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 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

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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, 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