

4-C Child & Adult Care Food Program (CACFP) Record Keeping Assignment FFY 22-23

DUE DATE: September 1, 2023

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 9/1/2023:
 - 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".

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

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

MILK

- ≈ Children 1 year of age must be served whole milk
- ≈ 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.



Note: 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.

FRUITS AND VEGETABLES (two separate components)

Your options for meeting these components of the meal pattern for a lunch and dinner are:

- ≈ one fruit and one vegetable
- OR
- ≈ two different vegetables

Your options for meeting these components of the meal pattern for a snack are:

- ≈ one fruit and one vegetable



Note: Serving juice as a fruit or vegetable is only allowable at one meal/snack per day

MEAT OR MEAT ALTERNATES

- ≈ Meat and Meat Alternatives may be served in place of the entire grain component at Breakfast a maximum of three times per week.



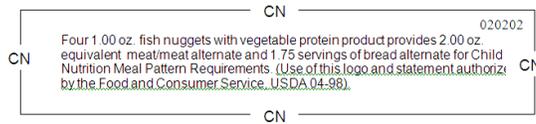
- ≈ Tofu, soy yogurt, and juice are not allowable for infant foods.
- ≈ If an infant’s parent/guardian provides more than one component, meals/snack can not be reimbursed.

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 item (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 the manufacturer.

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: _____ Code No: _____
 Manufacturer: _____ Case/Pack/Count/Portion/Size: _____

I. Meat/Meat Alternate
 Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate (M/MA)

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
		X		
		X		
		X		
A. Total Creditable M/MA Amount!				

* Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

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.

Note: if you are unable to obtain the necessary documentation and still serve the Store-Bought Combination Food as an “additional food” it needs to be done 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.

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:
 - Description of impairment (reason for request)
 - How to accommodate the impairment (e.g., food(s) to be avoided and recommended substitution(s))
 - Signature from state licensed healthcare professional (physician, physician assistant, nurse practitioner (APNP), dentist, podiatrist and optometrist).
- 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)
- 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.

 **Special Dietary Needs Tracking Form**
CACFP program staff complete this form

Family day care home providers must complete this form for each child served menu substitutions. Sponsors may assist as needed. The sponsor and provider must keep this child's form and applicable documents, as specified, on file.

Section I: Disability (Below) - Complete when a child has an impairment that restricts eating and/or feeding and a valid medical statement signed by a State licensed healthcare professional (physician, physician assistant, nurse practitioner (APNP), dentist, optometrist, podiatrist) is on file.

Section II: Non-Disability Special Dietary Need (back of this page) - Complete when:

- A child's family requests meal substitutions
- A medical statement not valid for a disability is provided. Examples:
 - Statement from a non-licensed health care professional (e.g., registered nurse, dietitian, or chiropractor)
 - Statement from a licensed health care professional that specifies a family's dietary preference, not a disability (e.g., statement indicates the child may drink rice milk per parent)

Section I: Disability	
Complete this entire page. Check off each box when the action is completed.	
Provider's Name: _____	Provider Number: _____
Child's Name: _____	
<input type="checkbox"/> This child has a physical or mental impairment that substantially limits one or more major life activities. <ul style="list-style-type: none">✓ Major life activities include eating, breathing, digestive, and respiratory functions, etc. Impairment does not need to be life threatening; ex. lactose intolerance is a physical impairment of the digestive function	
<input type="checkbox"/> Attached is a valid written medical statement which includes: <ul style="list-style-type: none">✓ Description of impairment (reason for request)✓ How to accommodate the impairment (e.g., food(s) to be avoided and recommended substitution(s))✓ Signature from state licensed healthcare professional (physician, physician assistant, nurse practitioner (APNP), dentist, optometrist, podiatrist)	

 **Child and Adult Care Food Program**
Special Diet Form

Provider's name: _____ Provider # _____

Child's name: _____ Child's date of birth: _____

The Child and Adult Care Food Program (CACFP) addresses the nutritional needs of young children in family child care. Child Care Providers are required to serve meals and snacks (including milk) that meet USDA meal pattern requirements, including meals and snacks served to participants with disabilities.

What is a disability? Physical or mental impairment that substantially limits one or more major life activities (includes eating, breathing, digestive and respiratory functions, etc.). Most physical and mental impairments will constitute a disability; it does not need to be life threatening. Ex. Digestion is impaired by lactose intolerance, whether or not consuming milk causes severe distress.

THIS CHILD IS ONE YEAR OR OLDER and requires a dietary change that does not meet the USDA meal pattern requirements due to a disability (see above definition).

Specify change needed and/or food(s) to omit as well as reason: _____

Specify allowable substitution(s): _____

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.

The number of children attending and claimed may not exceed your authorized capacity.

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.

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.

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. Note: a claim cannot be processed if more than 50 days late.
- ≈ 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**:

- ≈ 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.
- ≈ Please mail claims promptly after your last meal/snack service for the month; put your return address and enough postage on the claim envelope; and **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!
- ≈ 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 meal 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 submitted?
- ≈ Is the claim for the current processing month or from a previous month and thus considered a "late claim?"
- ≈ For paper claims - 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 (including one whole grain recorded daily).
- ≈ 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.

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

Make record keeping a priority. Putting a system in place will help to keep the paperwork in order and readily accessible.

- ≈ 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 specific 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 (posted)
 - Parent letter with Civil Rights Statement (posted and/or 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 usually 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 form
 - 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 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

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information

(e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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