

Center-Based Food Program Training

Created by: Wildwood Child and Adult Care Food Program

The goal of the USDA's Child and Adult Care Food Program (CACFP) is to improve the nutrition of children in care settings while promoting the development of healthy eating habits. As a sponsor of the CACFP, Wildwood is required to train staff members on program requirements on a yearly basis. This training course has been developed to give an overview of the food program as well as information on how to complete the necessary records of attendance and meal service. Please read through the contents and complete the corresponding test to receive a training certificate.

Below are a few important facts that you should know about the food program:

- Meal and snacks served and claimed in the food program must follow the Meal Patterns for CACFP and be at least a minimum portion size for the age of children you serve.
- Meals or snacks may only be claimed if they are served during the time-range set for your program. Times are documented and approved on your site application with the state, which is managed by Wildwood CACFP. Meal time changes will be completed by a Wildwood Program Monitor when site staff notify Wildwood of a change.
- At each meal or snack service, staff (who have been trained on CACFP guidelines) are required to accurately record the Menu (foods served) and the children who participate in that meal or snack (Record of Meal Service).
- All Menus and Records of Meal Service (ROMS) and any supporting documentation should be kept for a minimum of 3 years and 4 months. Records must be kept on-site and made available to representatives of Wildwood, CDPHE and the USDA upon request and when they conduct a site review. Paper or digital/scanned records are acceptable.
- The Child and Adult Care Food Program is a federally funded program and should not be taken lightly. False or inaccurate records could be considered fraud. Compliance concerns will require a written Corrective Action Plan. Continued concerns may result in Serious Deficiency Determination and may result in staff or the center being terminated and excluded from this and other federally funded programs.

CACFP Meal Patterns

When serving meals or snacks to children in care, you must follow the CACFP Meal Patterns.

Breakfast requires three food groups: Fluid Milk (children ages 1-2 years must be served Whole milk, children over age 2 must be served 1% or Skim milk), a bread/grain, and a fruit or vegetable (or combination of fruit and vegetable). (A Meat/meat alternate may be served at breakfast in place of a grain component up to three days per week.)

Snack requires two different food groups: Only one of the two food groups served may be juice/liquid form.

Lunch or Dinner requires five food groups: Fluid Milk (children ages 1-2 years must be served Whole milk, children over age 2 must be served 1% or Skim milk), one serving of fruit, one serving of vegetable, one serving of meat/meat alternate, one serving of bread/grain. (The fruit component at Lunch/Dinner may be substituted for a second vegetable, for a total of two different vegetable components).

Portion sizes must be a minimum size based on the age of the child receiving the meal. You may offer larger servings if you choose, but you may not offer smaller portions than the meal patterns show for the age of recipient. The chart on Pg. 2 provides minimum portion size requirements for children ages 3-5 years old.

Daily Limit: Up to 3 meals/snacks may be claimed per day. These may include 2 meals and 1 snack or vice-versa.

CACFP Meal Pattern Requirements for Pre-School Children Age 3-5

Food Component for Age 3-5	Breakfast ***	Lunch/Supper	Snack
Milk (non-flavored) Age 1-2 Whole Milk Age 2+ Fat Free or 1% White Milk	3/4 Cup	3/4 Cup	1/2 Cup
Vegetable **	1/2 Cup	1/4 Cup	1/2 Cup
Fruit **	1/2 Cup	1/4 Cup	1/2 Cup
Grain/Bread **** (1 WG required daily) Whole Grain or enriched Bread; or Cornbread, Biscuits, Buns, Muffin; or Cold Dry Cereal*****; or Cooked Pasta/Noodles; or Cooked Cereal or Cereal Grains	½ Slice = .5 Oz eqv. ½ Cup = .5 Oz eqv. ¼ Cup = .5 Oz eqv. ¼ Cup = .5 Oz eqv.	½ Slice = .5 Oz eqv. ½ Cup = .5 Oz eqv. ¼ Cup = .5 Oz eqv. ¼ Cup = .5 Oz eqv.	½ Slice = .5 Oz eqv. ½ Cup = .5 Oz eqv. ¼ Cup = .5 Oz eqv. ¼ Cup = .5 Oz eqv.
Meat and Meat Alternates	(Optional ****)		
Lean Meat or Poultry or Fish	½ ounce	1.5 ounce	½ ounce
Real Cheese*****; or	½ ounce	1.5 ounce	½ ounce
Eggs; or	¼ Large Egg	½ Large Egg	¼ Large Egg
Cooked Dry Beans or Peas; or	¼ Cup	½ Cup	¼ Cup
Peanut Butter or other Nut Butter; or	1 TBSP	3 TBSP	1 TBSP
Peanut/Soy Nuts/ Tree Nuts; or	½ ounce	1 ounce = 50% **	½ ounce
Yogurt (only low sugar)*****	2 ounces = ¼ Cup	6 ounces = ¾ Cup	2 ounces = ¼ Cup

* 1 ounce of Nuts/Seeds equals a half of the minimum serving. A second 1 Oz meat/meat alternate must be provided to meet the full minimum requirement at Lunch/Supper.

** At Lunch/Supper: May serve one Fruit and one Vegetable or two Vegetables, NOT two Fruits.

** At Snack: May serve one Vegetable and one Fruit.

** At Breakfast: May serve one Vegetable or one Fruit or a combined portion of both.

*** At Breakfast: May serve a Meat/Meat Alternate in place of Grain up to three times per week.

****At least one grain per day must be Whole Grain Rich. If only 1 grain is served per day, it must meet the WGR criteria to be creditable.

*****Ready to eat cereal must not exceed 6 grams of sugar per dry ounce.

*****Cheese served in CACFP program must be real cheese. Processed cheese and products with words like: cheese sauce, cheese spread, or cheese food are not creditable.

*****Yogurt served in CACFP program must not exceed 23 grams of sugar per 6 ounce serving.

The serving sizes listed are the minimum requirements to be creditable and reimbursed by CACFP. You may serve more than is required, but not less.

For children with Food Allergies: Special Diet Statement (SDS) signed by a medical authority must be provided by parent/guardian in order for meals that deviate from the meal patterns listed above to be reimbursed. A copy of SDS must be given to Wildwood. When a SDS is not received, staff may make menu substitutions and claim meals when all components are provided. Without a SDS the Center may choose not to make substitutions and not claim meals that would not be creditable.

Meal Service Preparation

- Before meal service, tables must be cleaned and sanitized per food safety guidelines.
- Children and staff must wash their hands with running water and soap before meals.
- Food must be stored properly prior to meal service, per food safety guidelines.
- Ensure the menu is suitable for children with food allergies or that substitutions have been made.

Hand sanitizer may only be used when running water is not available, i.e. on a field trip. Otherwise, hand sanitizer is NOT to take the place of handwashing with soap and running water.

Recording Attendance, Menus and Meal Service

Recording attendance: Attendance should be marked daily when students arrive at the program either electronically or on a paper roster that shows each student's first and last name and the date of service. Daily attendance should reflect the total number of students participating at any time on the day of service.

Recording Menus: Menus show the specific foods that are served for each meal or snack and the portion size of each food. If you serve something different than what is printed on the menu, you must cross-out foods that are not served and write-in any substitutions, including the portion size to accurately reflect what is served to students each day. The paper (posted) menu must be submitted with your monthly records to show any changes that were made.

Recording meal/snack service: When the specified time comes for meal/snack service, the person attending to the children at the time of food service should mark the Record of Meal Service (ROMS) to show which students were served. In order to mark a child as participating in a meal or snack, the **child must be served all of the food components for the meal/snack or self-serve when using family-style dining**. Students who do not choose to participate in meal/snack service should not be included/counted in the ROMS. Verbally offering a meal/snack to a child does NOT qualify that meal to be claimed for reimbursement.

Leftover Food: Any leftover food remaining should not be counted or claimed as offered. These leftover items, when stored properly, may be used another day or discarded if food safety is in question.

Record maintenance: All records of attendance, menus and meal service are part of the original, permanent record for the center and must be kept for a minimum of three years and four months, as required by the USDA. All records must be kept on site and should not leave the premises. Another option to fulfill this requirement is to store records digitally at your program office, however all records must be included and legible if digital storage is to be effective. Records must be made available to representatives of Wildwood CACFP, Colorado CDPHE or the USDA during a site review or as needed for file reviews or verification. Wildwood will conduct 3 meal observations including record reviews per year.

The USDA requires recording of attendance, menu updates, and meal service to be completed daily at the point of service. Any records that are found to be incomplete at the time of a site review cannot be reimbursed and may result in findings of non-compliance, or serious deficiency determination of the program, which require a corrective action plan to be implemented. If acceptable corrections are not implemented in the allowed time frame, or concerns continue, the program may be terminated from the Child and Adult Care Food Program as well as disqualification from other federally funded programs.

Civil Rights Notification system: The USDA Civil Rights Poster must be hung in a prominent public location at all programs participating in the Child and Adult Care Food Program. This poster includes details for how to make a complaint if a parent, child, staff member or other person feels their civil rights have been violated.

Step-By-Step Process for Meal Service

1. Plan ahead and post the menu for public/parents to see at drop-off/pick-up area.
2. Purchase/order food and supplies, based on upcoming menus, enrollment, and usual attendance.
3. Sanitize tables before food service. (If tables are used for activities prior to meals, re-sanitize.)
4. All children (and adults who are serving) must wash their hands immediately before each meal/snack.
5. Offer the meal/snack in a friendly atmosphere and allow enough time for children to eat the food.
6. Wear gloves when handling any ready to eat (open) foods. Packaged foods do not require gloves.
7. Children must be served a complete meal in order to claim the meal/snack for that child. (Meals for children who do not accept the complete meal/snack may NOT be claimed for reimbursement.)
8. Daily record keeping
 - a. Record each meal/snack for children participating on a paper roster during meal service and/or in the Minute Menu CX record keeping software.
 - b. Make sure any food changes/substitutions are recorded on both the paper/posted menu and in the online meal software.
9. Scan/email or upload supporting documentation as soon as the month is completed to Wildwood.

Civil Rights Notification

Any printed or digital material that includes reference to USDA or participation in the food program must include the nondiscrimination statement below or the shorter version for 1-page documents:

Short non-discrimination statement: "This program is an equal opportunity provider".

USDA Nondiscrimination Statement

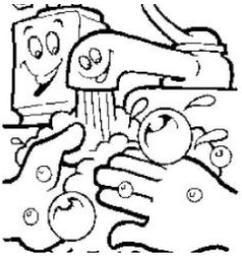
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, Its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national 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, audiotope, 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. This institution is an equal opportunity provider.

Cleanliness & Food Safety

To ensure food safety, keep cold food cold and hot food hot. All food must be stored at least 6 inches above the floor, even in the refrigerator. Cold food should be kept at or below 40 degrees. Hot foods should be kept at or above 140 degrees. Perishable food that is out of the refrigerator for more than 2 hours (1 hour if temperature is over 90 degrees) must be discarded.

Food Allergies

Food allergies can be deadly and are considered a medical need, which is protected under Civil Rights Laws. Children with documented food allergies, who have a Special Diet Statement (SDS) on file, must receive food that meets their needs. When a SDS is not received, staff may make menu substitutions and claim meals when all components are provided. Without a SDS the Center may choose not to make substitutions and not claim meals that would not be creditable. Communicate with your supervisor and kitchen staff often to ensure food accommodations are being made for impacted children. Meals served to children with food allergies can be claimed for reimbursement when menu substitutions follow the instructions of a medical authority.



Handwashing is Required

Children must wash their hands with soap and running water before they are served. The most important part of hand washing is friction. The more time children spend rubbing soapy, wet hands together, the more of the nasty, but invisible, germs that go down the drain. Have children sing the ABC song or count to 30 while washing. Hand sanitizer is not allowed in licensed care programs.

Sanitizing Tables

Sanitize the tables immediately before each meal/snack service. Start by washing any debris off with warm-soapy water followed by a clean water rinse. Finally, spray with a bleach/water solution and allow to air dry. If you sanitize tables ahead of time, tables should not be used before food is served. If children sit at or use tables for activities before meal/snack time, tables must be re-sanitized prior to food service.

(Bleach solution: ¼ tsp per quart of water)



The Share Spot

After a child has received a meal/snack/meal and staff have recorded the meal service, the child may place all or part of their un-opened food in a designated spot for sharing with others. If another child wants more to eat, they may get food from the share spot. Just a reminder, each snack/meal can only be served/claimed for reimbursement once. Food placed in the share spot is out of the system and can't be counted again.

Clean up and Discard



After each meal/snack service, clean-up the service area and throw-away any trash, including open food containers. (Unopened, non-perishable food can be saved for future use.) Enlist kids to help with clean up. Children can help by wiping tables after meal service with warm, soapy water, picking-up trash, and general clean-up of the service area. Trash must be taken out daily.

Due to the pandemic, there are several waivers available from USDA for flexibility of meal service. Waivers may only be used when absolutely necessary and when details are documented in writing and communicated promptly to Wildwood.

Nuts and Bolts of Serving Reimbursable Meals & Snacks

- Breakfast:** 3 Food Groups – including age-appropriate milk, a fruit or vegetable and a bread item
Portion sizes must meet or exceed CACFP Meal Pattern Requirements
Only healthy foods are allowed (No doughnuts, cereal bars, pop-tarts, or other junk food)
Served at the pre-approved time for your site
Meal participation must be recorded during the time of service on paper roster or online
Menu substitutions must be recorded to reflect what is served and the portion
- Snack:** 2 different food groups – each child must be given or take both items or sit in front of both
Portion sizes must meet or exceed CACFP Meal Pattern Requirements
Only healthy foods are allowed (No cookies, candy, or other junk food)
Served at the pre-approved time for your site
Snack participation must be recorded during the time of service on paper roster or online
Menu substitutions must be recorded to reflect what is served and the portion
- Dinner or Lunch** 5 Food Groups – each child must be given or take all 5 food components, including milk
Portion sizes must meet or exceed CACFP Meal Pattern Requirements
Only healthy foods are allowed (No restaurant food, junk food, cookies, candy, etc.)
Served at the pre-approved time for your site
Meal participation must be recorded during the time of service on paper roster or online
Menu substitutions must be recorded to reflect what is served and the portion
- Monthly:** At the end of each month, send all documentation of meals/snacks to Wildwood. Although this may be delegated to a certain person on your team, don't be afraid to ask if it has been done and/or step-up to do it if someone is out due to vacation or illness. (To process the claim on-time, we need all paperwork by the 5th of the next month, but sooner is better.)
- Monthly records showing Attendance and Meal/Snack Participation (ROMS)
 - Store or vendor receipts showing itemized foods and supplies purchased/received for meal service
 - Posted Menu – showing any hand-written menu changes/substitutions made during the month

Integrity: Each of us can help to protect the integrity of the food program. This starts by estimating only the number of meals/snacks you will likely use based on trends in your program. If Friday is usually a "light" day, then reduce the number of meals prepared on Fridays to match. Continue by only claiming the children who participate in meals/snacks. In short, order only what you need and claim only what you serve.

Wildwood is honored to partnering with your center to sponsor food program participation, and we invite you to contact us with questions, concerns, or suggestion for program improvement.

Please use the link on the next page to complete a short, online quit as proof of training completion.

Wildwood Child and Adult Care Food Program
Office phone 303-730-0460



When you have reviewed the course content,
click [HERE](#) to take the short online test.
(or you can type this address into your browser)

<https://forms.gle/TN6WyxM23TLgXH5Y8>

Be sure to read and answer each question carefully
to ensure your certificate is accurate.

Thank you for choosing

Wildwood CACFP

...for those who care for children

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Centennial, CO 80112

Wildwood Child and Adult Care Food Program

Office phone 303-730-0460

Website: www.wildwoodonline.org

USDA Nondiscrimination 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, 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. This institution is an equal opportunity provider.