

# Center-Based Training for the Child & Adult Care Food Program

This training is for Wildwood Child and Adult Care Food Program (CACFP) sponsored programs.

Wildwood CACFP is proud to partner with child care centers to navigate the USDA Child and Adult Care Food Program. The USDA requires that staff members be trained annually on food program requirements and civil rights compliance.

Some centers receive meals from contracted caterers/vendors in their area or from School Food Authorities (SFA) in their area. Those centers don't need to do much in the way of planning, preparing or cooking meals. However, it is crucial that all centers follow CACFP meal patterns to ensure that meals can be reimbursed.



Understanding the requirements of the food program will help centers to receive the largest reimbursement possible from the USDA for the meals served to children in their care. As with any federally funded program, there are many rules and regulations that go along with the CACFP. This training covers the basics.



**Healthy meals support children's growth and development.** By creating a pleasant mealtime environment, you can help children to learn healthy eating habits and explore new foods while encouraging the use of table manners and positive social skills.

Child Care Centers may be reimbursed for up to 2 meals/1 snack (or 2 snacks/1 meal) per day per child. Most sites serve Breakfast, Lunch and a PM Snack to provide nutrients throughout the day and to maximize potential reimbursement.

Meals served and claimed on the food program must follow the meal patterns for the CACFP and be at least the minimum serving size for the age of children served. Larger portions are always okay. Keep in mind that only healthy foods are allowed in the CACFP – no fast food, junk food, cookies or candy.

## Food Components

The CACFP Meal Patterns include 5 different food groups. Food groups are called components. Together, the various components make up each meal or Snack.



1. **Milk:** includes whole, low-fat or non-fat fluid, drinkable milk
2. **Vegetable:** fresh, canned, frozen or cooked vegetables in a variety of colors are encouraged
3. **Fruit:** a variety of fresh, canned, frozen, cooked or dried fruits is encouraged
4. **Meat/Meat Alternate:** protein-rich foods including lean meat, fish, eggs, yogurt, cheese, lentils/beans, tofu and nuts or nut butters
5. **Grain:** includes bread, tortillas, crackers, pretzels, popcorn, cereal, rice and many other food items. Grain components are measured based on the weight (ounce equivalents) of the flour they include. Sweets and grain-based desserts, like cookies, bars and pastries, are NOT creditable.

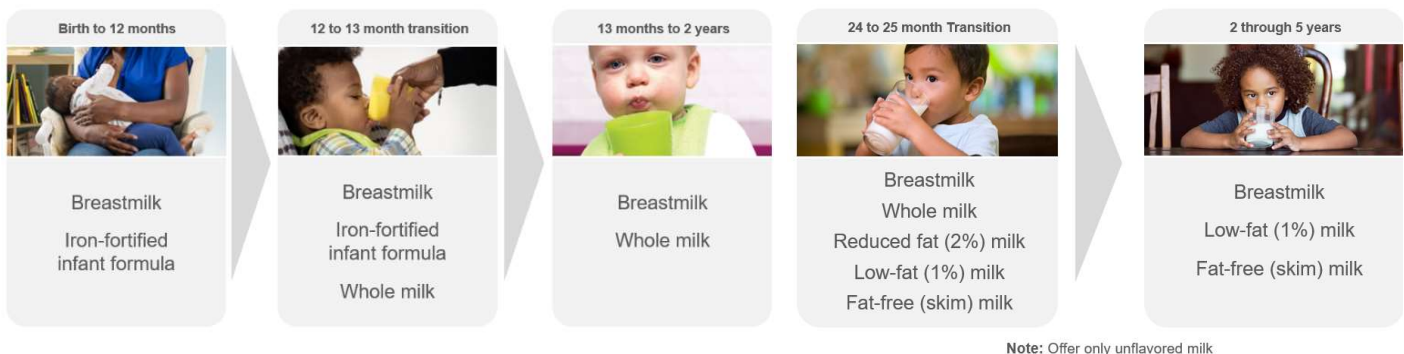
## Choosing the Correct Type of Milk

As previously mentioned, milk on the CACFP must be fluid, drinkable milk. In addition, only cow's milk, goat's milk, reduced-lactose milk, lactose-free milk and soy milk consistently meet the requirements for calcium, protein, vitamin D and other important nutrients. Some milk substitutes like almond, oat and pea protein milk do not meet the nutrient requirements for milk and are therefore not creditable on the CACFP.

Fluid milk requirements for CACFP meals differ based on the age of the participant. Infants (0-11 months of age) must receive Iron Fortified Infant Formula (milk-based or soy-based) or breastmilk. Children 12-23 months of age must receive whole milk. For participants 2 years and older, low-fat or fat free milk is required.

Additional notes about milk:

- A full portion of milk must be on the table, for each child according to their age, at the start of the meal.
- Only children 6 years of age or older may receive flavored low-fat or skim milk
- Breastmilk can be served to children at any age. Breastmilk is provided by the parents but can still be claimed and reimbursed when the mother nurses on-site or staff hold and feed the baby a bottle. If the parent nurses the child at home or takes them off-site to nurse or bottle-feed, those meals would be ineligible for reimbursement. CACFP encourages breastfeeding.
- To allow Wildwood to complete month milk calculations, a Milk Substitution Form should be completed by the parent/guardian for any child who does not receive cow's milk. Depending on what non milk beverage the child receives, a Special Diet Statement may be necessary.
- When serving milk, ensure that cups are large enough to hold a full portion, based on the age of each child, and allow extra room at the top to limit spills. 1-2 years = 4 oz, 3-5 years = 6 oz, 6+ years = 8 oz.



When children transition from formula or breastmilk to milk and from whole milk to low-fat milk, it may be helpful to make the adjustment slowly over several weeks. The images above and below show a recommended timeline for milk transitions which introduces the child to the new type of milk gradually:



## CACFP Meal Pattern Chart for Participants 1 Year and Older

### BREAKFAST

Serve Milk, Vegetable or Fruit, Grain\*

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetable, Fruit or Both	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grain*	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

\* Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week.  
oz eq = ounce equivalents

### LUNCH / SUPPER

Serve All Five Components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup*
Vegetable	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruit	1/8 cup	1/4 cup	1/4 cup	1/2 cup
Meat/Meat Alternate	1 oz	1 1/2 oz	2 oz	2 oz
Grain	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

\* A serving of milk is not required at supper meals for adults.  
oz eq = ounce equivalents

### SNACK

Select Two of the Five Components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	1/2 cup	1 cup	1 cup
Vegetable	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Fruit	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Meat/Meat Alternate	1/2 oz	1/2 oz	1 oz	1 oz
Grain	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq

oz eq = ounce equivalents  
Refer to USDA FNS Exhibit A for further guidance on grain serving sizes.

### Additional Menu Notes

- A minimum of 1 grain component per day must be Whole Grain-Rich (WGR). If the center serves only 1 meal per day, all grain components served must meet the WGR requirement. Separate training is available on how to identify Whole Grains.
- Ready-to-eat breakfast cereal must be low-sugar with no more than 6 grams of sugar per dry ounce.
- Yogurt must be low-sugar with no more than 23 grams of sugar per 6 ounce serving.
- At Snack, only 1 liquid may be served. For example, if vegetable/fruit juice is served, milk cannot be the other Snack component.
- When serving nuts or nut butter as a meat alternate (protein) at Lunch meals, another meat alternate must be served in addition to the nuts/nut butter to account for 1/2 of the required serving.
- Dried fruits credit as twice the volume served (example: 1/4 cup raisins could be served in place of the 1/2 cup fruit requirement at Lunch for children aged 1-5). Centers are discouraged from using dried fruits for the entire fruit component, as they are high in sugar and may pose a choking hazard for young children.
- Fruit/vegetable juice, if served, must be 100% juice and may be served no more than once per day. Best practice, per Colorado's Healthier Meals Initiative, is to limit fruit/vegetable juice to no more than two servings per week.
- Leafy vegetables, like lettuce or spinach, are difficult to measure and may require a double portion to credit.
- Condiments like ranch dressing, ketchup, mustard or cream cheese do not count toward meal components.



## CACFP Infant Meal Pattern Chart for Participants Less than 1 Year Old

### AGES BIRTH THROUGH 5 MONTHS

#### BREAKFAST, SNACK, LUNCH & SUPPER MEAL PATTERNS

Milk	4-6 oz	breastmilk <sup>1</sup> or formula <sup>2</sup>
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### AGES 6 MONTHS THROUGH 11 MONTHS

#### BREAKFAST, LUNCH & SUPPER MEAL PATTERNS

Milk	6-8 oz	breastmilk <sup>1</sup> or formula <sup>2</sup>
Grain/ Meat/Meat Alternate	0- <sup>1</sup> / <sub>2</sub> oz eq	infant cereal <sup>2</sup> <i>or</i>
	0-4 tbs	meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas <i>or</i>
	0-2 oz	cheese <i>or</i>
	0-4 oz	cottage cheese or yogurt <sup>3</sup> <i>or</i>
	0-4 oz	a combination of the above <sup>4</sup>
Fruit/Vegetable	0-2 tbs	vegetable or fruit or a combination of both <sup>4,5</sup>

#### SNACK MEAL PATTERNS

Milk	2-4 oz	breastmilk <sup>1</sup> or formula <sup>2</sup>
Grain	0- <sup>1</sup> / <sub>2</sub> oz eq	slice bread <sup>6</sup> <i>or</i>
	0- <sup>1</sup> / <sub>4</sub> oz eq	crackers <sup>6</sup> <i>or</i>
	0- <sup>1</sup> / <sub>2</sub> oz eq	infant cereal <sup>2,6</sup> <i>or</i>
	0- <sup>1</sup> / <sub>4</sub> oz eq	ready-to-eat breakfast cereal <sup>4,6,7</sup>
Fruit/Vegetable	0-2 tbs	vegetable or fruit or a combination of both <sup>4,5</sup>

oz eq = ounce equivalents

<sup>1</sup> 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. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>4</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>5</sup> Fruit and vegetable juices must not be served.

<sup>6</sup> A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

<sup>7</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

## Breakfast

Breakfast is comprised of 3 components: a fruit/vegetable, a grain and milk. A meat/meat alternate (protein) may be substituted for the entire grain component no more than 3 times per week. Portion size of each item is based on the age of child. See the meal pattern chart for breakdown by age.

Note: Some centers choose to serve AM Snack instead of Breakfast. Although the reimbursement amount is smaller, Snack is far more flexible than Breakfast and eliminates the requirement of serving milk.

### What is in a Breakfast?

- Milk (4-8 fluid oz, by age)
- Vegetables, Fruits, or Both (¼-½ C)
- Grains (½-1 oz eqv, by age)
- Meat/meat alt (eggs, yogurt, or other food) may be served in place of the grains at breakfast (no more than 3 times per wk)

### What is in a Lunch?

- Milk (4-8 fluid oz, by age)
- Meats/Meat Alt (1-2 oz, by age)
- Vegetables (½-¾ Cup, by age)
- Fruits (½-¾ Cup, by age)
- Grains (½-2 oz, by age)

## Lunch

Lunch must contain all 5 components: milk, meat/meat alternate (protein), vegetable, fruit and grain. All components must be served to children at the same time, including milk.

Lunch may include a second, different, vegetable in place of a fruit. Research shows that children get more fruit than vegetables in their regular daily diet, so serving additional vegetables may improve children's overall nutritional intake.

## AM or PM Snack

Snack is the smallest, and the most flexible, of the meals because food items may come from any 2 of the 5 food groups. The 2 Snack components must be from 2 different food groups. As mentioned in "Additional Menu Notes," only 1 liquid may be served at Snack.

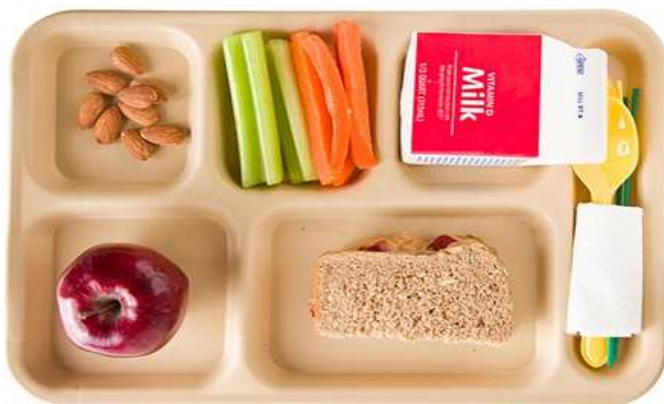
Snack is the most commonly served meal due to minimal preparation required and the ease of storing the volume of food needed for large groups of children. Note that, when serving fruits or vegetables at Snack, the portion size is larger than it is at Breakfast, Lunch or Dinner.

### What is in a Snack? Pick 2:

- Milk (4-8 fluid oz, by age)
- Meats/Meat Alt (½-1 oz, by age)
- Vegetables (½-¾ Cup, by age)
- Fruits (½-¾ Cup, by age)
- Grains (½-1 oz eq, by age)

## Portion Sizes

Portion sizes for each meal, as seen in the chart on page 3, reflect the minimum amount of each food item that must be served to children to be claimed for reimbursement. Larger portions/additional food items are just fine.



For meal reimbursement, all components of the meal must be served at the same time. Each child must be given all of the required components: 2 for Snack, 3 for Breakfast or 5 for Lunch/Dinner. Family-style serving allows children to dish-up their own plate (or pour milk in their cup) with the foods and amounts they choose.

Wildwood recommends that staff pour milk for each child, even when using family-style service, so that the monthly milk audit is not impacted if children choose not to pour a full portion of milk.

## Timing of Meal Service Matters

Each site has pre-set time ranges when meals will be served. The time range allows Wildwood site monitors or state CACFP auditors to observe meals as part of regular, required site monitoring. Meal times can be adjusted after communicating the details to Wildwood so that the official site application can be updated. Meals served outside of the pre-set time range should not be claimed for reimbursement, except for infant meals, which will be covered separately.



**Can children take food items home?** Children may not take food home when they leave for the day. Meals that are claimed for reimbursement must be consumed at the center.

Note: Children need not consume the entire meal, but they must be served all required components, at the same time, in at least the minimum portion sizes in order to be claimed for reimbursement.

## Meal Preparation and Food Safety

- Before meal service, tables must be cleaned and sanitized using the 3-step process listed below
- Children and staff must wash their hands with soap and running water immediately before each meal/snack
- Food must be stored, prepared and transported properly prior to meal service to ensure food safety
- Leftovers must be wrapped/sealed, dated and stored at least 6 inches off the floor, even in the refrigerator, to preserve food safety
- Ensure the menu is suitable for the age of children
- Ensure the menu is safe for children with food allergies or make substitutions when necessary

**Hand sanitizer may only be used when running water is not available (example: field trips). Hand sanitizer is NOT an acceptable substitution for handwashing when running water is available.**

### 3-Step Table Cleaning Process

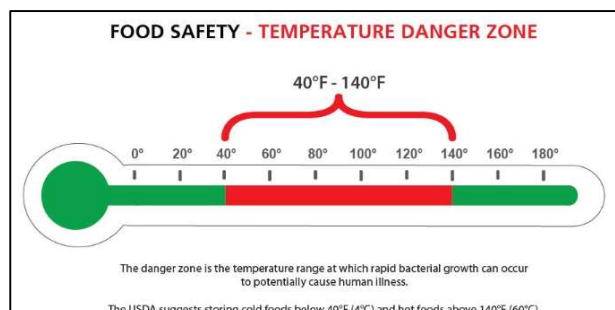
- Wash with warm, soapy water
- Rinse with clear water
- Sanitize and air dry



**Wear gloves when preparing meals.** If the same person is serving and doing record-keeping, it may be helpful to put a glove on only one hand. The glove may act as a visual reminder that one hand is to remain sanitary for preparing food.

### **Additional Notes About Food Safety:**

- **Refrigerator temperature should be checked regularly and must be 40° or lower.**
- Keep perishable food hot or cold until serving time.
- Wrap or seal open food items that are left over and write the date on the package.
- Place perishable leftovers in the refrigerator promptly so that they may be used at a later date.
- Leftover items that are made by hand, like sandwiches, can be kept and used for a total of 2 days. Individually-packaged food items may be kept and used until their printed expiration date.
- Perishable food items (milk, yogurt, meat/cheese) that have been unrefrigerated 2 hours (this amount of time is cumulative) or longer should be thrown away after the meal service. Non-perishable food items may be stored for use another day.



# Infant Feeding

Centers licensed to care for infants 0-11 months old must provide Iron Fortified Infant Formula (IFIF, milk-based or soy-based). Centers must also provide Iron Fortified Infant Cereal (IFIC) and pureed or other soft foods for infants who are developmentally ready for soft solids. Unlike meals for children age 12 months and older, infant meals do NOT need to be served at specific meal times. Babies should be fed on demand when they show signs of hunger.

Infant meals have different requirements, and each child must have individual Infant Production Records (IPR) showing exactly what was offered at each meal. Infant meals are separated by age -- 0-5 months and 6-11 months of age -- with meal patterns for each group. The Infant Production Record for each age group (see below) shows the foods that are required and allowed at each meal. After an infant is ready for solid foods, they must be given all of the components of the meal in order to be claimed.

**CACFP Infant Menu & Production Record - 0 through 5 Months**

Child's Name: \_\_\_\_\_ Breast Milk or Formula (Indicate type): \_\_\_\_\_  
 Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Parent Provides Formula YES \_\_\_ NO \_\_\_  
List the amount of IFIF\* or Breast Milk offered to the infant at each meal or snack. (Do not list the amount consumed if the infant is breastfed onsite, a volume does not need to be recorded, simply write - BF or nursed; or documentation of formula decision form on file, infants were offered the required foods listed for their age group, as developmentally appropriate, and all information on this form is correct.

Week of:	Serving	Monday	Tuesday	Wednesday
Breakfast	IFIF* or Breast Milk** 4-6 fl. oz.			
Lunch	IFIF* or Breast Milk** 4-6 fl. oz.			
Snack - PM	IFIF* or Breast Milk** 4-6 fl. oz.			

Week of: \_\_\_\_\_

Week of:	Serving	Monday	Tuesday	Wednesday
Breakfast	IFIF* or Breast Milk** 4-6 fl. oz.			
Lunch	IFIF* or Breast Milk** 4-6 fl. oz.			
Snack - PM	IFIF* or Breast Milk** 4-6 fl. oz.			

Week of: \_\_\_\_\_

Week of:	Serving	Monday	Tuesday	Wednesday
Breakfast	IFIF* or Breast Milk** 4-6 fl. oz.			
Lunch	IFIF* or Breast Milk** 4-6 fl. oz.			
Snack - PM	IFIF* or Breast Milk** 4-6 fl. oz.			

Week of: \_\_\_\_\_

Week of:	Serving	Monday	Tuesday	Wednesday
Breakfast	IFIF* or Breast Milk** 4-6 fl. oz.			
Lunch	IFIF* or Breast Milk** 4-6 fl. oz.			
Snack - PM	IFIF* or Breast Milk** 4-6 fl. oz.			

I verify that: I have served Mother's Milk or Iron-Fortified Infant Formula (IFIF), all infants consuming IFIF have a Formula Decision Form on file, infants were offered the required foods listed for their age group, as developmentally appropriate, and all information on this form is correct.

\*IFIF = Iron-Fortified Infant Formula \*\*A serving less than 4 fl. oz. is offered, with additional IFIF offered if the infant is still hungry

This menu and production record covers the month of: \_\_\_\_\_ Completed by: \_\_\_\_\_  
 This institution is an equal opportunity provider.

**CACFP Infant Menu & Production Record - 6 through 11 Months**

Child's Name: \_\_\_\_\_ Breast Milk or Formula (Indicate type): \_\_\_\_\_  
 Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Parent Provides Formula YES \_\_\_ NO \_\_\_ Food YES \_\_\_ NO \_\_\_  
List the amount of food (not amount of food consumed) offered to the infant each meal/snack. (Do not list the amount of food consumed by the infant). If the infant is breastfed onsite, a volume does not need to be recorded, simply write - BF or nursed; or documentation determined by the institution.

Week of:	Serving	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	IFIF* or Breast Milk** 6-8 fl. oz.					
Iron-Fortified Infant Cereal (IFIC) and/or	0-4 Tbsp					
Meat, Fish, Poultry, Whole eggs, Beans, Peas or	0-4 Tbsp					
Cheese or	0-2 oz.					
Cottage cheese or	0-4 oz.					
Yogurt	0-4 oz.					
Fruit and/or Vegetable	0-2 Tbsp					

Week of:	Serving	Monday	Tuesday	Wednesday	Thursday	Friday
Lunch/Supper	IFIF* or Breast Milk** 6-8 fl. oz.					
IFIC and/or	0-4 Tbsp					
Meat, Fish, Poultry, Whole eggs, Beans, Peas or	0-4 Tbsp					
Cheese or	0-2 oz.					
Cottage cheese or	0-4 oz.					
Yogurt	0-4 oz.					
Fruit and/or Vegetable	0-2 Tbsp					

Week of:	Serving	Monday	Tuesday	Wednesday	Thursday	Friday
Snack AM/PM	IFIF* or Breast Milk** 2-4 fl. oz.					
IFIC or ready-to-eat cereal or	0-4 Tbsp					
Bread or	0-1/2 slice					
Crackers	0-2 each					
Fruit and/or Vegetable	0-2 Tbsp					

I verify that: I have served Mother's Milk or Iron-Fortified Infant Formula (IFIF), all infants consuming IFIF have a Formula Decision Form on file, infants were offered the required foods listed for their age group, as developmentally appropriate, and all information on this form is correct.

\*IFIF = Iron-Fortified Infant Formula \*\*A serving less than the minimum amount of Breast Milk may be offered, with additional Breast Milk offered if the infant is still hungry

This menu and production record covers the week of: \_\_\_\_\_ Completed by: \_\_\_\_\_

**COLORADO**  
 Department of Public Health & Environment  
 Infant Feeding Form  
 Child and Adult Care Food Program (CACFP)

Child care facility: please fill in the facility name and formulas offered before distributing to parents. You must offer one type of formula, however, best practice is to offer two different types.

Facility name: \_\_\_\_\_  
 Formulas offered at this facility:  
 Milk-based: \_\_\_\_\_  
 Soy-based: \_\_\_\_\_

Our child care facility participates in the USDA Child and Adult Care Food Program (CACFP). The CACFP provides reimbursement for healthy meals and snacks served to your baby while in our care. Our child care staff have been trained in infant feeding practices and offer age-appropriate foods to your baby.

We support and encourage those mothers who continue to breastfeed when returning to work or school. Mothers can provide expressed breast milk or come to the center to directly breastfeed their infant while in care.

Parents, please complete the following:

Baby's full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Please check the box or boxes that apply:

My baby is breastfed and I will supply expressed milk and/or breastfeed on site.

I accept the formula offered by the child care center.

I wish to supply my own formula (write in name of formula): \_\_\_\_\_

I wish to supply the following foods for my child at the selected meals (list foods below):

Fruits:  Breakfast  Lunch  Snack

Vegetable:  Breakfast  Lunch  Snack

Meat/Meat Alternates:  Breakfast  Lunch  Snack

Grains:  Breakfast  Lunch  Snack

This facility has not requested or required me to provide infant formula or food.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Childcare Center Representative Signature: \_\_\_\_\_

**Office Use:** If the parent/guardian is providing more than one component the meals/snacks cannot be claimed for children 6-11 months old.

This institution is an equal opportunity provider.

All infants at the center must have an Infant Feeding Form (IFF) on file to show what formula or breastmilk the child is being fed. The IFF indicates the type of formula (usually one milk-based and one soy-based) provided by the center and shows whether the parent/guardian accepts that formula or wishes to provide their own. If the parent/guardian provides the formula, they must indicate the brand of formula so that the center and Wildwood can confirm it is creditable on the CACFP.



## Children with Food Allergies or Special Medical Needs

Centers must protect children from harm when a food allergy or medical need is brought to their attention by a parent, guardian or medical professional. When simple food substitutions can be made that follow the meal patterns (example: give the child an apple if they have a sensitivity to citrus fruit), meals can be reimbursed without the need for additional paperwork. When food substitutions do not follow the meal patterns, a Special Diet Statement (SDS) from the child's doctor may be necessary.



The SDS specifies foods to avoid and foods to be served in place of the allergen. Having a SDS or Medical Statement on file allows the center to serve meals that accommodate the needs of the child even though the food may not align with the meal patterns. A documented medical need supersedes the meal patterns, so meals served to children with a SDS can be claimed for reimbursement. Please forward a copy of any SDS received to the kitchen manager, food vendor and Wildwood to ensure all involved are aware of any special dietary needs. SDS forms must be completed and signed by a medical professional and include the following details:

- The food(s) to omit from the participant's diet
- Brief explanation of how exposure to the food affects the participant
- Recommended substitute(s)

Note: SDS forms for infants expire every 6 months because their nutritional needs change quickly during this early developmental stage.

**Food allergies/medical needs are protected by the Americans with Disabilities Act.** When food allergies are documented, the center/kitchen must provide allergen-free (SAFE) food items for the affected child in order to be reimbursed. Common allergens are listed below: (edit: sesame was added to the allergen list January 2023.)



If a child has a food preference that does **not** include a documented medical need, the center may choose either to make substitutions using food items that follow the meal patterns or to serve the regular meal and remind the child that any unwanted items do not need to be eaten. If a child is given a non-creditable meal without a Special Diet Statement on file, the meal must NOT be claimed for reimbursement.

## Records Needed For Meal Reimbursement

- Menus must be printed and posted for parents and public to see
- Daily attendance records (sign-in/sign-out)
- Daily Records of Meals Served (ROMS) showing which children are served at each meal or Snack
- Receipts or invoices showing vended meal details and/or food and supplies purchased

Receiving federal funding comes with strict record-keeping expectations. Without accurate records, meal reimbursement may be reduced or denied altogether. All records related to the food program must be kept for a minimum of 3 years and 4 months to meet USDA requirements.





# Menus

## Menus must include the following:

- the month/day/date
- the center/site name
- the individual food items that make up each meal
- any changes or substitutions must be hand-written on the paper menu
- the portion size of each food item is highly recommended
- the civil rights non-discrimination statement

A scan or photo of the marked-up menu/calendar, showing all adjustments/changes, must be submitted to Wildwood each month with the claim.

May 2022 (Dist. 6) Head Start Menu Site Name:

Monday 2	Tuesday 3	Wednesday 4	Thursday 5	Friday 6
B: Apple Bread (1 oz) Mango Smoothie (½ c) Milk (6 oz) L: Hamburger (2 oz) Peaches (½ cup) Baked Beans (½ cup) Milk (6 oz) S: Pretzels (.5 oz) Milk (6 oz or ¾ cup)	B: Egg/Cheese Burrito (1 oz) Peaches (½ c) Milk (6 oz) L: Green chili & cheese tamale (2oz) Oranges (½ cup) Cauliflower (½ cup) Milk (6 oz) S: String Cheese (.5 oz) Milk (¾ cup)	B: Frosted Mini Wheat Cereal (1 oz), Applesauce (½ cup) Milk (6 oz) L: Nachos w cheese (2 Oz) Cucumber (½ cup) Apple (½ cup) Milk (6 oz) S: Asst Cereal (1) Milk (6 oz or ¾ cup)	B: Cinnamon Churro (1 oz) Apple slices (½ c) Milk (6 oz) L: Cheese Pizza (1 oz) Corn (½ c) Oranges (½ c) Milk (6 oz) S: Cheddar Goldfish (.5 oz) Milk (¾ c)	B: Apple Bread (1oz) Kiwi (½ cup) Milk (6 oz) L: Turkey & Cheese Hoagie (2 oz), Carrots (½ c) Apple (½ c) Milk (6oz) S: Cutie or Apple (½ cup) Milk (6 oz)
B: Asst Muffins (1 oz) Apple (½ c) Milk (6 oz) L: Turkey & Cheese on bun (2 oz) Peaches (½ cup) Mixed Salad (½ cup) Milk (6 oz) S: Pretzels (.5 oz) Milk (6 oz or ¾ cup)	B: Maple Waffle (1 Oz) Peaches (½ c) Milk (6 oz) Yogurt L: Sloppy Joe (2 oz) Oranges (½ cup) Cucumber (½ cup) Milk (6 oz) S: String Cheese (.5 oz) Milk (¾ cup)	B: Breakfast Pizza (1oz) Applesauce (½ cup) Milk (6 oz) Yogurt L: Bean & Cheese Pupsia (2 oz) Carrots (½ c) Apple (½ cup) Milk (6 oz) S: Asst Cereal (1) Milk (6 oz or ¾ cup)	B: Apple Bread (1 oz) Peach Smoothie (½ cup) Milk (6 oz) L: Cheese Pizza (2 oz) Cucumbers (½ c) Apples (½ c) Milk (6 oz) S: Cheddar Goldfish (.5 oz) Milk (¾ c)	B: Egg/Cheese Sandwich (1 oz), Kiwi (½ cup) Milk (6 oz) L: Cheese Enchilada (2 oz), Fiesta Rice (.5 oz) Salad (½ c) Kiwi (½ c) Milk (6oz) S: Cutie or Apple (½ cup) Milk (6 oz)
B: Egg/Cheese Burrito (1 oz) Apple (½ c) Milk (6 oz) L: Hamburger (2 oz) Peaches (½ cup) Baked Beans (½ cup) Milk (6 oz) S: Pretzels (.5 oz) Milk (6 oz or ¾ cup)	B: Chee Cereal (1 Oz) Peaches (½ c) Milk (6 oz) L: Green chili & cheese tamale (2 oz) Oranges (½ cup) Cucumber (½ cup) Milk (6 oz) S: String Cheese (.5 oz) Milk (¾ cup)	B: Asst Muffins (1 oz), Applesauce (½ cup) Milk (6 oz) L: Nachos w cheese (2 Oz) Celery (½ cup) Apple/Orange (½ cup) Milk (6 oz) S: Asst Cereal (1) Milk (6 oz or ¾ cup)	B: Blueberry Waffle (1 oz) Mango Pears (½ c) Milk (6 oz) L: Cheese Pizza (2 oz) Corn (½ c) Apple/Orange (½ c) Milk (6 oz) S: Cheddar Goldfish (.5 oz) Milk (¾ c)	<b>No Head Start</b>
B: Maple Waffle (1 oz) Apple (½ c) Milk (6 oz) L: Turkey & Cheese on bun (2 oz) Pear (½ cup) Mixed Salad (½ cup) Milk (6 oz) S: Pretzels (.5 oz) Milk (6 oz or ¾ cup)	B: Asst Muffins (1 Oz) Pineapple Smoothie (½ c) Milk (6 oz) Yogurt L: Macaroni & Cheese (2 oz) Applesauce (½ cup) Mixed Salad (½ cup) Milk (6 oz) S: Asst Cereal (1) Milk (6 oz or ¾ cup)	B: Asst Cereal (1oz) Applesauce (½ cup) Milk (6 oz) Yogurt L: Hamburger (2 oz) Broccoli (½ c) Apples (½ cup) Milk (6 oz) S: String Cheese (.5 oz) Milk (¾ cup)	B: Asst Muffins (1 oz) Kiwi (½ cup) Milk (6 oz) L: Cheese Nachos (2 oz) Green Salad (½ c) Oranges (½ c) Milk (6 oz) S: Cheddar Goldfish (.5 oz) Milk (¾ c)	B: Turkey/Ham/Cheese Croissant (1 oz), Peaches (½ cup) Milk (6 oz) L: Nachos Pretzel jacket (2 oz), Celery (½ cup) Peach (½ c) Milk (6oz) S: Cutie or Apple (½ cup) Milk (6 oz)
<b>No School Memorial Day</b>	B: Asst Muffins (1 Oz) Pineapple Smoothie (½ c) Milk (6 oz) Yogurt L: Macaroni & Cheese (2 oz) Applesauce (½ cup) Mixed Salad (½ cup) Milk (6 oz) S: Asst Cereal (1) Milk (6 oz or ¾ cup)		Menus are subject to change.	All grain products are whole grain rich.

This institution is an equal opportunity provider.

## ROMS (Record of Meals Served)

Attendance is a pre-requisite of meal service. Meals/snacks cannot be served to children who are not present during the meal service time. Attendance and meal service records should include a key to allow anyone who reviews the records to understand what is represented. For example, if a checkmark represents attendance, then include a note or key on the record that indicates “√ = Attendance.”

Records of Meals Served (ROMS) must be completed at the time each meal is served. A trained staff member who serves the child or visibly sees the child being served or sitting with the food in front of them should record the meal. Staff may not assume that all children were served unless they personally observe the serving of each child. Meals may be documented on the same form as attendance as long as attendance and meals are different markings. For example, “B” could be used to indicate Breakfast was served or “L” may represent Lunch was served. Whatever marking is used, be consistent and communicate the plan with all staff members. And be sure to include a key (“S=Snack”) to help Wildwood claim processors who review the records.

Each child must receive a complete meal in order to be counted/claimed for reimbursement. If extra food is available after all children have been served, seconds may be offered to reduce food waste. When using family-style service, each child may dish-up their own plate with the foods they choose. With family-style, each food item on the table must start with sufficient quantity to provide the minimum portion to each child at the table, including milk. When staff dish-up plates or pour milk for children, the full portion of all items must be given to each child at the start of the meal.



## Receipts & Food Program Expenses

**For sites that use a food vendor:** Each day, staff should verify the number of meals received, determine details of meals provided by the food vendor and document any shortages, concerns or substitutions to reflect the specific foods received for each meal. This includes recording food temperatures of hot and/or cold food that has been transported between the vendor location and the center. Receipt logs must be completed by the vendor and site staff and submitted to Wildwood monthly with the menu and claim documentation.

**For sites that self-prepare meals:** Receipts or invoices for all food and supplies must be forwarded to Wildwood monthly. Each receipt must show the name of the store or vendor, date of purchase, specific items purchased and the payment details. Receipts are used by Wildwood to verify that food items purchased align with the menu and meet food program requirements. Receipts must demonstrate that adequate quantities are available to serve the meals claimed. Centers may not make a profit from CACFP reimbursement, so receipts are also used to ensure food service expenses meet or exceed the amount reimbursed to the center.

**Food donations** can be used as part of reimbursable meals. If donated foods are used or parents provide meal components, the center must document the details including the date items are received and the specific product name and package size of each item. This log must be submitted with monthly records and will be used to verify the quantity and creditability of donated items.

Note: Federal funds, like personal SNAP benefits, may not be used to purchase food that is part of a reimbursed meal or Snack. Similarly, food donations must come from private sources, like client families or local businesses, to ensure that centers are not double-dipping from federally funded programs.

Like other food program records, receipts, invoices and donation logs must be kept for a period of 3 years and 4 months to meet USDA record-keeping requirements. Keeping digital copies of records is permissible.

**Scanned/Digital Records:** When scanning records to keep digital copies, it is important that the digital document be opened and verified for clarity and completeness. Look over the scanned document to ensure legibility and confirm that the total number of pages matches the original paper record. Best practice is to name digital files to reflect the site name, month, year and contents (example: "Jan 2023 Receipts ABC Center").

## Enrollment and Income Eligibility Forms (IEFs)

Reimbursement for meals is based on the income of each enrolled child's household. CACFP requires that child enrollment details and Income Eligibility Forms be collected and updated annually to reflect household members, household income and contract information for the parent/guardian. This task is usually handled by the Center's administrative team.



Store 2341 Dir Vianet H.  
Main:(970) 867-3377 Rx:(970) 867-3027  
620 W. Platte Ave  
FORT MORGAN CO 80701

GROCERY	
MCRACK CINNAMON	10.49 B
8 QTY HSSN BRIOE	66.92 B
MISSION TORTILLAS	4.99 B
<b>Regular Price</b>	<b>6.49</b>
<b>Member Savings</b>	<b>1.60-</b>
REFRIG/FROZEN	
2 QTY LUC CHESE	16.98 B
4 QTY LUC YOGURT	11.16 B
6 QTY SIG CRESCE	14.94 B
ATKINS CHICKEN & B.	4.99 B
<b>Regular Price</b>	<b>6.49</b>
<b>Member Savings</b>	<b>0.50-</b>
1/2 CRNR 1% MILK LF	3.99 B
BAKED GOODS	
3 QTY SIG BRD WH	7.47 B
PRODUCE	
STRAWBERRY BOWL	7.99 B
STRAWBERRY BOWL	7.99 B
STRAWBERRY BOWL	7.99 B
6.03 lb @ \$0.66 /lb	
WT BANANAS GREEN	3.92 B
7.69 lb @ \$0.66 /lb	
WT BANANAS GREEN	5.00 B
2 QTY BLUEBERRIE	9.98 B
<b>Regular Price</b>	<b>13.98</b>
<b>Member Savings</b>	<b>4.00-</b>
TAX	6.91
TAX EXEMPTION	6.91-
**** BALANCE	172.80
-----	
Store Gift Card Purchase	02/21/23 09
CARD # *****2178	
TOTAL TRANSACTION AMOUNT	69.09
ACCOUNT BALANCE	0.00
-----	
Store Gift Card	69.09
-----	
Store Gift Card Purchase	02/21/23 09
CARD # *****2160	
TOTAL TRANSACTION AMOUNT	100.00
ACCOUNT BALANCE	0.00
-----	
Store Gift Card	100.00
-----	
Store Gift Card Purchase	02/21/23 09
CARD # *****2162	
TOTAL TRANSACTION AMOUNT	3.71
ACCOUNT BALANCE	96.29

## Civil Rights

**Federally funded programs require civil rights notification and non-discrimination.** The non-political rights of all United States citizens are protected by the U.S. Constitution. Civil rights compliance requires that all participants be treated equally with regard to meal service.

Each site must display prominently an 11" X 18" Civil Rights Poster, including the current non-discrimination statement, in a public-facing space. Old or outdated Civil Rights Posters should be replaced. The poster notifies the public that the organization receives federal funds and will not discriminate against persons based on protected classes. The image shown here includes English and Spanish instructions for how to make a civil rights complaint. Posters are available in many languages and can be requested from Wildwood if a replacement or additional languages are needed.

Participants are protected based on race, color, national origin, sex (including gender identity and sexual orientation), disability and age. Participants are also protected from reprisal or retaliation for prior civil rights activity.

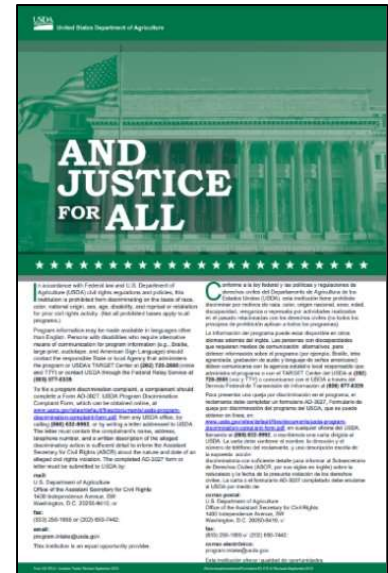
Program documentation that mentions the Child and Adult Care Food Program (CACFP), the United States Department of Agriculture (USDA) or the receipt of federal funds must include the non-discrimination statement. Examples of documentation that must include the non-discrimination statement include, but are not limited to, the center's monthly menu, social media pages (example: pictures of children eating a meal/snack), the center's website and the center's parent handbook.

Items longer than one page require the full non-discrimination statement (written below), while brief documents may utilize the abbreviated statement ("This institution is an equal opportunity provider.") with approval from the state CACFP office. Wildwood has approval for sponsored sites to use the abbreviated non-discrimination statement on menus.

### Non-discrimination Statement (Revised May 2022)

**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, audiotape, 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, 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: US Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) Fax: (833) 256-1665 or (202) 690-7442; or 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)**

**This institution is an equal opportunity provider.**





## Site Monitoring and Meal Observation

At least 3 times per year, Wildwood will conduct a site visit that includes a thorough review of the menu, meal service process and record-keeping to ensure adherence to USDA requirements. Reviews must be completed during open hours when children are in care. Reviews may be done in-person or virtually (as allowed by USDA or CDPHE) with at least 2 reviews per year being unannounced. Participating in and allowing site reviews is



mandatory. Refusal to allow Wildwood to conduct a site review will result in disallowance of the meal that was intended for observation. Please notify Wildwood when unexpected closures occur or when meals will be served away from the center. Prior notification will reduce the risk that a site monitor may spend time traveling to a site to find the program closed for the day or on a field trip.

If any meal records are found to be incomplete at the time of a site review, those meals cannot be reimbursed. In addition, site leadership may be required to create and implement a Corrective Action Plan to address any findings or compliance concerns. Failure to complete a Corrective Action Plan in a timely manner may result in termination from the CACFP, disqualification from federally funded programs and/or responsible persons for the site/program being put on the National Disqualified List for a period of 7 years.

Site monitoring is intended to be a transparent process and exists to protect the integrity of the Child and Adult Care Food Program. CACFP is often said to be the least known yet most complex of the USDA's Child Nutrition Programs. Wildwood follows USDA regulations and uses monthly claim reviews and site monitoring to find and improve any compliance concerns in the operation of the food program.

## Reap the Rewards of the CACFP

CACFP reimburses the child care center for meals served to children in care when menus follow the meal patterns, record-keeping is complete and accurate and claims are submitted in a timely manner.

At the end of each month, meal records must be submitted to Wildwood for verification and processing. After reviewing the records, Wildwood submits claims to the state office and shares any concerns or notes with site leadership to increase knowledge about the food program, clarify any questions and suggest opportunities for improvement.

Working as a team, Wildwood helps child care centers to maximize their reimbursement while also following program guidelines.



If you have questions about the food program, please call or email Wildwood:

**Wildwood Child and Adult Care Food Program**

**Phone: 303-730-0460**

**Website: [www.wildwoodonline.org](http://www.wildwoodonline.org)**

**Email: [centers@wildwoodcacfp.org](mailto:centers@wildwoodcacfp.org)**

Click [HERE](#) to complete a short online quiz as proof of training completion.  
Or type the following in your browser: <https://forms.gle/mx8XBBS7TZuaM2tH6>