

Center-Based Food Program Training

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 and adults in care settings while promoting the development of healthy eating habits. As a sponsor of the CACFP, Wildwood is required to train care providers and key staff members on program requirements on a yearly basis. This training course has been developed to give key staff an overview of the 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 on the food program must follow the Meal Patterns for CACFP and be at least a minimum serving size required for the age of participants you serve.
- Meals or snacks may only be claimed if they are served in the time-range set for your program. Times are documented and approved on your site application, which is managed by Wildwood CACFP. Meal time changes are allowed and will be completed by a Wildwood Program Monitor.
- At each meal or snack service, staff (who have been trained on CACFP guidelines) are required to accurately record the foods served and the children who participate in that meal or snack.
- Records of Meal Service (ROMS) should be kept for a minimum of 3 years and 4 months after meal service and must be kept on-site and made available to representatives of Wildwood, CDPHE and or 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 federally funded and should not be taken lightly. Falsifying records is considered fraud. Noncompliance may require a Coorrective Action Plan and/or result in Serious Deficiency Determination, and may result in termination and/or exclusion 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: 1% or Skim milk, bread/grain, and a fruit or vegetable or mixture of fruit and vegetable. (Meat/meat alternate may be served at breakfast in place of the grain item up to three days per week.)

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

Lunch or Dinner requires five food groups: 1% or Skim milk, one serving of fruit, one serving of vegetable, one serving of meat/meat alternate, one serving of bread/grain. (A second vegetable may be served in place of a fruit at lunch or dinner, for a total of two vegetable servings.)

Serving sizes are required to be a minimum size based on the age of the person receiving the meal. You may offer larger servings if you choose, but you may not offer smaller servings than the meal patterns show for the age of recipient. The following chart provides serving size requirements for ages 3-5 years old.

Children in care may be claimed for a total of 3 service times 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 Fat Free or 1% 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 ***** Bread; or Cornbread, Biscuits, Buns, Muffins; or Cold Dry Cereal*****; or Cooked Pasta/Noodles; or Cooked Cereal or Cereal Grains	½ Slice –.5ounce ½ Serving .5 ounce ½ Cup - .5 ounce ¼ Cup ¼ Cup	½ Slice – .5 ounce ½ Serving - 5 ounce ½ Cup or .5 ounce ¼ Cup ¼ Cup	½ Slice - .5 ounce ½ Serving - 5 ounce ½ Cup or .5 ounce ¼ Cup ¼ Cup
Meat and Meat Alternates Lean Meat or Poultry or Fish Real Cheese*****; or Eggs; or Cooked Dry Beans or Peas; or Peanut Butter or other Nut Butter; or Peanut/Soy Nuts/ Tree Nuts; or Yogurt (only low sugar)*****	(Meat is not required at breakfast see footnote *****)	1 ½ ounces 1 ½ ounces ¾ Large Egg ½ Cup 3 TBSP 1 ounce=50% ** 6 ounces or ¾ Cup	½ ounce ½ ounce ½ Large Egg ¼ Cup 1 TBSP ½ ounce 2 ounces / ½ Cup

* Children over age 12 use the same meal patterns as those younger than 12. USDA recommends that second helpings be available for those who may need more than the minimum serving size.

** 1 ounce of Nuts/Seeds equals a half of the minimum serving. A second 1-ounce 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 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. In only 1 grain is served, 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, spread, or 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.

Meal Service Preparation

- Before meal/snack service, tables must be cleaned and sanitized per food safety guidelines. Sanitized tables may not be used for other activities before food is served.
- Students must wash their hands with warm running water and soap immediately before being served. Encourage 20-30 seconds of washing to limit the spread of germs.

Hand sanitizer may only be used when running water is not available, i.e. on a field trip. Otherwise, hand sanitizer is NOT allowed in licensed care facilities.

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 for the day of service.

Recording Menus: Menus show the specific foods that are served for each meal or snack and the serving size of each food. If you serve something different than what is printed on the posted menu, you must cross-out foods that are not served and write-in any substitutions, including the serving size to accurately reflect what is served to students each day.

Recording meal service: When the specified time comes for meal/snack service, the person attending to the children at the time of meal 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 that meal or snack and must accept them as a complete unit or sit in front of them.

Students who do not choose to participate in meal/snack service should not be marked/counted in the ROMS. Verbally offering a meal/snack does NOT qualify that mark it as served/claimed. To be marked/claimed, the complete meal/snack must be served to or accepted by the student.

Leftover Food: Any leftover food remaining should not be claimed. These leftover items, if they are stored properly, may be used another day or discarded.

Record maintenance: All records of attendance and meal service are part of the original, permanent record for your program 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 if this is to be effective. Records (either paper or digital) must be made available to representatives of Wildwood CACFP, Colorado CDPHE or USDA during a site review or as needed for file reviews.

The USDA requires all recording of attendance, menus 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 visit cannot be reimbursed and may result in serious deficiency determination of the program, which requires a corrective action plan to be implemented. If acceptable corrections are not implemented in the allowed time frame, the program may be terminated from the Child and Adult Care Food Program.

On-Site Process for Food Service

1. Create and post a menu for public/parents to see at drop-off/pick-up area.
2. Purchase/order food for your site, based on upcoming menus, enrollment and expected attendance.
3. Sanitize the tables before food service. (If tables are used for activities prior to service, re-sanitize.)
4. All children must wash their hands immediately before each meal/snack.
5. Serve the meal/snack in a friendly atmosphere and allow enough time for students to eat the food.
6. Wear gloves when handling any ready to eat (open) foods. (packaged foods do not require gloves)
7. Students must sit down in front of the meal/snack or accept it as a complete unit in order to mark and claim the meal/snack for that student. (Students who do not accept the complete meal/snack or sit in front of a meal/snack may NOT be marked/claimed.)
8. Daily record keeping
 - a. Record/Mark meal/snack participation on a roster during meal service.
 - b. Make sure any food changes/substitutions are recorded on both the posted menu and online meal records if using computer software/program.
9. Scan and Email the site meal records as soon as the month is completed to Wildwood.

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

“This program is an equal opportunity provider”.

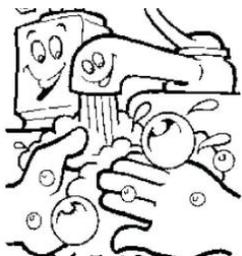
USDA Nondiscrimination Statement

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Cleanliness & Food Safety

To ensure safe foods, keep cold food cold and hot food hot. All food must be stored at least 6 inches above the floor, even in the refrigerator. The food temperature DANGER ZONE is between 40-140 degrees. Never leave perishable food out of the refrigerator for more than 2 hours (1 hour if temperature is over 90 degrees).

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, tables must be re-sanitized prior to food service. (Bleach solution: $\frac{1}{4}$ tsp per quart of water)



The Share Spot

After a child has accepted their snack/meal and has been marked/recorded, they may choose not to eat it. 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, encourage the child to 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 Throw out



After each meal/snack service, clean-up the service area and throw-away any trash, including open food containers, food scraps, and litter. (Unopened, non-perishable food can be kept for future use.) Enlist kids to help with clean up. Students can help by wiping tables after meal service with soapy water, picking up trash, and general clean-up of the service area.

Nuts and Bolts of Serving Reimbursable Meals & Snacks

Breakfast: 3 Food Groups – including 1% or skim milk, a fruit or vegetable and a bread item
Serving sizes must meet or exceeds CACFP Meal Pattern Requirements
Only healthy foods are allowed (No cookies, 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
Children served must be recorded along with any food changes

Snack: 2 different food groups – students must take both or sit in front of both
Serving sizes must meet or exceeds CACFP Meal Pattern Requirements
Only healthy foods are allowed (No cookies, cereal bars, pop-tarts, or other junk food)
Served at the pre-approved time for your site
Snack participation must be recorded during the time of service
Children served must be recorded along with any food changes

Dinner or Lunch 5 Food Groups – must take all 5 food components, including milk
Serving sizes must meet or exceed CACFP Meal Pattern Requirements
Only healthy foods are allowed (No fast 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
Children served must be recorded along with any food changes

Monthly: At the end of each month, send your 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 needed. (To process the claim on-time we need your paperwork the 5th of the next month, but sooner is better.)

- Monthly records showing Attendance and Meal/Snack Participation (ROMS)
- Food or vendor receipts showing itemized foods and supplies purchased for meal service
- Posted Menu – showing any menu changes/substitutions

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



When you have completed this course, 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

12200 E. Briarwood Ave. Suite 175

Centennial, CO 80112

Wildwood Child and Adult Care Food Program

Office phone 303-730-0460

Website: www.wildwoodonline.org

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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.