



## Child Care Center Handbook

801 E. Interstate 30 #B  
Rockwall, Tx 75087-5506  
Office 972-772-3200  
Fax 866-380-5488  
email (all forms)  
[centers@nutriservice.org](mailto:centers@nutriservice.org)





We are glad you have chosen Nutriservice to help you with the CACFP!

Below is a list of all forms/information we need each month, and the final deadline to have each form to our office. Our fax operates 24/7.



your log in url:  
[hanger4.centerpilot.net/centerpilot](http://hanger4.centerpilot.net/centerpilot)

FORM NAME	Due Date for Claims Processing	
MENU – MEAL PRODUCTION RECORD	4 <sup>TH</sup> day of the month	
MEAL COUNTS	4 <sup>TH</sup> day of the month	
ENROLLMENT FORM Send these as you get them	4 <sup>TH</sup> day of the month	
MEAL BENEFITS FORM	4 <sup>TH</sup> day of the month	
RECEIPTS LOG	4 <sup>TH</sup> day of the month	

If you miss these important deadlines, it may delay your claim, reduce your claim amount, or cause a non-payment for some or all of your claim. If we don't receive your complete claim by the 6th, your claim will be processed the following month. Of course, if you are having unexpected circumstances, please call us and we will help you in any way we can.

**Fax forms to 866-380-5488**      **Email forms to [centers@nutriservice.org](mailto:centers@nutriservice.org)**

Email contacts: [sharon@nutriservice.org](mailto:sharon@nutriservice.org), [jeanne@nutriservice.org](mailto:jeanne@nutriservice.org),  
[diane@nutriservice.org](mailto:diane@nutriservice.org) [linda@nutriservice.org](mailto:linda@nutriservice.org) [lisa@nutriservice.org](mailto:lisa@nutriservice.org)

## HOW DO I PARTICIPATE ON THE CACFP?

1. You will enroll students on the Program using our online Web Service: Centerpilot.com [hanger4.centerpilot.net/centerpilot](http://hanger4.centerpilot.net/centerpilot)
2. Each student has two forms to complete and submit by fax or email.
3. You will maintain a record of what you served (meal production) and to whom you served it (meal attendance report) These two records are meal service records.
4. You will receive reimbursement that is always **RATE X MEALS**. For example, you serve about 100 children 21 days of the month and submit a claim. Your reimbursement will be the lunch rate times the number of lunches served, the breakfast rate times the number of breakfasts served, and the snack rate times the number of snacks served for the month.
5. You will have to spend all the CACFP income on food and related meal service expenses. To document this, you will be required to submit all of your Food Program related expenses every month on a receipts log. You will total your CACFP related expenses so we can be sure you are operating a non-profit food service.
6. You will submit your claim records by the 4th of every month.
7. We will check your enrollment records, your meal service records and your receipts records each month.
8. We will file your claim and deduct an administrative fee of 15%. Your payment will be direct deposited the day we receive payment.
9. We will visit your center at least 3 times each year to check compliance.
10. We will train your staff every year at no charge.
11. We will send you a free newsletter every month with a list of scheduled workshops.

**Our goal is to be efficient, courteous, helpful, and knowledgeable so that the CACFP is easy for you and your staff. We encourage your phone calls, your questions, and your feedback.**



USDA Child Care Food Program Meal  
Requirements for Children



		Age 1-2	Age 3-5	Age 6-18
<b>Breakfast</b>				
All 3 components:	Milk:	1/2 Cup	3/4 Cup	1 Cup
	Juice or Fruit or Vegetable	1/4 Cup	1/2 Cup	1/2 Cup
	Bread or Dry Cereal	1/2 Slice or 1/2 oz. 1/4 Cup or 1/2 oz.	1/2 Slice or 1/2 oz. 1/3 Cup or 1/2 oz.	1 Slice or 1 oz. 3/4 Cup or 1 oz.
	Cooked Cereal, Grains & Pasta	1/4 Cup or 1/2 oz.	1/4 Cup or 1/2 oz.	1/2 Cup or 1 oz.
	May serve meat equivalent 3 x a week instead	1/2 ounce	1/2 ounce	1 ounce
<b>Snacks</b>				
Serve 2 components from 2 different groups	Milk	1/2 Cup	1/2 Cup	1 Cup
	Fruit (or juice)	1/2 Cup	1/2 Cup	3/4 Cup
	Vegetable	1/2 Cup	1/2 Cup	3/4 Cup
	Bread or Dry Cereal	1/2 Slice or 1/2 oz. 1/4 Cup or 1/2 oz.	1/2 Slice or 1/2 oz. 1/3 Cup or 1/2 oz.	1 Slice or 1 oz. 3/4 Cup or 1 oz.
	Cooked Cereal, Grains & Pasta	1/4 Cup or 1/2 oz.	1/4 Cup or 1/2 oz.	3/4 Cup or 1 oz.
	Meat or Poultry or Fish or Cheese	1/2 Ounce	1/2 Ounce	1 Ounce
	Yogurt	2 oz. or 1/4 Cup	2 oz. or 1/4 Cup	4 oz. Or 1/2 Cup
	Eggs	1/2 Egg	1/2 Egg	1 Egg
	Tofu, or alternate protein product	1/8 Cup	1/8 Cup	1/4 Cup
	Peanut Butter or Dried Beans and Peas	1 Tablespoon 1/8 Cup	1 Tablespoon 1/8 Cup	2 Tablespoons 1/4 Cup
Peanuts or Soynuts, Treenuts, Seeds,	1/2 Ounce	1/2 Ounce	1 Ounce	
<b>Lunch/ Supper</b>				
All 5 components	Milk	1/2 Cup	3/4 Cup	1 Cup
	Meat or Poultry or Fish or Cheese	1 Ounce	1 1/2 Ounce	2 Ounces
	Yogurt - Plain or Sweetened or Eggs	1/2 Cup 1 Egg	3/4 Cup 1 Egg	1 Cup 1 Egg
	Tofu, or alternate protein product	1 Ounce	1 1/2 Ounce	2 Ounces
	Peanut Butter or Dried Beans and Peas	2 Tablespoons 1/4 Cup	3 Tablespoons 3/8 Cup	4 Tablespoons 1/2 Cup
	Peanuts or Soynuts, Treenuts, Seeds <i>Must be combined with another meat alternate</i>	1/2 oz. (50%)	3/4 oz. (50%)	1 oz. (50%)
	Fruit or Vegetables	1/8 Cup	1/4 Cup	1/4 cup
	Vegetables	1/8 Cup	1/4 Cup	1/2 cup
	Bread or Cooked Cereal, Grains & Pasta	1/2 Slice or 1/2 oz. 1/4 Cup or 1/2 oz.	1/2 Slice or 1/2 oz. 1/4 Cup or 1/2 oz.	1 Slice 1/2 Cup

Milk: 1% or skim for ages 2+; Whole milk for age 12mo-23mo.  
 Meat equivalent may be served instead of grain 3 x a week at breakfast  
 Juice only 1x a day  
 Dry cereal: no more than 6 grams of sugar per dry ounce  
 Grains: At least 1 serving per day must be Whole Grain Rich

Office: 972-772-3200

Fax: 866-380-5488

**801 E. I-30 Suite B, Rockwall, TX 75087**

## USDA Child and Adult Care Food Program Infant Meal Pattern

The provider is required to serve all components except Breast Milk or Infant Formula. If your "house" brand of formula is not what the parents want for their infant, you can have them sign a formula waiver, they can supply the formula they prefer, and you can still claim that meal.

MEAL TYPE		BIRTH - 5 MONTHS	6-11 MONTHS
<b>B R E A K F A S T</b>	<b>BM/Form</b>	4-6 FL OZ. Breast Milk or Formula	6-8 FL OZ. Breast Milk or Formula
	<b>Grains/Meat Eq</b>		0-4 TBSP. Dry Infant Cereal, meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 oz. cheese; or 0-4 oz. cottage cheese; or 0-4 ounces yogurt; or a combination of the above
	<b>Fruit/vegetable</b>		0-2 TBSP. Vegetable and/or Fruit or both
<b>L U N C H  O R  S U P P E R</b>	<b>BM/Form</b>	4-6 FL OZ. Breast Milk or Formula	6-8 FL OZ. Breast Milk or Formula
	<b>Grains/Meat Eq</b>		0-4 TBSP. Dry Infant Cereal and/or Meat, Fish, Poultry, Whole Egg, Cooked Dry Beans or Peas or 0-2 OZ. Cheese; or 0-4 OZ. (volume) Cottage cheese or 0-4 OZ. or 1/2 cup of yogurt; or a combination of the above; and
	<b>Fruit/vegetable</b>		0-2 TBSP. Fruit and/or Vegetable or both
<b>S N A C K</b>	<b>BM/Form</b>	4-6 FL OZ. Breast Milk or Formula	2-4 FL OZ. Breast Milk or Formula
	<b>Grains</b>		0-1/2 Slice Bread, or 0-2 Crackers or 0-4 TBSP infant cereal or ready to eat breakfast cereal
	<b>Fruit/vegetable</b>		0-2 TBSP vegetable or fruit or combination of both.

IFIF= Iron Fortified Infant Formula      IFIC = Iron Fortified Infant Cereal

Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be service in place of formula from birth through 11 months. For some breastfed infants who 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.

Infant formula must be iron-fortified.

Yogurt must contain no more than 23 grams of total sugars per 6 ounces

A serving of optional component is required when the infant is developmentally ready to accept it.

Breakfast Cereals (snack only) must contain no more than 6 grams of sugar per dry ounce.



Office: 972-772-3200 Fax:  
866-380-5488  
Email: [centers@nutriservice.org](mailto:centers@nutriservice.org)

*REQUIRED FORM - MUST BE POSTED IN KITCHEN*

**NON-INFANT MEAL PRODUCTION REPORT**

Alt. Form 1530

**SPONSOR**  
NUTRISERVICE INC.

**FACILITY**  
A CHILDCARE TESTER

**AGREEMENT NO.**  
1628472

						PLANNED/ACTUAL PARTICIPATION						
						PROGRAM MEALS						
DATE	MEAL	FOOD TYPE	MENU ITEM	ITEM UNIT	QUANTITY SERVED	AGE:1	AGE:2	AGE:3-5	AGE:6-12	AGE:13-18	ADULTS	SUBSTITUTION OR AMT SERVED
11/15/2018	BK	VEGE	APPLES, FRESH	POUND	4.50	[10 / 0]	[10 / 0]	[10 / 0]	[10 / 0]	[0 / 0]	[0 / 0]	
		GRAIN	AWG BREAD1, 100% WHOLE GRAIN	16 SL/24 OZ (1 SL = 1.5 OZ)	1.50	[10 / 0]	[10 / 0]	[10 / 0]	[10 / 0]	[0 / 0]	[0 / 0]	
		MILK	MILK, 1% GALLON	GALLON	1.50		[10 / 0]	[10 / 0]	[10 / 0]	[0 / 0]	[0 / 0]	
		MILK	MILK, WHOLE, GALLON	GALLON	0.50	[10 / 0]						
	LU	MEAT	HAM, SLICED 32 OZ PKG	2 LB PACKAGE	1.00	[10 / 9]	[5 / 3]	[7 / 2]	[0 / 1]	[0 / 0]	[0 / 0]	
		VEGE	CELERY, FRESH	POUND	2.00	[10 / 9]	[5 / 3]	[7 / 2]	[0 / 1]	[0 / 0]	[0 / 0]	
		VEGE	FRUIT, MIXED, CANNED	NO. 2-1/2 CAN (29 OZ)	1.50	[10 / 9]	[5 / 3]	[7 / 2]	[0 / 1]	[0 / 0]	[0 / 0]	
		GRAIN	BREAD2, GREAT VALUE SPLIT TOP WHEAT	22 SL/20 OZ (1 SL = .9 OZ)	1.00	[10 / 9]	[5 / 3]	[7 / 2]	[0 / 1]	[0 / 0]	[0 / 0]	
		MILK	MILK, 1% GALLON	GALLON	0.50		[5 / 3]	[7 / 2]	[0 / 1]	[0 / 0]	[0 / 0]	
		MILK	MILK, WHOLE, GALLON	GALLON	0.50	[10 / 9]						SOY MILK:0.03
PM	MEAT	YOGURT TUBE (GOGURT) 1 EA	2.25 OZ TUBE	44.50	[10 / 0]	[10 / 0]	[10 / 0]	[10 / 0]	[0 / 0]	[0 / 0]		
	GRAIN	CRACKERS, GRAHAM, KEEBLER, HONEY	16 OZ BOX	2.00	[10 / 0]	[10 / 0]	[10 / 0]	[10 / 0]	[0 / 0]	[0 / 0]		

*REQUIRED FORM - MUST BE POSTED IN KITCHEN*

**INFANT MEAL PRODUCTION REPORT**

Alt. Form 1530

**SPONSOR**  
NUTRISERVICE INC.

**FACILITY**

**AGREEMENT NO.**  
1674010

						PROGRAM MEALS		
DATE	MEAL	FOOD TYPE	MENU ITEM	ITEM UNIT	QUANTITY SERVED	AGE: 0-5 MTHS	AGE: 6-11 MTHS	SUBSTITUTION OR AMT SERVED
10/1/2018	BK	INF FORMUL A	INFANT FORMULA IRON FORTIFIED OR BREAST MILK	OUNCES	10.00	[1 / 1]	[1 / 1]	
	LU	INF FORMUL A	INFANT FORMULA IRON FORTIFIED OR BREAST MILK	OUNCES	10.00	[1 / 1]	[1 / 1]	
	PM	INF FORMUL A	INFANT FORMULA IRON FORTIFIED OR BREAST MILK	OUNCES	6.00	[1 / 1]	[1 / 1]	

## ALLOWABLE MEALS:

In addition to the meal pattern requirements, centers must also adhere to the following guidance:

- children 12 and older may be served adult size portions but must be served at least the minimum amount for children age 6 to 12;
- "cup" means a standard measuring cup;
- juice cannot be the second component of a snack if milk is the other component;
- the minimum serving size for cereal is measured by volume (cup) or weight (oz.), whichever is less;
- at lunch or supper, you must serve one vegetable and another fruit or vegetable..
- the minimum amounts shown for meat, poultry, or fish are edible portions as served;
- USDA determines whether a specific tree nut or seed may be served as a meat alternate. At lunch or supper, tree nuts and seeds may be counted toward a maximum of one-half of this requirement. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. For the purpose of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry, or fish; and
- the following items cannot be used to satisfy the meat/meat alternate component for a snack:
  - frozen yogurt; yogurt bars; yogurt covered fruits or nuts; yogurt flavored products; or homemade yogurt.

**Note:** Commercially added flavorings such as fruit, fruit juice, juice, nuts, seeds, or granola cannot be counted as the second component of a snack.

## MEAL TIMES

You must ensure that the following meal service times are observed:

- **3 hours** must elapse between the beginning of breakfast and the beginning of lunch;
- **4 hours** must elapse between the beginning of lunch and the beginning of supper, when a supplement is not served in between; and
- **2 hours** must elapse between the beginning of a:
  - meal service and the beginning of a snack;
  - snack and the beginning of a meal service; and
  - snack and the beginning of another snack.

**Note:** When determining meal service times, a snack is not a meal. The following conditions also apply to the meal service schedule:

- the duration of a meal service must not exceed two hours;
- the duration of a supplement service must not exceed one hour; and
- **service of supper must begin no earlier than 4:00 p.m., but no later than 7:00 p.m. It must end no later than 8:00 p.m.**

Outside-school-hours care centers may claim lunches served to children

- attending schools without lunch programs; and
- on weekends, school holidays, or school vacations.
- A meal service cannot begin any later than 30 minutes before the licensed closing time
- Centers may use a different feeding schedule for infants younger than one year old.

## Breast milk is oh so healthy.

We don't want to pressure everyone to nurse. We just want you to be aware of the benefits. Breast milk contains antibodies that can't be engineered. "Breastfed babies get fewer colds and sinus and ear infections," says Jim Sears, MD, coauthor of *The Baby Book*. They also have less diarrhea and constipation and a decreased chance of having allergies.

There is lots of literature about how much better it is for baby to receive breast milk rather than formula. If you need help in supplying good information to encourage moms to breastfeed, please call us and we can send you lots of resources

- 🍏 It is a requirement that you offer the CACFP to all infants in your care by supplying a Formula of your choice, like a "house brand".
- 🍏 The parents have two options: 1. Use your formula or 2. bring their own formula or breast milk.
- 🍏 As long as the parent has completed the formula preference on the enrollment form, you may claim meals for all infants.
- 🍏 As infants get older and require solid foods, you must supply the solid food in order to claim meals.
- 🍏 If the Parent wants to provide solid food, you may not claim the meal. The Center is required to provide all other components of the meal except formula or breast milk.

### Fruits and Vegetables For Infants



Commercial baby foods that are reimbursable in the Infant Meal Pattern:

- Commercial baby food fruits and vegetables that list fruit or vegetable as the first ingredient in the ingredient listing on the label.



Commercial baby foods that are NOT reimbursable:

- Commercial baby food "dinners" which list fruit or vegetable as the first ingredient.
- Commercial baby foods in the "jarred cereal with fruit" category.
- Commercial baby foods in the "dessert" category
- Commercial baby food fruits and vegetables that list water as the first ingredient in their ingredient listing

### Meat/Meat Alternates for Infants



Commercial baby foods that are reimbursable:

- Commercial plain strained baby food meats (including those with beef, chicken, turkey, lamb, veal and ham).
- Gerber "2nd Foods" baby food meat products (i.e., Beef and Beef Gravy, Chicken and Chicken Gravy, Ham and Ham Gravy, Lamb and Lamb Gravy, Turkey and Turkey Gravy, and Veal and Veal Gravy), even if they do contain additional ingredients, such as cornstarch and, in some cases, lemon juice concentrate.

## Meat/Meat Alternates for Infants (continued)



Commercial foods and baby foods that are NOT reimbursable:

- Commercial baby food "combination dinners" because the actual amount of various food components in the dinners is difficult to determine.
- Meat sticks or "finger sticks" (which look like miniature hot dogs) because they could present a choking risk in infants and, by the manufacturer's declaration, they are designed to match the skills of children over 12 months of age.
- Commercial fish sticks, other commercial breaded or battered fish or seafood products,
- canned fish with bones, hot dogs, and sausages, because these foods are not designed by their manufacturers for consumption by infants (less than 12 months of age). Also, infants may choke on these food items and there may be an incidental bone in fish sticks and other breaded fish products.
- Nuts, seeds and nut and/or seed butters, because these foods can cause an infant to choke and can cause allergic reactions in some infants



## Bread and Crackers, and Infant Cereals

Bread and cracker-type products that are reimbursable:

The following foods, which must be made from whole-grain or enriched meal or flour, are reimbursable in the bread and crackers categories of the Infant Meal Pattern:

Bread:

- 🍏 Breads (white, wheat, whole wheat, French, Italian, and similar breads, all without nuts, seeds, or hard pieces of whole-grain kernels)
- 🍏 Biscuits
- 🍏 Bagels (made without nuts, seeds, or hard pieces of whole-grain kernels)
- 🍏 English muffins
- 🍏 Pita bread (white, wheat, whole wheat)
- 🍏 Rolls (white, wheat, whole wheat, potato, all without nuts, seeds or hard pieces of wholegrain kernels)
- 🍏 Soft tortillas (wheat or corn)

## Bread and Crackers, and Infant Cereals continued

- 🍷 Cracker-type products
- 🍷 Crackers-saltines or snack crackers made without nuts, seeds, or hard pieces of whole-grain kernels; matzo crackers; animal crackers; graham crackers made without honey (honey, even in baked goods, could possibly contain *Clostridium botulinum* spores which can cause a type of serious food borne illness in infants)
- 🍷 Zwieback
- 🍷 Teething biscuits

NOTE: If any of the above items are served, they must be prepared in a form that is suitable for an infant to use as a finger food and that reduces the chances of choking (e.g., small thin strips of bread are most appropriate, not a whole or half of an uncut hard bagel, English muffin, pita bread, wheat roll, or soft tortilla). It is advisable that these items only be served if parents agree for them to be served, and after they have previously been introduced to an infant, with no problems, by the infant's parents.



Cereal that is reimbursable:

Infant cereal in the Infant Meal Pattern is defined as "any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with formula or milk prior to consumption." The package should include the words, "Cereal for Baby," and the infant cereal should be fortified with iron. The percent Daily Value for iron on the nutrition label must be at least 45%. Ready-to-eat breakfast cereal for SNACK only.



Cereals that are NOT reimbursable:

- Iron-fortified dry infant cereal containing fruit
- Commercial jarred baby food cereals (which are "wet," not "dry")
- Ready-to-eat breakfast cereal (cold dry) at breakfast or lunch/supper and cooked breakfast cereals (such as farina or oatmeal). Although enriched farina, regular oatmeal, and corn grits, for example, are not reimbursable, they can be fed as additional foods if the parent requests that they be served. Do not feed ready-to-eat cold or cooked breakfast cereals with nuts, seeds, raisins and hard pieces of whole-grain kernels or other hard food pieces to infants because they pose a choking risk. Cereal served at snack must contain less than 6 grams of sugar per dry ounce.

## Meals for Children with Disabilities

If a child is unable for medical reasons to eat or drink a required food, you may substitute another food prescribed by a doctor. You must:

- keep on file a copy of the statement from the physician;
- provide the meal at no additional cost to the participant; and
- Report the meal on the meal on separate record

## Children with Special Dietary Needs

Children who are not disabled but have certified medical or special dietary needs may be served substitutions. This includes children with food intolerance, e.g., lactose intolerant or food allergy. The parent/guardian of the child must provide a licensed medical authority's signed statement that includes the following:

- the medical or special dietary need that restricts the child's diet;
- the major life activity affected by the disability;
- the foods that must not be served to the child; and
- the foods that must be substituted.

Reimbursement rates for meals that meet special dietary needs are the same as other meals.

If a child is lactose intolerant you are also encouraged to provide lactose-reduced milk as a fluid milk choice. If you substitute lactose-reduced milk for another milk type, you cannot assess additional charges to the child.

If a child's diet requires lactose-reduced milk, you can provide lactose-reduced milk as a creditable part of a reimbursable meal. If you serve a meal without milk to a child, you cannot claim reimbursement unless you maintain a licensed medical authority's signed statement that includes the following:

- the medical or special dietary need that restricts the child's diet;
- the foods that must not be served to the child; and
- the foods that must be substituted.

Additionally, children with chewing and swallowing difficulties may require menus modified that include softer foods, e.g., cooked carrots rather than raw carrots, or foods that are chopped, ground, or blended. These modifications can usually be made within the meal pattern requirements. A physician's written instructions indicating the appropriate food texture is recommended, but not required.

For children with special dietary needs, you must:

- provide substitutions on a case-by-case basis;
- maintain the required medical statement in your files
- provide the meal at no additional cost to the child; and
- document substitutions made to meals on separate meal production records

## Meal Service Styles



Centers may serve meals:

- as a unit (cafeteria style); or
- family style.

In either type of meal service, the center must ensure that the minimum quantities of each meal component are available to each child. At lunch or supper, the minimum quantity of the vegetable component is the combined amount of each of the two or more fruit or vegetable items served to meet meal pattern requirements.

In cafeteria style meal service, each child must be served at least the minimum amount of each component.

In family style meal service:

- A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table, and to accommodate adults if they eat with the children.
- Children should initially be offered the full required portion of each meal component. The family style meal service allows children to make choices in selecting foods and the size of initial servings.
- It is the responsibility of the supervising adults, during the course of the meal, to actively encourage each child to accept service of the full required portion for each food component of the meal pattern. If a child initially refuses a food component, or initially does not accept the full required portion of a meal component, the supervising adult should offer the food component to the child again.
- Second meals cannot be claimed for reimbursement.

In some instances it may be appropriate to offer only some components family style. However, any component not served family style, in an otherwise family style meal service, must be served according to the criteria for cafeteria style service, which dictates that the full portion of each component must be served to each child. For example, if you serve a meal family style with the exception of milk, then each child must be served at least the full minimum portion of milk.

**Although we strongly encourage allowing children to serve themselves in a family style meal service, it is not required.**

### Limit on Quantity of Reimbursable Meals

Your center is eligible to serve any or all of the following:

Breakfast 🍎 am snack 🍎 lunch 🍎 pm snack 🍎 supper 🍎 evening snack

**You can claim (2 meals, 1 snack ) or (1 meal, 2 snacks)**

## Eligible Meal Service

You may submit a claim for payment for up to two meals and one snack or two snacks and one meal per child per day, if the meals meet meal pattern requirements and are:

- 🍏 served to children who are enrolled for child care;
- 🍏 eaten in the facility;
- 🍏 served to children who meet CACFP age requirements; and
- 🍏 supplied by the center
- 🍏 served as a meal type, e.g. breakfast and lunch, and at a time that we have approved;
- 🍏 served at a center that we have approved for participation in the CACFP;
- 🍏 prepared by a source (self-prep or vended) that we have approved.
- 🍏 If a child is in attendance at all meals, mark them at the point of service and submit all meals to Nutriservice. We will deduct the meals in excess of the maximum to prevent an overclaim.
- 🍏 Served in a for-profit center in any month in which the center receives Title XX benefits for at least 25% of its enrolled children or licensed capacity (whichever is less), or at least 25% of the enrolled children or licensed capacity (whichever is less) are eligible for free or reduced-price meals; and
- 🍏 Counted at the point of service (where it is observed that the child receives a reimbursable meal).



- You cannot claim reimbursement for meals or supplements that are provided by a child's parent/guardian, e.g., a sack lunch.

You cannot claim reimbursement for meals or supplements that:



- do not meet meal requirements;
- are served to children in excess of the facility's licensed capacity; or



- are served to adults or children 13 or over (unless disabled)



- are sent "to go" on a bus or with a parent
- Are not served to children present and participating
- Are not documented at the point of service
- For which you do not have documentation ON SITE.

## At-Risk Meal Service Schedule Requirements

At Risk Afterschool Care Centers may claim snacks and meals served to children on school days, weekends, and school holidays during a school's regular session.

Eligible meals include breakfast, lunch and supper. The following requirements apply:

- 🍏 Breakfast meals may only be claimed during **school holidays or weekends during the school year**. Breakfast meal service may be no more than two hours in duration;
- 🍏 Lunch meals may only be claimed during **school holidays or weekends during the school year**, except that lunch meals may be claimed for those children who only attend school half-day, such as pre-school. Lunch meal service may be no more than two hours in duration;
- 🍏 Supper meals may be claimed while school is in session, during school holidays and weekends during the school year and must begin no earlier than the end of the normal school day. Supper meal service may be no more than two hours in duration.
- 🍏 Snack service may be no more than one hour in duration and must begin no earlier than the end of the normal school day and two hours must elapse between the beginning of a meal service and the beginning of a snack service.
- 🍏 Snack/meal counts must be taken at the point of service. The point of service is where you observe that a creditable snack/meal is served to a program participant.

Emergency shelters may claim meals served to children on weekdays and weekends

### NOTES:

- 🍏 Supper and snack meal service times on the weekend do not have to be the same as the meal service times during the week
- 🍏 Snack meal service does not have to occur prior to supper meal service
- 🍏 It is possible to be approved to serve two snacks (as opposed to one snack and one meal) with TDA approval – requests must be made in writing and include a justification.
- 🍏 The AT RISK Meal Service must be located in an area where 50% or more of children attending the area school are categorized as eligible for benefits, i.e. free lunch.
- 🍏 The AT RISK Meal Service must provide an enrichment or educational component in addition to the meal service.
- 🍏 The AT RISK Meal Service needs no enrollment documentation, but a daily meal attendance (at the point of service) and activity roster is required.
- 🍏 The AT RISK Meal Service can be offered to children up to the age of 18.
- 🍏 The AT RISK Meal Service is paid at the “free” rate.

## **Foods that don't qualify:**

Any food listed in the “**other foods**” section of the Food Buying Guide: <http://teammnutrition.usda.gov/Resources/foodbuyingguide.html> does not qualify as a reimbursable food. Some examples are: Jell-O, potato sticks, juice drinks, Kool-Aid, cream cheese, bacon, Velveeta cheese. These foods don't meet the requirements.

If you serve them, either don't claim the meal or serve other foods that meet the requirements and use these foods as “extras”

**If you don't find the food in Centerpilot, don't serve it until you find out if it is eligible.**

**Combination Foods:** These are foods that contain more than one food group, for example, Lasagna. This food contains three components: Meat/Cheese, pasta, tomato sauce.

Lasagna:

- 1. HOMEMADE** If you made the lasagna, this food does qualify because you know how much of the components were used when you made it.
- 2. Pre-PREPARED** If you purchased a ready-made lasagna, you don't know if the quantity of components meets requirements and you cannot use this combination food.
- 3. PRE-PREPARED WITH CN LABEL** If you purchased a ready made lasagna with a CN Label, the label does give you quantity information and you may use this combination food.

Some other examples of combination foods that must have a CN Label to qualify: Chicken nuggets, pizza, fish sticks, fish portions, ravioli, any frozen pot pies, canned stews, cheese sticks... **Remember: this applies to any food made with components you cannot measure!**

## **Meals that don't qualify:**

**Meals that weren't prepared at the facility.** **If you eat out, you may not claim that meal.**

You don't know what quantities have been served to the children.

**Meals that parents provided.** You can't vouch for the quantities or contents of meals.

**Meals that have been donated by parents.**

**Meals that don't meet the meal pattern requirements**

**Food served must be acquired by the center for you to be able to claim that meal. There is one exception to this rule: Parents may supply the formula or breast milk to infants and those meals do qualify for reimbursement.**

**Other foods, like milk, may be donated to the center and used in the meal service, but must be documented on the donated foods form.**

## WHEN DO I NEED A CN (CHILD NUTRITION) LABEL?

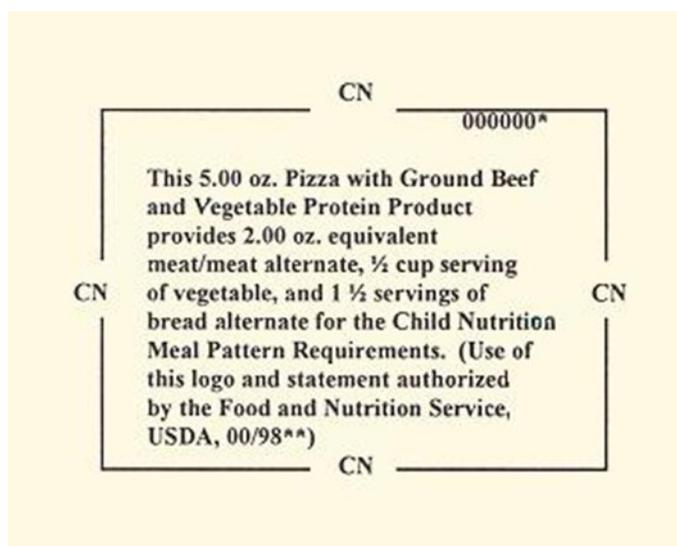
A Child Nutrition Label is necessary when you are serving a COMBINATION food. This means any food that is composed of more than 1 food group. For example,

Chicken nuggets (meat & bread/grains group)

Pizza (meat & bread/grains & fr/veg group)

Any meat product with fillers like soy

Meats products that are composed of only one component or type of product (like all beef hot dogs) do not need a Child Nutrition Label, since you can tell by the weight of the product how much meat component you are serving.



Review this CN Label together with the meal pattern chart.

1. Get your CN Label from the product and figure how much you need to serve each child.
2. Copy the label and send/fax it to Nutriservice.
3. Keep a copy of the label for your records.
4. If you use a different brand, be sure to repeat these steps :).

**As a participant in the Child and Adult Care Food Program for Daycare Centers, you are responsible for:**

**Reimbursable meals;**

- a. **Meet the guidelines for components and for serving times.**

**(At this point, you should have an understanding of what makes an eligible meal)**

**Operating a nonprofit food service**

- a. **you are spending all the program income on Food related costs and are submitting your receipts, invoices, and wages for CACFP activities to prove this.**
- b. **Keep all of your food receipts and documentation of food purchases.**
- c. **Submit all your copies of receipts, invoices and wages expense reports by the 4th.**
- d. **Remember you are receiving a rate per meal, and are documenting how you are spending every dollar on an allowable, food service related cost. There are 3 main categories: Food, Supplies for the food service, Wages paid to operate the food service part of the child care.**

**ACCURATE program documentation;**

- a. **the meals you are claiming have been served to the children you are claiming at approved meal times while in your facility.**
- b. **The meals you are claiming have been recorded as required: meal production records daily and attendance taken at the point of service.**
- c. **The expense you are claiming can be documented with your receipts and invoices.**

**Centers are encouraged to plan meals at least two weeks in advance of a meal service to assist in food-purchasing, cost control, and the scheduling of food preparation. We are happy to review your centers' menus in advance to reduce the number of disallowed meals. Since children's diets often lack sufficient nutrients, such as iron and vitamins A and C, we recommend using foods that are good sources of these nutrients.**

# Breads and Bread Alternates



All products must be made with whole grain or enriched flour or meal. A “full” serving (usually twice as much) is required for children 6 and over. An easy way to tell if a product is eligible is to check that the first ingredient is whole grain or enriched grain. A **WGR (whole grain rich food is required at least one time per day.)**

FOOD ITEM	SERVING SIZE FOR AGES 1-2 AND 3-5	SERVING SIZE FOR AGES 6-12
Bagels	¼ - 2/3 ( min. wt. 13 g)	½ - 1 bagel* (min. wt.25 g)
Barley	¼ cup cooked	½ cup cooked
Batter-type coating	13 g (0.5 oz)	25 g (0.9 oz)
Biscuits	1 biscuit (13 g or 0.5oz)	2 biscuits
Bread sticks (hard)	2 small or 1 large	4 small or 2 large
Bread sticks (soft)	½ stick*	1 stick*
Bread stuffing (dry)	⅓ cup	⅔ cup
Bread-type coating	10 g (0.4 oz)	20 g (0.7 g)
Breads (white, wheat, raisin, rye, whole-wheat, French, Italian)	½ slice (min. wt. 13 g)	1 slice
Breakfast cereals (cooked, like oat-meal)	¼ cup cooked	½ cup cooked
Breakfast cereals (dry, ready to-eat)	⅓ cup or 0.5 oz, whichever is less	¾ cup or 1 oz, whichever is less
Bulgur or cracked wheat	¼ cup cooked	¾ cup cooked
Buns (hamburger, hot dog)	½ bun*	1 bun*
Corn muffin	½ muffin (min. wt. 16g)	1 muffin (min wt. 31 g)
Corn grits or meal	¼ cup cooked	½ cup cooked
Crackers (animal)	6 crackers	12 crackers
Crackers (chicken in a biscuit)	5 crackers	10 crackers
Crackers, Graham(2 1/2" x 5')	1 large crackers (2 squares)	2 large crackers (4 squares)
Crackers (1" squares, i.e. wheat thins)	6 crackers	12 crackers
Crackers, matzos	½ large	1 large

\*Portion rounded upward to allow a reasonable and satisfying amount to be served.

You will use the following criteria as a basis for determining whether an item meets the grains/breads requirement:

1. The item must be whole-grain or enriched or made from whole-grain or enriched meal or flour. Cereal must be whole-grain, enriched, or fortified AND have NO more than 6 Grams of sugar per dry ounce. (See WIC List)  
The label must show that the product is enriched or whole-grain, fortified, or made from enriched or whole-grain meal or flour, bran or germ, in any combination.

**Note:** For food items you are not certain of: **SEND US A COPY OF THE LABEL!!**

The item must be provided in quantities specified in the regulations. One-quarter (1/4) of a serving is the smallest amount that can be counted toward the minimum quantities of a grains/breads serving

<b>FOOD ITEM</b>	<b>SERVING SIZE FOR AGES 1-2 AND 3-5</b>	<b>SERVING SIZE FOR AGES 6-12</b>
Crackers melba toast	3 crackers	5 crackers
Crackers mini ritz	10 crackers	18 crackers
Crackers oyster	1/3 cup (30 crackers)	2/3 cup (60 crackers)
Crackers ritz	4 crackers	7 crackers
Crackers rye krisp 1" x 2"	5 crackers	10 crackers
Crackers saltines	4 squares	8 squares
Crackers small cheese-flavored	9 crackers	18 crackers
Crackers Goldfish	24 fish	48 fish
Crackers snack: rounds, ovals, squares	4 crackers	8 crackers
Crackers sociables	5 crackers	10 crackers
Crackers stoned wheat	4 crackers	8 crackers
Crackers townhouse	3 crackers	6 crackers
Crackers triscuit	4 crackers	7 crackers
Crackers vegetable thins	4 crackers	8 crackers
Crackers wasa crisp bread	2/3 large	1 1/3 large
Crackers waverly wafers	3 crackers	5 crackers
Crackers wheat thins	5 crackers	10 crackers
Crackers wheatsworth stoneground	4 crackers	8 crackers
Croissants	1/2 croissant (min.wt.16 g)	1 croissant (min. wt.31 g)
CROUTONS	1/3 cup (~7 croutons)	2/3 cup (~14 croutons)
Dumplings	Min. wt. 16 g	Min. wt. 31 g
Egg roll skins	1 skin	2 skins
English muffins	1/2 muffin*	1 muffin*
French toast	1/2 slice	1 slice
Fry bread	Min. wt. 16 g	Min. wt. 31 g
Hush puppies (large)	Min. wt. 16 g	Min. wt. 31 g
Macaroni, noodles, pasta (all shapes)	1/4 cup cooked	1/2 cup cooked
Melba toast	3 rounds or 3 slices	6 rounds or 6 slices
Muffins (all except corn; regular size)	1/2 muffin (min. wt. 25g)	1 muffin (min. wt. 50g)
Muffins large, i.e. costcosized	1/4 large muffin	1/2 large muffin
Muffins (mini)	1 mini muffin	2 mini muffins
Pancakes (medium)	1 1/2 - 2 pancakes	3 - 4 pancakes

FOOD ITEM	SERVING SIZE FOR AGES 1-2 AND 3-5	SERVING SIZE FOR AGES 6-12
Pie crust (from meat/meat alternate pies)	½ serving (min. wt. 16 g)	1 serving (min. wt. 31 g)
Pita/pocket bread	¼ medium	½ medium
Pizza crust	1 serving	1 – 2 servings
Pretzel chips	7 chips	14 chips
Pretzels (hard: large & fat, i.e. Snyder's)	½ pretzel*	1 pretzel
Pretzels (hard: mini pretzel twists)	7 mini pretzels	14 mini pretzels
Pretzels (hard: standard twists)	4 pretzels	8 pretzels
Pretzels (hard: thin sticks)	17 sticks	34 sticks
Pretzels (soft)	½ large pretzel*	1 large pretzel*
Rice (enriched white or brown)	¼ cup cooked	½ cup cooked
Rice cakes, large	1 cake	2 cakes
Rice cakes, small	4 cakes	8 cakes
Rolls (dinner-type)	½ roll	1 roll
Rolls (sub sandwich-type)	⅓ roll*	⅔ – 1 roll*
Taco shells	1 shell	2 shells
Tortilla chips (round or large)	4 – 6 chips (or 9 mini rounds)	8 – 12 chips (or 18 mini rounds)
Tortilla, wheat or corn – burrito size	¼ tortilla	½ tortilla
Tortillas, wheat or corn – fajita size	½ tortilla	1 tortilla
Tortilla, wheat or corn – “kid size”	1 tortilla	2 tortillas
Tortillas, wheat or corn – soft taco size	⅓ tortilla	⅔ tortilla
Wafers, rye	2 wafers	4 wafers
Waffles (frozen, square or round)	½ waffle*	1 waffle*
Zwieback	2 pieces	4 pieces

# Identifying Whole Grain-Rich Foods for the Child and Adult Care Food Program Using the Ingredient List

The **ingredient list** is printed on the food packaging of products. This list includes information on flours, grains, and other ingredients that are in the product. On the ingredient list, the ingredients are listed in order of quantity. If a whole grain is listed first, you know there is more of that whole grain than anything else in the food.

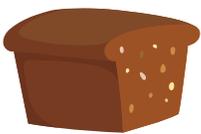
In the United States Department of Agriculture’s Child and Adult Care Food Program (CACFP), you can identify grains that are whole grain-rich by looking at the first three **grain** ingredients that appear on the ingredient list. This method is known as the *Rule of Three*. If the ingredient list does not include three grain ingredients, you only have to look at the grain ingredients that are present. Some whole grain-rich foods may have only one grain ingredient.

In the CACFP, at least one offering of grains per day must be whole grain-rich for children and adults.\*

## Step-by-Step Guide To Identifying Whole Grain-Rich Foods Using the *Rule of Three*

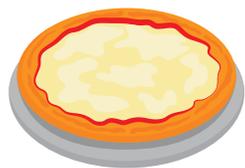


### STEP 1 Find the ingredient list



This ingredient list is for **bread**. In this example, you would look at the full ingredient list to determine if the bread is whole grain-rich.

**INGREDIENTS:** Whole-wheat flour, water, yeast, brown sugar, wheat gluten, contains 2% or less of each of the following: salt, dough conditioners, soybean oil, vinegar, cultured wheat flour, citric acid.



The ingredient list shown here is for a frozen **cheese pizza**. Because pizza is a combination food, the ingredients for all the foods within the cheese pizza, such as the crust, cheese, and sauce, are listed within one ingredient list. In this example, you would look at the ingredients for the crust, to determine if the grain component of this food is whole grain-rich.

**INGREDIENTS: Crust:** Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.  
**Shredded mozzarella cheese:** Pasteurized part skim milk, cheese cultures, salt, enzymes. **Sauce:** Water, tomato paste, pizza seasoning, modified food starch.

\*During the COVID-19 public health emergency, some State agencies may have opted into School Year 2021-2022 meal pattern waivers. Additional information on these waivers is available at: [fns.usda.gov/disaster/pandemic/cn-2021-22-waivers-and-flexibilities](https://fns.usda.gov/disaster/pandemic/cn-2021-22-waivers-and-flexibilities).



## STEP 2 Simplify the ingredient list

Look at the “Disregarded Ingredients” list below. Do not consider these ingredients. Some sound like grains, so it can be helpful to cross them out at the beginning.

### Disregarded Ingredients:

- Cellulose fiber
- Corn dextrin
- Corn starch
- Modified food starch
- Rice starch
- Tapioca starch
- Water
- Wheat dextrin
- Wheat gluten
- Wheat starch
- Any ingredients that appear after the phrase, “Contains 2% or less of...” or “Contains less than 2% of...”

**INGREDIENTS: Crust:** Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, ~~water~~, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ This ingredient list shows some ingredients that can be crossed out to simplify the list.

## STEP 3 Look at the first ingredient

If you have a combination food, like a pizza, look at the part of the ingredient list that refers to the grain product. For this food, the grain product is the pizza crust.

### Is the first ingredient a **whole-grain ingredient**?

**YES** ✓

If the first ingredient is whole-grain and the food is not a ready-to-eat breakfast cereal, **go to Step 4 on page 3.**

**YES** ✓

If the first ingredient is whole-grain and the food is a ready-to-eat breakfast cereal, **see “Identifying Whole Grain-Rich Breakfast Cereals in the CACFP” on page 7.**

**NO** ✗

If the first ingredient is not a whole-grain ingredient, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.\*

**NO** ✗

It is possible that the food includes several whole-grain ingredients. When added together, these grains may meet the whole grain-rich requirement. In this case, you would need to request additional information from the manufacturer.



See the **Whole-Grain Ingredients** chart on page 5 for some common whole grains. Make sure the first grain ingredient is not listed on the **Enriched Grain Ingredients, Bran or Germ Ingredients, or Non-Creditable Grains or Flours** charts on page 6.

**INGREDIENTS: Crust:** **Whole-wheat flour,** enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, ~~water~~, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The first grain ingredient is “**whole-wheat flour**,” which is a **whole-grain ingredient**.



\*This food might be creditable as a grain that is not being served as a whole grain-rich food. See the *Food Buying Guide for Child Nutrition Programs* (<https://foodbuyingguide.fns.usda.gov>) for information on how to determine if an enriched grain is creditable towards the grain component in the CACFP.

## STEP 4 Look for the second grain ingredient

Does the food have another grain ingredient?

**NO X** If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

**YES ✓** If so, is the second grain ingredient whole-grain, enriched, or bran or germ? Make sure the second grain ingredient is not listed on the “*Non-Creditable Grains or Flours*” chart.

**YES ✓** If the second grain ingredient is whole-grain, enriched, or bran or germ, go to Step 5 below.

**NO X** If the second grain ingredient is **not** whole-grain, enriched, or bran or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.\*

**INGREDIENTS: Crust:** **Whole-wheat flour, enriched wheat flour** (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The second grain ingredient is “**enriched wheat flour**,” which is an **enriched grain ingredient**. For information on flour made from more than one grain ingredient, see “Focus on Flour Blends” on page 4.

## STEP 5 Look for the third grain ingredient

Does the food have a third grain ingredient?

**NO X** If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

**YES ✓** If so, is the third grain ingredient whole-grain, enriched, or bran or germ? Make sure the third grain ingredient is not listed on the “*Non-Creditable Grains or Flours*” chart.

**YES ✓** If the third grain ingredient is whole-grain, enriched, or bran or germ, then this food is whole grain-rich! If your product has other grain ingredients, such as a fourth grain ingredient, you do not need to consider them.

**NO X** If the third grain ingredient is not whole-grain, enriched, bran, or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.\*

**INGREDIENTS: Crust:** **Whole-wheat flour, enriched wheat flour** (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), **wheat bran**, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The third grain ingredient is “**wheat bran**,” which is a type of bran.

✓ This pizza crust is considered whole grain-rich because the first ingredient is **whole-grain**, the second grain ingredient is **enriched**, and the third ingredient is a type of **bran**.

## Focus on Flour Blends

You may see an ingredient list that includes a flour blend as an ingredient. The flour blend will be followed by a list of sub-ingredients that make up the flour blend. These sub-ingredients are shown in parenthesis. Treat these flour blends as one grain ingredient when applying the *Rule of Three*.

Find the first ingredient on the ingredient list.

If the first ingredient is a flour blend, all the ingredients in the flour blend must be whole-grain.

You can now proceed with examining the second and third grain ingredients as described on pages 2 and 3.

If the flour blend is the second or third grain ingredient, then the flour blend may be made up of whole grains, enriched grains, bran, and/or germ.



If the flour blend includes any non-creditable flours or grains, then the flour blend is not a creditable grain ingredient.

**INGREDIENTS:** **Whole grain flour** (whole-wheat flour, brown rice flour, whole grain oat flour), water, **flour blend** (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

- ▲ *This is an ingredient list for bread. This bread includes two flour blends: whole grain flour and a flour blend.*  
*The list of sub-ingredients in parenthesis tells you what grains are in the whole grain flour and the flour blend.*

**INGREDIENTS:** **Whole grain flour** (whole-wheat flour, brown rice flour, whole grain oat flour), water, flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

- ▲ *The whole grain flour is the first ingredient on this ingredient list.*

**INGREDIENTS:** Whole grain flour (**whole-wheat flour, brown rice flour, whole grain oat flour**), water, flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

- ▲ *The ingredients in the whole grain flour are whole-wheat flour, brown rice flour, and whole grain oat flour.*  
*All the ingredients in the whole grain flour are whole-grain, so the whole grain flour is considered whole grain-rich.*

**INGREDIENTS:** Whole grain flour (whole-wheat flour, brown rice flour, whole grain oat flour), water, **flour blend** (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

- ▲ *The second grain ingredient in this bread is the flour blend.*

**INGREDIENTS:** Whole grain flour (whole-wheat flour, brown rice flour, whole grain oat flour), water, flour blend (**graham flour, enriched wheat flour, enriched corn flour, wheat bran**), yeast, salt.

- ▲ *The flour blend contains whole-grain ingredients (graham flour), enriched ingredients (enriched wheat flour, enriched corn flour) and bran (wheat bran).*  
*This bread does not have a third grain ingredient.*
- ✓ *This bread is considered whole grain-rich because the first ingredient is whole-grain and the second grain ingredient is made from whole-grain, enriched, and bran ingredients.*

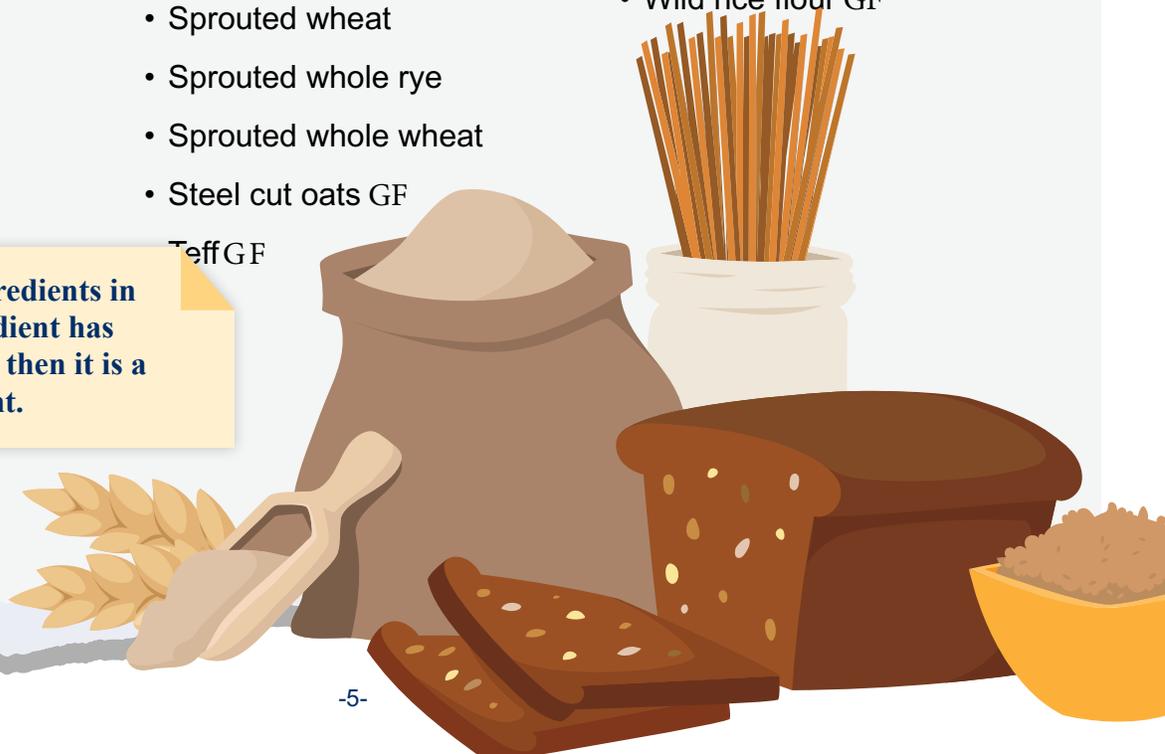
**INGREDIENTS:** Flour blend (durum flour, bromated flour, brown rice flour), water, salt.

- ✗ *This flour blend includes two non-creditable flours (durum flour and bromated flour), so the flour blend is not a creditable grain ingredient.*

# Whole-Grain Ingredients

- Amaranth GF
- Amaranth flour GF
- Brown rice GF
- Brown rice flour GF
- Buckwheat GF
- Buckwheat flour GF
- Buckwheat groats GF
- Bulgur
- Corn masa GF
- Corn treated with lime GF
- Cracked wheat
- Crushed wheat
- Dehulled barley
- Dehulled-barley flour
- Entire wheat flour
- Flaked rye
- Flaked wheat
- Graham flour
- Hominy GF
- Hominy grits GF
- Instant oatmeal GF
- Masa harina
- Millet
- Millet flour GF
- Nixtamalized corn flour/meal GF
- Oat groats GF
- Oats/oatmeal GF
- Old fashioned oats GF
- Popcorn GF
- Quick cooking oats GF
- Quinoa GF
- Rye berries
- Rye groats
- Sorghum GF
- Sorghum flour GF
- Spelt berries
- Sprouted brown rice GF
- Sprouted buckwheat GF
- Sprouted einkorn
- Sprouted spelt
- Sprouted wheat
- Sprouted whole rye
- Sprouted whole wheat
- Steel cut oats GF
- Teff GF
- Teff flour GF
- Triticale
- Triticale flour
- Wheat berries
- Wheat groats
- White whole wheat flour
- Whole corn GF
- Whole durum flour
- Whole grain corn GF
- Whole grain corn flour GF
- Whole grain oat flour
- Whole grain spelt flour
- Whole grain wheat
- Whole grain wheat flakes
- Whole grain wheat flour
- Whole rye flour
- Whole wheat flour
- Wild rice GF
- Wild rice flour GF

**In addition to the ingredients in this chart, if an ingredient has “whole” in front of it, then it is a whole-grain ingredient.**



# Enriched Grain Ingredients

- Enriched bromated flour
- Enriched corn flour
- Enriched durum flour
- Enriched durum wheat flour
- Enriched farina
- Enriched grits
- Enriched rice
- Enriched rice flour
- Enriched rye flour
- Enriched wheat flour
- Enriched white flour
- Other grains with the word “enriched” in front of it.



**In addition to the ingredients listed above, if the ingredient list states or includes the nutrients used to enrich the flour, then your product has enriched grains. For example, an ingredient list might read: “Durum flour (niacin, iron, riboflavin, folic acid, thiamin).” The nutrients listed in the parenthesis indicate that the durum flour is enriched.**

# Bran or Germ Ingredients

- Corn bran
- Oat bran
- Rice bran
- Rye bran
- Wheat bran
- Wheat germ

# Non-Creditable Grains or Flours

These foods cannot be one of the first three ingredients for whole grain-rich items.

- Barley malt
- Bean or legume flour (such as soy, chickpea, lentil, etc.)
- Bromated flour
- Corn
- Corn fiber
- Degermed corn
- Degerminated corn meal
- Durum flour
- Farina
- Grits
- Malted barley flour
- Nut or seed flour (any kind)
- Oat fiber
- Potato flour
- Rice flour
- Semolina
- Stone ground corn
- Tapioca flour
- Vegetable flour (any kind)
- Wheat flour
- White flour
- Yellow corn flour
- Yellow corn meal

# Identifying Whole Grain-Rich Breakfast Cereals in the CACFP



For ready-to-eat breakfast cereals only, if the first ingredient is whole-grain, and the cereal is fortified, then the cereal is whole grain-rich in the CACFP.

Remember to check that the cereal also meets the CACFP sugar limit. For more information on sugar limits for cereal, see “Choose Breakfast Cereals That Are Lower in Sugar” at <https://www.fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp>.

## To determine if a ready-to-eat cereal is whole grain-rich:

### STEP 1 Look at the first ingredient

Is the first ingredient a whole-grain ingredient?

**YES** ✓ If the first ingredient is whole-grain, go to Step 2.

**NO** ✗ If the first ingredient is not a whole grain, then this food is not creditable as a whole-grain-rich food in the CACFP using the *Rule of Three*.\*

#### Example 1

**INGREDIENTS:** Whole grain oat flour<sup>1</sup>, corn flour, sugar, salt, tripotassium phosphate, vitamin E. **Vitamins and Minerals**<sup>2</sup>: calcium carbonate, iron and zinc, vitamin C, vitamin B6, vitamin A, vitamin B12.

- ▲ 1. The first ingredient is “**whole grain oat flour**,” which is a **whole-grain ingredient**.
- 2. The presence of “**Vitamins and Minerals**” on the ingredient list indicates that this cereal is fortified.
- ✓ This breakfast cereal is whole grain-rich because the first ingredient is **whole-grain** and the cereal is **fortified**.

### STEP 2 Look for fortification

Is the cereal fortified?

Look for the words “fortified” on the food package. You can also look at the ingredient list to see if it lists any vitamins and minerals that have been added to the product. Cereals that are not fortified would not have any added vitamins and minerals.

**YES** ✓ If the cereal is fortified, then this food is whole grain-rich! If your cereal has other grain ingredients, you do not need to consider them. See **Example 1**.

**NO** ✗ If the cereal has a whole grain as the first ingredient, but is not fortified, then follow the *Rule of Three* instructions on pages 1-3 to look at the second and third grain ingredients. See **Example 2**.

#### Example 2

**INGREDIENTS:** Whole grain wheat<sup>1</sup>, wheat bran<sup>3</sup>, raisins, oat fiber<sup>4</sup>, sea salt.

- ▲ 1. The first ingredient is “**whole grain wheat**,” which is a **whole-grain ingredient**.
- 2. This food is not fortified. There are no vitamins and minerals on the ingredient list. Look at the second and third grain ingredients to see if the cereal is whole grain-rich.
- 3. The second grain ingredient is **wheat bran**, which is a type of **bran**.
- 4. The third grain ingredient is **oat fiber**, which is a **non-creditable ingredient**.
- ✗ This breakfast cereal is not whole grain-rich using the *Rule of Three* because the third grain ingredient is a non-creditable ingredient.

# Try It Out!

Look at the ingredient lists for the grain items below. Use the *Rule of Three* to determine if these items are whole grain-rich. Why or why not?

**A**

**Crackers:**  Yes  No

Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**INGREDIENTS:** Whole grain wheat flour, vegetable oil, enriched rye flour, cracked wheat.

**B**

**Bread:**  Yes  No

Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**INGREDIENTS:** Flour blend (enriched flour, brown rice flour, whole grain oat flour), water, whole grain flour blend (graham flour, whole grain corn flour), wheat bran, yeast, salt.

**C**

**Ready-to-Eat Cereal:**

Yes  No

Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**INGREDIENTS:** Whole grain corn, corn meal, sugar, corn bran, salt, brown sugar syrup. **Vitamins and Minerals:** calcium carbonate, iron, zinc, vitamin C, vitamin B6, vitamin B2, vitamin A, vitamin B12.

**Answer Key:**

**A**

Yes, these crackers are whole grain-rich.

**B**

No, the bread is not whole grain-rich.

**C**

Yes, this ready-to-eat cereal is whole grain-rich.

1. The first grain ingredient is whole grain wheat flour, which is a whole-grain ingredient.

2. The second grain ingredient is enriched rye flour, which is an enriched ingredient.

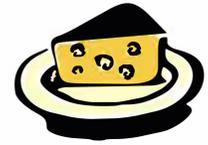
3. The third grain ingredient is cracked wheat, which is a whole-grain ingredient.

1. The first ingredient in this bread is a flour blend that contains enriched flour. If the first ingredient is a flour blend, all the grain ingredients in the flour blend must be whole-grain. Enriched flour is not a whole-grain ingredient.

2. The presence of "Vitamins and Minerals" on the ingredient list indicates that this cereal is fortified.

# Meat/Meat Alternates

Meat, poultry, fish, cheese, eggs, peanut butter, dried beans, peas, yogurt, tofu, nuts and seeds are all eligible meat and meat equivalents.



Nuts and seeds will fulfill only one half of the meat requirement at meals and must be served in combination with another meat equivalent at meals.

## Combination foods:

Any pre-prepared product containing more components than the meat/meat equivalent is **not eligible** on the CACFP unless the label indicates **the amount of meat equivalent** available per serving. We suggest that once you find a food product with that information available, stick with that brand. You have to be able to determine how much meat is in a product in order to be sure you are serving enough. This means keeping the CN Label on site. (See page 9 for an example of a CN Label)

All beef franks (no fillers or by-products)	Garbanzo Beans	Sardines
Baked Beans	Hamburger	Sausage
Bean Soup	Ham	Seeds: sesame, pumpkin, squash, sunflower
Beef	Homemade pot pies --(with sufficient meat)	Shrimp
Black-eyed Peas	Kidney beans	Split pea soup
Bologna	Lentils	Turkey
Cheese (American, cheddar, mozzarella, swiss, feta, brie)	Lima Beans	Turkey franks (no fillers or by-products)
Cheese food, cheese spread (2oz=1oz. Meat equiv.)	Meatballs (homemade)	Turkey ham
Chicken	Navy Beans	Tofu
Corny Dogs- <b>all beef</b>	Nuts: almonds, brazil, cashew, macadamia, pecans, pinyons, pistachio, walnut, peanuts	Yogurt-Plain or flavored (no more than 4 grams of sugar per oz)
Cottage Cheese—2oz=1oz. --meat equivalent	Peanut, Almond, or other nut butter	
Eggs	Pinto beans Red beans	
Fish Sticks or fillets (CN)	Refried beans	
	Roast beef	
	Salmon	

A good resource for Combination Foods (chicken nuggets, pizza, etc.) is Sunbeam Foods 214- 324-4086 ask for the Nutriservice Discount

# Ineligible Meat Equivalents

Bacon (it is a fat)	Cheese Product (Velveeta)
Chunky soup (no cn label)	Frozen yogurt, yogurt bars, etc.
Frozen Pot Pies	Homemade yogurt
Boxed Macaroni & cheese	Pasteurized prepared cheese product (cheese spreads)
Baby foods w/tapioca	



## **Commercial Foods and Baby Foods That Are Not Reimbursable**

**Commercial baby food combination dinners**

**Meat sticks or “finger sticks” (which look like miniature hot dogs)**

**Commercial fish sticks, other commercial breaded or battered fish or seafood products**

**Canned fish with bones, hot dogs, and sausages** are not reimbursable as a meat/meat alternate in the Infant Meal Pattern because these foods are not designed by their manufacturers for consumption by infants (less than 12 months of age). Infants may choke on these food items and there may be an incidental bone in fish sticks and other breaded fish products.

**Nuts, seeds, and nut and/or seed butters**

**Smoked snack sticks made with beef and chicken;**

**Summer sausage;**

**Pepperoni sticks;**

**Meat, poultry or seafood jerky such as beef jerky, turkey jerky and salmon jerky;**  
**and**

**Meat or poultry nuggets (shelf-stable, non-breaded, dried meat or poultry snack made similar to jerky) such as turkey nuggets.**

# Eligible Fruits & Vegetables

Beet greens  
 Carrots  
 Chard, Swiss  
 Chili peppers, red  
 Collards  
 Cress, garden  
 Dandelion greens  
 Kale  
 Mangoes  
 Mixed vegetables  
 Mustard greens  
 Peas & carrots (canned or frozen)  
 Peppers, sweet red  
 Pumpkin  
 Spinach  
 Squash winter (acorn, butternut, Hubbard)  
 Sweet potatoes  
 Turnip greens  
 Apricots  
 Broccoli  
 Cantaloupe  
 Chicory greens  
 Papayas  
 Purple plums (canned)  
 Asparagus, green  
 Cherries, red sour  
 Chili peppers, green (fresh)  
 Endive, curly  
 Escarole  
 Nectarines  
 Peaches (except canned)  
 Prunes  
 Tomatoes  
 Tomato juice or reconstituted paste or puree



Acerola  
 Broccoli  
 Brussels sprouts  
 Chili peppers, red and green  
 Guavas  
 Orange juice  
 Oranges  
 Papayas  
 Peppers, sweet red and green  
 Cauliflower  
 Collards  
 Cress, garden  
 Grapefruit  
 Grapefruit juice  
 Grapefruit-orange juice  
 Kale  
 Kohlrabi  
 Kumquats  
 Mangoes  
 Mustard greens  
 Pineapple juice  
 Strawberries  
 Tangerine juice  
 Tangerines  
 Asparagus  
 Cabbage  
 Cantaloupe  
 Dandelion greens  
 Honeydew melon  
 Okra  
 Potatoes (baked, broiled or steamed)  
 Raspberries, red  
 Rutabagas  
 Sauerkraut  
 Spinach  
 Sweet potatoes (except canned in syrup)  
 Tangelos  
 Tomatoes  
 Tomato juice or reconst. Paste or puree  
 Turnip greens  
 Turnips

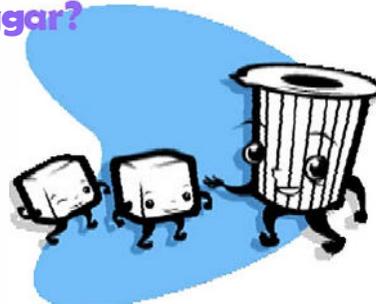
Apples  
 Applesauce  
 Avocados  
 Bananas  
 Beans, green or wax  
 Beans, lima, green  
 Bean sprouts  
 Beets  
 Berries (black, blue, etc.)  
 Celery  
 Chinese cabbage  
 Corn  
 Cranberries  
 Cranberry sauce  
 Cucumbers  
 Dates  
 Eggplant  
 Figs  
 Fruit cocktail  
 Fruits for salads  
 Grapes  
 Lettuce  
 Mushrooms  
 Olives  
 Onions  
 Parsley  
 Parsnips  
 Peaches (canned)  
 Pears  
 Cowpeas, immature seed  
 Pimientos  
 Plums  
 Potatoes (mashed, fried, etc.)  
 Radishes  
 Raisins  
 Rhubarb  
 Squash, summer  
 Watercress  
 Watermelon  
 Fruit juices (apple, grape, pineapple, etc.)  
 Dried Beans/Peas

# Ineligible Fruits & Vegetables

Cranberry Juice  
Blends (Except 100% juice)  
Coconut  
Five Alive Fruit Flavored Drinks  
Fruit turnovers  
Fruit leather  
Gatorade  
Hawaiian Punch  
Hi-C  
Honey  
Jellied Cranberry Sauce  
Jell-O  
Jelly or Jam  
Kool-Aid  
Lemonade  
Limeade  
Sunny Delight  
All fruit nectars

**Did you know....**

**One cup of 100% apple  
juice contains 6 teaspoons  
of sugar?**



**THIS IS WHY IT MAY ONLY BE  
SERVED ONCE PER DAY**

## Eligible Milk Equivalents

1% Milk Acceptable all participants age 2 and over.

Skim Milk – Acceptable for all participants age 2 and over.

Whole Milk – Only for children under the age of 2

Flavored Milk Only for children ages 6-12 must be skim.

No alternative milk is eligible unless accompanied by a Medical Statement or unless it is nutritionally equivalent to milk. You can choose to supply alternative milk or the parent can supply it and you can still claim it if eligible.



## Ineligible Milk and Milk Products

Carnation Canned Milk

Powdered or instant milk

Non-fat dry milk

Eagle Brand milk

Custard

Pudding

Hot Chocolate Mixes

Ice cream, milkshakes

Pudding

Sherbert

Yogurt (meat equivalent)

Sour cream dips

Whipped toppings

Cream

Half & Half

2% Milk

**NO FOOD MADE WITH MILK MAY BE SUBSTITUTED FOR FLUID MILK**



## Field Trips

You may claim reimbursement for meals that are served during a field trip if:

- the activity is directly related to child care, and
- all program requirements are met.

Program requirements include, but are not limited to the following:

- Meals served must meet the CACFP meal pattern for the appropriate age group and must be served to eligible children.
- All state and local health department standards, including maintaining food at proper temperatures, must be followed.
- Daily menu records that include the food items and amounts of food prepared must be maintained.
- Meal counts for meals served to eligible children must be documented at the point of service on Daily Meal Count and Attendance Records. You must also maintain these forms as required.
- Meals must be provided by the approved source (self-prep or vended) named in the contractor's application and management plan. If a food service management company (FSMC) supplies the meals, they must be provided in a manner and detail prescribed in the contract between you and the FSMC.
- **Meals purchased from restaurants or fast food outlets are not reimbursable.** In addition, meals prepared by the CACFP contractor are not reimbursable when the approved source of meals is a vendor.
- **Meals served to children in transit to the center or their homes cannot be claimed as reimbursable meals.**

Field trips must be documented in writing. The documentation must include the following information:

- date of trip;
- destination of trip;
- duration (departure and return time) of the trip;
- meal types served on the trip;
- a description of the location where the meal was served;
- a description of the method used to ensure that foods are held at proper temperatures;
- a list of foods served on the field trip; and
- a list of everyone that participated in the field trip.

In addition, the employee completing the documentation of the field trip must sign a certification statement that reads: *"I certify that to the best of my knowledge the information reported about this field trip is true and correct. I understand misrepresentation may result in prosecution under applicable state or federal statutes. I certify that meals were prepared, delivered, and served in accordance with all state and local health department standards."*

You are required to notify Nutriservice when planning a field trip as a condition of reimbursement.

Occasionally, field trips will include a visit to a Summer Food Service Program (SFSP) site. **You cannot claim reimbursement for meals that are served at SFSP sites.**



## MEAL PRODUCTION WORKSHEET

What will you be serving? Include can/box/package size: example: tator tots, frozen, 1 lb.

Milk: Milk gallon

Fruit or Veg: \_\_\_\_\_

Fruit or Veg: \_\_\_\_\_

Bread/Grain: \_\_\_\_\_

Meat/Protein: \_\_\_\_\_

How many will you be feeding?

\_\_\_\_\_  
 1-2    3-5    6-12    adults

Look at the Meal Pattern Chart. How much of each food will you need?

	Milk	Fr/Veg (Combined)	Bread/Grain	Meat/Protein
AGE 1-2	$\frac{1}{2} x =$	$\frac{1}{4} x =$	$\frac{1}{2} \text{ sl, } \frac{1}{4} \text{ c } x =$	$1 \text{ oz, } \frac{1}{4} \text{ c } x =$
AGE 3-5	$\frac{3}{4} x =$	$\frac{1}{2} x =$	$\frac{1}{2} \text{ sl, } \frac{1}{4} \text{ c } x =$	$1\frac{1}{2} \text{ oz, } \frac{3}{8} \text{ c } x =$
AGE 6-12	$1 \text{ c. } x =$	$\frac{3}{4} x =$	$1 \text{ sl, } \frac{1}{2} \text{ c } x =$	$2 \text{ oz, } \frac{1}{2} \text{ c } x =$
SERVINGS NEEDED:	_____	_____	_____	_____

How does each food item come packaged? In a box, or can, or by the pound? Fresh or frozen? Look in the Food Buying Guide. Find the size that matches what you are serving. For example, if you are serving frozen meat patties, find beef, patties, frozen. How many servings are available in the can/package?

SERVINGS NEEDED ÷ SERVINGS PER PACKAGE = AMOUNT TO OPEN

$\frac{1}{4} = .25$

$\frac{1}{4} \text{ CUP} = 2\text{OZ}$

$\frac{1}{2} = .50$

$\frac{1}{2} \text{ CUP} = 4\text{OZ}$

$\frac{3}{4} = .75$

$\frac{3}{4} \text{ CUP} = 6 \text{ OZ}$

$\frac{3}{8} = .375$

$1 \text{ CUP} = 8 \text{ OZ}$

$1 \frac{1}{2} = 1.5$

$1 \text{ GALLON} = 16 \text{ CUPS}$





## Rates per meals served in child and adult care centers

EFFECTIVE JULY 1, 2025– June 30, 2026

### Rates per meals served in adult day care centers and child care centers

	Breakfast	Lunch/Supper	Snacks
<b>Paid</b>	\$0.40	\$0.44	\$0.11
<b>Reduced</b>	\$2.16	\$4.20	\$0.63
<b>Free</b>	\$2.46	\$4.60	\$1.26

The cash-in-lieu value of USDA Foods (commodities) for July 1, 2025 - June 30, 2026 has not been published yet but will be updated here as soon they are released.

### Rates for At-Risk Afterschool Meals

Meal cost comparison for Free meal category

	Breakfast	Lunch/Supper	Snacks
<b>Free</b>	\$2.46	\$4.60	\$1.26

The cash-in-lieu value of USDA Foods (commodities) for July 1, 2025 - June 30, 2026 has not been published yet but will be updated here as soon they are released.

## Income Standards for Determining Free and Reduced-Price Eligibility

Effective July 1, 2025 thru July 30, 2026

Household Size	Total Income									
	Annual		Monthly		Twice	Monthly	Bi-Weekly		Weekly	
No. of Household Members	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced
1	\$20,345	\$28,953	\$1,696	\$2,413	\$848	\$1,207	\$783	\$1,114	\$392	\$557
2	\$27,495	\$39,128	\$2,292	\$3,261	\$1,146	\$1,631	\$1,058	\$1,505	\$529	\$753
3	\$34,645	\$49,303	\$2,888	\$4,109	\$1,444	\$2,055	\$1,333	\$1,897	\$667	\$949
4	\$41,795	\$59,478	\$3,483	\$4,957	\$1,742	\$2,479	\$1,608	\$2,288	\$804	\$1,144
5	\$48,945	\$69,653	\$4,079	\$5,805	\$2,040	\$2,903	\$1,883	\$2,679	\$942	\$1,340
6	\$56,095	\$79,828	\$4,675	\$6,653	\$2,338	\$3,327	\$2,158	\$3,071	\$1,079	\$1,536
7	\$63,245	\$90,003	\$5,271	\$7,501	\$2,636	\$3,751	\$2,433	\$3,462	\$1,217	\$1,731
8	\$70,395	\$100,178	\$5,867	\$8,349	\$2,934	\$4,175	\$2,708	\$3,853	\$1,354	\$1,927
For each additional family member, add	+\$7,150	+\$10,175	+\$596	+\$848	+\$298	+\$424	+\$275	+\$392	+\$138	+\$196

*These guidelines are based on 130% (free) and 185% (reduced) of the federal poverty guidelines and are*

# Calculate your Rate

Rate calculation will depend upon the overall ratio of children in the free, reduced and paid category. Here is a sample:

Total all children for lunch: 120

Number of enrolled children in free category : 81 (81/120 =68%)

Number of enrolled children in reduced category: 25 (25/120=20%)

Number of enrolled children in paid category: 14 (14/120=12%)

Free lunch rate =  $3.41 \times .68 = 2.31$

Reduced lunch rate =  $3.01 \times .20 = .60$

Paid lunch rate =  $.32 \times .12 = .038$

Add it all up = 2.948 this is the rate for lunch for that month.



The USDA Child and Adult Care Food Program is a gift to the children of the United States from the people. We will safeguard the program from fraud so that all children will continue to benefit from it. There are "red flags" that indicate a center is not complying with regulations. Here is a list of some of those indicators:

Center claims maximum attendance every day.



There are no absences at any meal types.



The number of children usually claimed is different than what is observed at monitor visits.



The center cannot comply with fax/mail deadlines.



The center cannot produce receipts for the foods listed as served.



## CIVIL RIGHTS COMPLIANCE FOR CHILD or ADULT CARE PROVIDERS

Civil Rights regulations are intended to ensure that the benefits of the Child Nutrition Programs (CNP) are made available to all eligible persons. This includes:

1. In recruitment and enrollment procedures making every effort to allow equal participation by all eligible and potentially eligible participants regardless of race, color, national origin, sex, age, or disability.
2. Distributing and classifying the Applications for Free and Reduced-price Meals [*Application Statement of Household Size-Income For the Child and Adult Care Food Program (Child Care Component)*] in a way that is fair to all and does not discriminate based on race, color, national origin, age, sex, or disability.
3. Serving meals in a way that allows equal participation regardless of race, color, national origin, age, sex, or disability

### **Discriminatory practices**

Discrimination is when an individual or a group of individuals are:

- denied a benefit or service that others receive,
- delayed receiving a benefit or service that others receive,
- or treated differently than others

When individuals or groups of individuals in a protected class (race, color, national origin, age, sex or disability) feel they have experienced discrimination based on one or more of the protected classes, the complainants should report the alleged incident(s). INSTRUCTIONS POSTED

### **Examples of discriminatory practices include:**

- refusing the enrollment of an eligible child based on his/her disability;
- failing to provide participants with disabilities reasonable accommodations to receive benefits;
- serving meals at a place, time, or in a manner that discriminates based on race, color, national origin, sex, age, or disability;
- selectively distributing *Application Statement of Household Size-Income For the Child and Adult Care Food Program (Child Care Component)* to only some households (For example, distributing *Application Statement of Household Size-Income for the Child and Adult Care Food Program (Child Care Component)* only to those households the Sponsor thinks will qualify for free or reduced-price eligibility) ;
- failing to apply the same eligibility criteria to all provider participants.

1. Civil Rights regulations apply to everyone
2. When you enroll children
3. When you distribute paperwork
4. When you serve meals.

**Sites that employ over 15 persons** must also designate a Civil Rights Coordinator.

For your site, who would be the coordinator? \_\_\_\_\_

(A center director or management staff is an appropriate selection)

This person must understand and be prepared to receive and relay any civil rights complaints from staff or parents of participants in care.

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](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](mailto:program.intake@usda.gov).

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be written or verbal. If the complainant makes a verbal complaint to your Center, The Coordinator must write up the elements of the complaint and should make every effort to obtain the following information: a. Name, address, and telephone number or other means of contacting the complainant, b. The specific location and name of the organization or individual participating in the CACFP, c. The nature of the incident or action that led to the complaint of discrimination, d. The basis on which the complainant believes discrimination exists (race, color, national origin, age, disability or sex.), e. The names, telephone numbers, titles, and business or personal address of persons that



may have knowledge of the alleged discriminatory action, and f. The date(s) during which the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s). If a civil rights complaint is filed against your staff, you may forward it to USDA immediately. A courtesy copy should be sent to the Community Operations Field office.

Additional Training can be found at:

[www.squaremeals.com](http://www.squaremeals.com) (click civil rights training)

## COMPLAINT PROCEDURES

CEs and sponsored sites must have procedures for processing complaints. Staff at all locations must be able to provide documentation of the procedures and an explanation of the complaint process. Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be written or verbal.

If the complainant makes a verbal complaint, the person to whom the allegation is made must write up the elements of the complaint and should make every effort to obtain the following information:

- a. Name, address, and telephone number or other means of contacting the complainant,
- b. The specific location and name of the organization participating in the CACFP,
- c. The nature of the incident or action that led to the complaint of discrimination,
- d. The basis on which the complainant believes discrimination exists (race, color, national origin, age, disability or sex.),
- e. The names, telephone numbers, titles, and business or personal address of persons that may have knowledge of the alleged discriminatory action, and
- f. The date(s) during which the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).

If a civil rights complaint is filed, the CE must forward it to USDA immediately. Sponsors are also responsible for forwarding civil rights complaints filed with a site to USDA. The complaints should be sent to: USDA Food and Nutrition Service Attn: Regional Civil Rights Director 1100 Commerce St. Dallas, Texas 75242



**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)**

COMPANY NAME: Nutriservice, Inc.

I hereby authorize Nutriservice, Inc., hereinafter called Company, to initiate credit and, if necessary, debit entries and adjustments for any credit entries in error to my (select one)

Checking Account                      Savings Account

indicated below, at the depository Financial Institution named below, and to credit or debit the same from such account. I acknowledge that the authority will remain in effect until I have cancelled it in writing and that the origination of ACH transactions to my (our ) account must comply with the provision of U.S. law.

Financial Institution \_\_\_\_\_

City \_\_\_\_\_

Routing    Account

Number \_\_\_\_\_                      Number \_\_\_\_\_

This authorization is to remain in full force and effect until Company has received written notification from me of its termination in such time and in such manner as to afford Company and Financial Institution a reasonable opportunity to act on it.

Name of Center \_\_\_\_\_

Your Printed Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please attach a copy of a voided check to this form and fax to 866-380-5488



# Organizational Info

Is your company a:

1) Non profit Corporation

(please attach board of directors page)

(please attach your IRS letter designating a 501c corporation)

2 A For Profit Corporation (LLC, Subchapter S, etc.)

3. A Proprietorship or Partnership?

Please list owner/ president and principles involved in operations:

---

---

---

---



THIS IS TO CERTIFY THAT

---

HAS COMPLETED 1 HOUR OF  
CREDITABLE Child Care Training as

listed below:

1 HOUR Child and Infant Nutrition

CACFP TOPICS ADDITIONALLY COVERED: Meal Pattern, Meal counts,  
Claim Submission, Review Procedures, Recordkeeping requirements,  
Reimbursement System, Civil Rights

UNIT NAME: **NUTRITION AND THE CACFP**

DATE OF COMPLETION : \_\_\_\_\_

CERTIFIED BY:

---

NUTRISERVICE, INC.  
801 E Interstate 30 #B  
Rockwall, TX 75087  
972-772-3200





**Center:**

**Enrollment**

<b>Child First Name</b>	<b>Child Last Name</b>	<b>Date of Birth</b>	<b>Hour In</b>	<b>Hour Out</b>	<b>Days In Care</b>	<b>Meals Attending</b>
					MON <input type="checkbox"/> TUE <input type="checkbox"/>	breakfast <input type="checkbox"/> am snack <input type="checkbox"/>
					WED <input type="checkbox"/> THR <input type="checkbox"/>	lunch <input type="checkbox"/> pm snack <input type="checkbox"/>
Please Circle (optional): White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Native Amer Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Other <input type="checkbox"/>			AM <input type="checkbox"/>	AM <input type="checkbox"/>	FRI <input type="checkbox"/> SAT <input type="checkbox"/>	supper <input type="checkbox"/> ev snack <input type="checkbox"/>
Parent First Name: _____ Parent Last Name: _____			Date of Enrollment: _____		Date Dropped: _____	
<b>Address</b> _____						
<b>City, State, Zip</b> _____						
<b>Home Phone</b> _____			<b>Work</b> _____			
<b>Email</b> _____						
<p><b>THIS SECTION MUST BE COMPLETED IF YOUR CHILD IS UNDER 12 MONTHS OLD: THIS CENTER SUPPLIES THE IRON FORTIFIED INFANT FORMULA: _____</b></p> <p><b>Under the policies of the USDA CACFP, the childcare center is required to supply the iron-fortified infant formula of the center's choice. Please select your preferences below:</b></p>						
<input type="checkbox"/> The center will supply formula	<input type="checkbox"/> I will bring the Breastmilk	I will bring the Iron fortified infant formula listed here: _____ (if this formula is low-iron or non iron fortified a medical statement is necessary.)				
<b>Date of change:</b>	<b>New instructions: example: change formula to Iron fortified Similac</b>					
Center must update this information as the situation changes, such as a change in the infant's formula. Update in the space provided above.						
When your child is developmentally ready, the center is required to supply solid foods such as iron-fortified infant cereal, fruits, vegetables, meat/meat alternates as they become developmentally ready to accept according to the Infant Meal Pattern. Please select your food preference:						
<input type="checkbox"/> The center will supply solid foods	<input type="checkbox"/> I will bring solid foods my child is developmentally ready to accept					

Dear Parent, Because your day care provider cares about good nutrition, they have chosen the benefits of the Child and Adult Care Food Program. This program is sponsored by Nutriservice, Inc. 972-203-9490. Under the regulations of the CACFP, your provider may not charge you separate fees for meals, nor may you be asked to provide food for your child for those meals claimed under the program. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Adjudication and Compliance, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (866) 632-9992 (toll free), (202) 260-1026, or (202) 401-0216 (TDD), USDA is an equal opportunity provider and employer.

<b>Signature X</b>	<b>Date of Signature</b>
--------------------	--------------------------



**INSTRUCTIONS FOR  
CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM  
(CHILD CARE)**

**Follow these instructions, if your household gets SNAP, TANF or FDPIR:**

**Part 1:** List all enrolled children and household members.

**Part 2:** List the eligibility number for any household members (including adults) receiving SNAP or TANF or FDPIR benefits. The SNAP or TANF number must be the 8 or 9 digit EDG# assigned by HHSC.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

**Part 5:** Sign the form. The last four digits of a Social Security Number are **not** necessary.

**Part 6:** Answer this question if you choose.

**Part 7:** Answer this question if you choose.

**If you are applying on behalf of a FOSTER CHILD, follow these instructions:**

If **all** children you are applying for are foster children, or if you are only applying for benefits for the foster child:

**Part 1:** List all foster children. Check the box indicating that the child is a foster child.

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Skip this part.

**Part 5:** Sign the form. A Social Security Number is **not** necessary.

**Part 6:** Answer this question if you choose.

**Part 7:** Answer this question if you choose.

If some of the children in the household are foster children.

**Part 1:** List all enrolled children and household members. For any people, including children, with no income, you must check the "No Income Box." Check the box if the child is a foster child.

**Part 2:** If the household does not have an eligibility number, skip this part.

**Part 3: Applies only to parents/guardians of children in Tier II Day Care Homes.** Sponsors must provide the *List of Eligible Federal/State Funded Programs* (H1660), with this form to households with children enrolled in Tier II Day Care Homes. Parents/Guardians can enter the program name and number as applicable.

**Part 4:** Follow these instructions to report total household income from this month or last month.

**Column A – Name:** List only the first and last name of **each** person living in your household who share income and expenses, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if you need to.

**Column B – Gross Income and How Often it was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month, or monthly.

**Box 1:** List the **gross income**, not the take-home pay. Gross income is the amount earned before taxes and **other deductions**. **You should be able to find it on your stub or your boss can tell you.**

**Box 2:** List the amount each person got from the month from welfare, child support, alimony.

**Box 3:** List retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits.

**Box 4:** List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. For ONLY the self-employed, report income after expenses in Box 1. Box 4 is for your business, farm or rental property. Do not include income from SNAP, TANF, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.

**Part 5:** Adult household member must sign the form and list the last four digits of the Social Security Number or mark the box if s/he doesn't have one.

**Part 6:** Answer this question if you choose.

**Part 7:** Answer this question if you choose.

**ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:**

**Part 1:** List all enrolled children and household members. For any people, including children, with no income, you must check the "No Income Box."

**Part 2:** Skip this part.

**Part 3:** Skip this part.

**Part 4:** Follow these instructions to report total household income from this month or last month.

**Column A – Name:** List only the first and last name of each person living in your household who share income and expenses, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if you need to.

**Column B – Gross Income and How Often it was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month, or monthly.

**Box 1:** List the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.

**Box 2:** List the amount each person got from the month from welfare, child support, alimony.

**Box 3:** List retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits.

**Box 4:** List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. For ONLY the self-employed, report income after expenses in Box 1. Box 4 is for your business, farm or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.

**Part 5:** Adult household member must sign the form and list the last four digits of the Social Security Number or mark the box if s/he doesn't have one.

**Part 6:** Answer this question if you choose.

**Part 7:** Answer this question if you choose.

**Privacy Act Statement:** This explains how we will use the information you give us.

**Non-discrimination Statement:** This explains what to do if you believe you have been treated unfairly.



# CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

## Part 1. All Household Members

Name of Enrolled Child(ren):		
Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.	CHECK IF NO INCOME
	<input type="checkbox"/>	<input type="checkbox"/>

**Part 2. Benefits:** If any member of your household receives SNAP, TANF, or FDPIR, provide the name and eligibility number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**  
 NAME: \_\_\_\_\_ ELIGIBILITY NUMBER: \_\_\_\_\_

**Part 3. (Applies only to parents/guardians with children enrolled in a day care home)** If any member of your household receives benefits listed on the enclosed *List of Eligible Federal/State Funded Programs (H1660)*, provide the name of the program and eligibility number: NAME: \_\_\_\_\_ ELIGIBILITY NUMBER: \_\_\_\_\_  
 Check here if no eligibility number

## Part 4. Total Household Gross Income—You must tell us how much and how often

A. Name (List <b>only</b> household members with income) <i>(Example)</i> <i>Jane Smith</i>	B. Gross income and how often it was received <b>Note:</b> Self-employed report income after expenses in box 1			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
	\$200/weekly	\$150/twice a month	\$100/monthly	\$200/bi-monthly
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____

## Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. **If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the next page.)

*I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.*

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Last four digits of Social Security Number: \* \* \* - \* \* - \_\_\_\_\_  I do not have a Social Security Number



# CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

## Part 6. Participant's ethnic and racial identities (optional)

Mark one ethnic identity:	Mark one or more racial identities:	
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Black or African American	

## Part 7. Sharing Information With Other Programs: OPTIONAL

The above information may be disclosed for the purpose of enrolling children in the Children's Health Insurance Program (CHIP). Parents/guardians are not required to consent to such disclosure and electing not to allow disclosure will not adversely affect a child's eligibility.

- I do elect to allow my household information to be disclosed.
- I do not elect to allow my household information to be disclosed.

## Don't fill out this part. This is for official use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: \_\_\_\_\_ Per:  Week,  Every 2 Weeks,  Twice A Month,  Month,  Year Household size: \_\_\_\_\_

Categorical Eligibility: \_\_\_ Date Withdrawn: \_\_\_\_\_ Eligibility: Free \_\_\_ Reduced \_\_\_ Denied \_\_\_ Tier I \_\_\_ Tier II \_\_\_

Reason: \_\_\_\_\_

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Privacy Act Statement:

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) eligibility number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

## Non-discrimination Statement:

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, 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 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Nutriservice, Inc.**

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. **[Name of Center]** offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

**1. Do I need to fill out a Meal Benefit Form for each of my children in day care?** You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household **only** if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. **Return the completed form to: your daycare Center.**

**2. Who can get free meals without providing income information?** Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) can get free meals. Foster children (reference question #8 for more information on foster children) and children enrolled in a Head Start Program (HSP), Early Head Start Program (EHSP), or Even Start Program (ESP) and have not entered kindergarten) are also eligible for free meals. Households with children enrolled in a HSP, EHSP or ESP can provide a certification letter from the program of the child's enrollment and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

**3. Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for reduced price meals.

**4. May I fill out a form if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.

**5. Who should I include as members of my household?** You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

**6. How do I report income information and changes in employment status?** The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

**7. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

**8. What if I have foster children?** Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, *Placement Authorization Foster Care/Residential Care*, to their child's caregiver and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

**9. We are in the military, do we include our housing and supplemental allowances as income?** If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

**10. (Pricing program only) Will the information I give be verified?** Maybe. We may ask you to send written proof to verify the information you submitted on the form. **What if I disagree with the decision about the information I complete on this form?** You can talk to **[enter name of staff person that handles complaints/disagreements]**, either in person or by telephone at **[enter phone number for the staff person above]**. You may ask for a hearing by calling or writing to: **[name, address, phone number]**.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability. If you have other questions or need help, call **972-203-9490**

Sincerely,

**Nutriservice, Inc.**



### Time Distribution Worksheet

Employee Name		Position		Normal Work Hours		Month/Year						
Work Hours		Food Service Operations Tasks										
Day	Start Time- End Time	A. Managing	B. Planning	C. Organizing	D. Menu Planning	E. Meal Prep/Serv	F. Meal Clean-UP	G. Supervise Meal	H. Meal Records	TOTAL FOOD SERVICE HOURS	I. Non Food Service	J. Total Hours
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
Monthly Totals												

Total Food Service hours \_\_\_\_\_ + Total Non-Food Service Hours = Total Hours Worked

Alternate Certification Statement: I certify that I am on a fixed work schedule. My workdays are \_\_\_\_\_ through \_\_\_\_\_. My work hours are \_\_\_\_\_ am to \_\_\_\_\_ pm. I did not work outside the hours of my fixed schedule and all my work hours were spent performing Food Service duties.

\_\_\_\_\_  
Signature - Employee

\_\_\_\_\_  
Date

HOURLY RATE: \_\_\_\_\_











**DAILY MEAL PRODUCTION RECORD**  
(Child Care Centers, Emergency Shelters and Day Care Homes)

Alt. Form 1530

NUTRISERVICE, INC.					3. Agreement No. TX 02995	Date			
	Required Food Components	MENUS	FOOD ITEMS USED	QUANTITY USED	PLANNED PARTICIPATION/ PROGRAM MEALS				
					PROGRAM MEALS				NON- PROGR AM MEALS
					Ages 1 & 2	Ages 3- 5	Ages 6- 12	Adults	
B R E A K F A S T	Milk								
	Vegetables and/or Fruits				ACTUAL:				
	Grains/Breads								
A M S N A C K	Milk								
	Vegetables and/or Fruits								
	Grains/Breads				ACTUAL:				
	Meat and/or Meat Alternate								
L U N C H	Milk								
	Vegetables and/or Fruits								
	Grains/Breads				ACTUAL:				
	Meat and/or Meat Alternate								
P M S N A C K	Milk								
	Vegetables and/or Fruits								
	Grains/Breads				ACTUAL:				
	Meat and/or Meat Alternate								
S U P P E R	Milk								
	Vegetables and/or Fruits								
	Grains/Breads				ACTUAL:				
	Meat and/or Meat Alternate								
E	Milk								
	Vegetables and/or Fruits								
	Grains/Breads				ACTUAL:				
	Meat and/or Meat Alternate								



## CACFP CHECKLIST for CENTERS

We discussed the following items during our Nutriservice training. I understand that this information is available in my handbook and I am responsible for submitting claims which meet these requirements.

1. As of this date, I have a complete Nutriservice Handbook: \_\_\_\_\_
2. All records must be retained at my center for 3 years. They must be available immediately at a monitor visit. If the monitor cannot get to the records for any reason, this invalidates my claim for the corresponding period.
3. If a child is not present and seated at the meal, I may not claim his meal.
4. The point of service meal attendance record, if created on paper, must be generated from Centerpilot, kept at my center for 3 years, and made available upon request, even if I enter the attendance in Centerpilot electronically.
5. The report called Meal Production Record (child and infant, if applicable) must be posted in the kitchen where the cook can see it and make changes to it.
6. Foods supplied by the parent make the meal/snack ineligible. The only exception is breast milk or formula.
7. My Meal Production Report must have accurate, real, true amounts served. If the amount is not correct on this report, I must change this to the REAL amounts served prior to claim submission
8. Submitting a claim with INACCURATE information is a false claim, and could jeopardize my ability to participate in the future by leading to termination.
9. All of my staff who participate in the meal service must receive training, either by me or by going online to Nutriservice.org and taking the required annual training.
10. All of my staff who create and submit claim records must receive training, either by me or by calling Nutriservice to train. If I hire new staff involved in submitting claim records, I am responsible for notifying Nutriservice so that they can be properly trained.
11. Donated Milk may NOT be from another Federal Entitlement program, like WIC or SNAP. I am responsible for validating that the milk donated has been purchased by the donor.
12. I may be asked to produce sign in sheets, to substantiate attendance if there is a concern about the validity of my attendance records.
13. I may be asked to produce payment records if there is a concern about the validity of my receipts.
14. If I am out at a meal time and there is no meal service, I must notify Nutriservice in advance.
15. I am responsible for the supervising and validating all claim submissions. Other staff that have supervisory roles are listed below and will be updated with Nutriservice if changed:

Name	Title	CACFP supervisory function:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed by \_\_\_\_\_ Title: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nutriservice: \_\_\_\_\_ Date: \_\_\_\_\_

*The staff listed above must complete the online training by calling the office and scheduling a training time before this site may begin claiming.*



See the Site Application – Centers Instructions for information on the completion, submittal and maintenance of this form.

**CONTRACTING ENTITY (CE) AND SITE INFORMATION**

1. Name of Contracting Entity	2. CE ID	3. Version
NUTRISERVICE, INC.		0
4. Site Name	5. Site ID	6. County

**LICENSE/REGISTRATION INFORMATION**

A1. Site Type: (check all that apply)

Adult Care Center  
 Child Care Center – Regular Child Care  
 Child Care Center – Head Start  
 Child Care Center – Outside School Hours  
 At Risk Afterschool Care Center  
 Emergency Shelter

A2. Tax Status: (check only one box)

For Profit  
 Non Profit  
 Public  
 Other, please explain:

If For Profit, select all that apply (eligibility status):

Title XIX/XX (Adult Care Center)  
 Title XX (Child Care Center)  
 Free and Reduced Price

A3. Licensed by: (check only one box)

DFPS (Child Care Center)  
 DADS (Adult Care Center)  
 Exempt  
 Not required (operate less than 2 hours per day)  
 Other, please explain:

A4. License Number:

A5. License Effective Date:

A6. License Expiration Date:

A7. License Capacity:

A8. Age Range of Participants: From: Yrs Mos To: Yrs Mos

A9. Do you provide child care for infants under 12 months old?  Yes  No

A10. Enter the elementary, middle or high school a child would attend if he/she lived next door to this center:

Name:

Address:

**STREET ADDRESS**

A11. Street Address – Address Line 1:	Address Line 2:	A12. City:	A13. State:	Zip+4:

+

**MAILING ADDRESS**

Mailing Address - Same as Street Address?  Yes  No (If no, enter mailing address)

A14. Mailing Address (Street or P.O. Box) – Address Line 1:	Address Line 2:	A15. City:	A16. State:	Zip+4:
				+

**CENTER INFORMATION**

A17. Affiliation: (check only one box)

- Affiliated  
 Unaffiliated

Affiliated means the sites are part of the Contracting Entity organization. Unaffiliated means the sites are not part of the Contracting Entity organization.

A18. Has this site previously participated in the CACFP under a sponsoring organization?  Yes  No

If yes, provide previous Sponsor(s) name:

Dates of participation with previous Sponsor(s):

A19. Date of Pre-Approval visit:

A20. Unaffiliated site will make meal counts and menu records available to the Contracting Entity by the following date of each month:

**CENTER CONTACT – PERSON IN CHARGE OF THIS CENTER ON A DAILY BASIS**

B1. Salutation	First Name	Last Name	B2. Email Address
B3. Facility Phone (include area code)	Extension	Fax (include area code)	
B4. Cell/Alt Phone (include area code)	B5. Title		

**ADDITIONAL CENTER CONTACT – ALTERNATE PERSON IN CHARGE OF THIS CENTER ON A DAILY BASIS**

B6. Salutation	First Name	Last Name	B7. Email Address
B8. Facility Phone (include area code)	Extension	Fax (include area code)	
B9. Cell/Alt Phone (include area code)	B10. Title		

**SCHEDULE**

C1. A. Months of Operation (Check all that apply)

All:  Jan:  Feb:  Mar:  Apr:  May:  Jun:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:

B. Days of Operation (Check all that apply)

Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

<b>Regular Schedule</b>				
C2. Normal Hours of Operations: Time Open:			Time Close:	
C3. Regular Meals				
Meal Types	First Shift		Second Shift	
<input type="checkbox"/> Breakfast	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> AM Snack	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Lunch	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> PM Snack	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Supper	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Evening Snack	Start Time:	End Time:	Start Time:	End Time:
C4. At Risk Meals				
Meal Types	First Shift		Second Shift	
<input type="checkbox"/> Breakfast	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Snack	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Lunch	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Supper	Start Time:	End Time:	Start Time:	End Time:
<b>Weekend Schedule</b>				
C5. Weekend Hours of Operations: Time Open:			Time Close:	
C6. Regular Meals				
Meal Types	First Shift		Second Shift	
<input type="checkbox"/> Breakfast	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> AM Snack	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Lunch	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> PM Snack	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Supper	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Evening Snack	Start Time:	End Time:	Start Time:	End Time:
C7. At Risk Meals				
Meal Types	First Shift		Second Shift	
<input type="checkbox"/> Breakfast	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Snack	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Lunch	Start Time:	End Time:	Start Time:	End Time:
<input type="checkbox"/> Supper	Start Time:	End Time:	Start Time:	End Time:
C8. Anticipated Closures:				

**Food Service**

C9. How are meals prepared? (Check all that apply)

- Prepared on site
- Prepared at Central Facility and Delivered
- Contracted with a Public School
- Purchased from a food service vendor
- Other, please explain:

C10. How are meal served? (Check all that apply)

- Unit (Cafeteria)
- Family

C11. Check all meals that are purchased through a food service vendor: (Check all that apply)

- Breakfast
- Lunch
- Supper
- Snacks

C12. Do you have a food service contract?  Yes  No

C13. Name of Food Service Vendor:

C14. Contract Period: From: To:

**Adult Care Centers Only (questions C15 and C16)**

C15. Does the site receive Title III-C funds or Title III-C commodities for meals served at the site?  Yes  No

C16. Which meal types does offer vs. serve apply? (Check all that apply)

- Breakfast
- Lunch
- Supper
- None

**PARTICIPANTS**

D1. Number of enrolled participants in each income eligibility category:

- A. Free Category:
- B. Reduced-Price Category:
- C. Paid Category:
- D. Total Enrolled:

D2. Number of enrolled children receiving Title XX:

D3. Number of enrolled participants (Adult Care Center) receiving Title XIX/XX:

**SIGNATURE DATE ON AGREEMENT**

If Site is Unaffiliated, enter Signature Date of Site Representative from Permanent Agreement with Sponsoring Organization:

If Site is Unaffiliated, enter Signature Date of Contracting Entity Representative from Permanent Agreement with Sponsoring Organization:

**CERTIFICATION**

I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

\_\_\_\_\_  
Signature – Site Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Authorized Representative of Contracting Entity

\_\_\_\_\_  
Date

Name (please type or print)

Title

Child and Adult Care Food Program  
**Permanent Agreement Between Sponsoring  
Organization and Child Care Site**

Name of Sponsoring Organization	CE ID
Address of Sponsoring Organization (Street, City, State, ZIP)	
Name of Child Care Site	
Physical Address of Child Care Site (Street, City, State, ZIP)	County Name
Mailing Address of Child Care Site, if different from physical address (Street, P.O. Box, City, State, ZIP)	

**Agreement**

**This permanent agreement specifies the rights and responsibilities of the above named Sponsoring Organization (Sponsor) and the Child Care Site (Site) as participants in the Child and Adult Care Food Program (CACFP). By signing this permanent agreement, both parties are bound by its terms and conditions from its beginning effective date until terminated.**

**Rights and Responsibilities of the Sponsor**

**The Sponsor agrees to accept final financial and administrative management of a proper, efficient, and effective food service, and comply with all CACFP requirements, including the following:**

1. Train child care Site staff according to CACFP requirements.
2. Provide technical assistance when problems are cited during monitoring visits, upon request from the Site, and as needed, and scheduled at a time and place convenient to the Site staff.
3. Provide CACFP record-keeping forms to the Site at no charge, and ensure the Site maintains records on-site according to CACFP record-keeping requirements.
4. Timely disburse any reimbursement payments, including advance payments, for meals to the Site within five working days of receipt of payment from Texas Department of Agriculture (TDA) for the corresponding claim period.
5. Make no charge whatsoever to the Site for CACFP services.
6. Retain no more than 15% of the CACFP reimbursement (excluding cash-in-lieu) for allowable, actual administrative costs.
7. Ensure that all meals are served to enrolled/participating children without regard to race, color, national origin, sex, age or disability in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and USDA's regulations concerning nondiscrimination.
8. Ensure that the Site complies with requirements for racial and ethnic participation data collection and public notification of the nondiscrimination policy.
9. Ensure that all meals claimed for reimbursement are those served to children who are properly enrolled, if applicable and in attendance at the meal service.
10. Ensure that all meals claimed meet CACFP requirements.
11. Claim reimbursement for no more than two meals and one snack, or one meal and two snacks, per child per day. If at-risk, claim no more than one meal and one snack per child per day. **Exception:** Emergency shelters may claim reimbursement for three meals or two meals and one snack per child per day.
12. Ensure Sponsor staff that conduct announced or unannounced monitoring reviews show photo identification to demonstrate they are employees of the Sponsor.
13. Conduct announced and unannounced monitoring reviews of the Site's food program operation according to CACFP requirements during the Site's normal hours of operation, including weekends, if applicable.
14. Submit the Site Application and any amendments on behalf of the Site to TDA in a timely manner.
15. Ensure the child care Site maintains a current license, if applicable.
16. Ensure an At-Risk Afterschool Care Center or Emergency Shelter maintains a current license or written verification of exemption from the Texas Health and Human Services (HHSC), if applicable. If not subject to licensing, ensure completion of required local health/sanitation and safety inspections.
17. Ensure that no person acting in any capacity on behalf of the Sponsor will enter any child care Site when participants are present, if the person has been convicted of a felony or misdemeanor classified as an offense against the person or the family, or public indecency, or a felony violation of any statute intended to control the possession or distribution of a substance included in the Texas Controlled Substance Act (Chapter 481 of the Texas Health and Safety Code).
18. Immediately inform the health or licensing authority of any situation existing in child care sites that would threaten the health or

- safety of participants in attendance.
19. Ensure policies and procedures do not exclude or limit participation, benefits or activities of a Site on the basis of race, color, national origin, sex, age or disability.
  20. Take reasonable steps to provide and ensure services and information, both orally and in writing, are available to the Site in appropriate languages other than English.
  21. Accept final administrative responsibility for ensuring the Site takes reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English.
  22. Review the purchased meal vendor according to CACFP requirements, if the Site contracts for meals.

### Rights and Responsibilities of the Child Care Site

#### The Site agrees to:

1. Record daily the:
  - a. menus, food items and quantity used to serve children;
  - b. meal type and meal count (taken at the point of service) served to each child; and
  - c. number of enrolled/participating children in attendance.
2. Claim only meals actually served during approved meal service times to children who are enrolled (or participate in an At-Risk Afterschool Care Center, Outside-School-Hours Child Care (OSHCC) programs or reside in an Emergency Shelter) in child care, in attendance and participating in the meal service.
3. Serve meals that meet the current CACFP meal pattern requirements for the ages of the children served.
4. Ensure that food is prepared and served in amounts sufficient for each enrolled child to have one reimbursable meal/snack at each meal service.
5. Notify the Sponsor immediately if there is any change in the meal service, including days, times, and/or types of meals served.
6. Notify the Sponsor immediately of the names of children added or withdrawn from the child care enrollment. (Not applicable to At-Risk Afterschool Care Centers, Emergency Shelters and OSHCC.)
7. Receive mandatory CACFP training prior to program participation and annually thereafter as required by TDA and the Sponsor.
8. Allow representative of the Sponsor, TDA, USDA and other state and federal officials to enter the Site, announced or unannounced, to review CACFP operations and records during normal hours of child care operation. Individuals making such reviews must show photo identification of their employment with one of these entities.
9. As required by the Sponsor, periodically submit meal records for Sponsor review.
10. Notify the Sponsor immediately if there is any change in the Site's licensing/approval status, update license as required by the Texas Health and Human Services or other authority (if military or tribal), or if not subject to licensing, ensure completion of required local health/sanitation and fire safety inspections, including correction of any violations cited.
11. Serve meals to all children without regard to race, color, national origin, sex, age or disability in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and USDA's regulations concerning nondiscrimination..
12. Serve snacks free of charge to all children participating in an At-Risk Afterschool Care Center.
13. Serve snacks free of charge to all eligible children residing in an Emergency Shelter.
14. Meet all local health and sanitary code requirements applicable to food service.
15. Participate with one Sponsor at a time.
16. Authorize the Sponsor to apply for participation in the CACFP on behalf of the child care Site.
17. Distribute a copy of the Sponsor's notice to parents if instructed by the Sponsor.
18. Provide education or enrichment activities for children participating in an At-Risk Afterschool Care Center.
19. Maintain records on-site relating to the Program according to CACFP record-keeping requirements; failure to do so is grounds for denial of reimbursement.
20. If the site is a child care center, or emergency shelter, or OSHCC: Obtain prior written approval from TDA before transferring to another Sponsor within the program year. Termination of this permanent agreement during the program year does not constitute approval to transfer to another Sponsor. If the Site terminates this permanent agreement and wants to participate in the CACFP again during the same program year, the Site may only participate with its current Sponsor unless the transfer is approved by TDA. **Exceptions:** Each year a Site may transfer to a different Sponsor without TDA approval, if otherwise eligible to participate in the CACFP, by signing a permanent agreement with a new Sponsor between June 1 and September 30 to become effective on the following October 1. Additionally, a Site may terminate this permanent agreement with its current Sponsor, with proper notice as outlined in Term and Termination below, and apply to participate with TDA at any time during the year.

21. If the site is an at-risk afterschool care center ONLY: Obtain prior written approval from TDA before transferring to another Sponsor within the program year. Termination of this permanent agreement during the program year does not constitute approval to transfer to another Sponsor. If the Site terminates this permanent agreement and wants to participate in the CACFP again during the same program year, the Site may only participate with its current Sponsor unless the transfer is approved by TDA. **Exceptions:** Each year a Site may transfer to a different Sponsor without TDA approval, if otherwise eligible to participate in the CACFP, by signing a permanent agreement with a new Sponsor between June 1 and July 31 to become effective on no earlier than August 1 of the same year. Additionally, a Site may terminate this permanent agreement with its current Sponsor, with proper notice as outlined in Term and Termination below, and apply to participate with TDA at any time during the year.

**Term and Termination**

This agreement is effective from: \_\_\_\_\_ until terminated.

The Site will provide 30 days written notice if terminating this permanent agreement without the mutual consent of the Sponsor. If terminating this permanent agreement due to transfer to another Sponsor during the applicable exception provided in #20 or #21 above, the Site will provide written notification as soon as possible.

The Sponsor will provide the Site 30 day’s written notice if terminating this permanent agreement for mutual consent or for reasons other than the Site’s failure to meet the terms of this permanent agreement.

**Certification**

**We, the undersigned, do hereby make and enter into this contract. By so doing, we do certify that the information contained in this document to be true and correct to the best of our knowledge and is provided for the purpose of obtaining Federal financial assistance. We do mutually agree to comply with the CACFP federal regulations (7 CFR Part 226, as amended), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, as amended), and state policies and procedures as issued and amended by TDA. The Site does further agree to perform as described in its application for participation in the CACFP (including approved amendments to the application). The Site certifies it is not currently participating under any other sponsoring organization, has not been disqualified from participation in the CACFP in Texas or any other state, and is not currently debarred or otherwise excluded from entering into agreements for Federal funds. We understand that the deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal laws.**

\_\_\_\_\_  
Signature – Child Care Site Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title – Child Care Site Representative

\_\_\_\_\_  
Signature – Sponsoring Organization Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title – Sponsoring Organization Authorized Representative



Name of Sponsoring Organization			CE ID	
NUTRISERVICE INC			02995	
Date of Pre-Approval Visit	Time of Arrival	<input type="checkbox"/> AM <input type="checkbox"/> PM	Time of Departure	<input type="checkbox"/> AM <input type="checkbox"/> PM
Site Type				
<input type="checkbox"/> Public or Private Non-Profit <input type="checkbox"/> For-Profit				
CACFP Program Status				
<input type="checkbox"/> Currently Active: Sponsor <input type="checkbox"/> Previous Participation: Sponsor <input type="checkbox"/> Never Participated				
Site Name			Affiliation	
			<input type="checkbox"/> Affiliated <input type="checkbox"/> Unaffiliated	
Site Address				
Person Interviewed at Site			Title of Person Interviewed at Site	

Program Requirements	Observations, Comments, Discussion
<p><b>Enrollment</b></p> <p><i>Review the site’s methods and the documents used to enroll infants/children to ensure all information required by CACFP regulations is obtained.</i></p>	
<p><b>Eligibility Determinations</b></p> <p><i>Review completed Meal Benefit Income Eligibility Forms; if available. If not, ensure the site understands the eligibility determination process.</i></p>	
<p><b>Meal Counts and Attendance</b></p> <p><i>Explain Daily Meal Count and Attendance Record (H1535) or alternate to ensure the site understands how to complete the form and when the form must be completed. Explain "point of service" meal counts. Ensure the site understands that these forms are used to complete their monthly claim.</i></p> <p><u>If possible, conduct the pre-approval visit during a meal service to observe the point of service meal count.</u></p>	

<b>Program Requirements</b>	<b>Observations, Comments, Discussion</b>
<p><b>For-Profit Center Eligibility</b></p> <p><i>Ensure that the facility understands how to calculate the 25% Title XX or Free and Reduced-price to determine the eligibility of for-profit centers. Explain how this affects the site's claim.</i></p>	
<p><b>Menus and Meal Production Records</b></p> <p><i>Review the menus that have been developed or completed to date. Ensure that all components for the meal types being claimed are included.</i></p> <p><i>Review meal production records, if any have been completed. Ensure that these forms are completed on a daily basis. Ensure that the site understands the documentation requirements for special diets, disabilities, processed foods, etc. Review the use of the Food Buying Guide for Child Nutrition Programs (FBG) with the site. If contracting with a vendor, ensure that vendor has had appropriate training from the site and is completing meal production records as indicated in the contract.</i></p>	
<p><b>Monitoring Requirements</b></p> <p><i>Discuss monitoring requirements. Explain announced and unannounced reviews. Discuss the review form and its elements and explain corrective action requirements and disallowances.</i></p>	
<p><b>Claims</b></p> <p><i>Review the procedures for filing claims. Explain which documentation must be submitted so that a claim can be submitted. Emphasize the due date requirements for submittal of claim documentation. Explain late claims and disallowances.</i></p>	
<p><b>Training Requirements</b></p> <p><i>Discuss the mandatory training requirements and the consequences for failure to attend.</i></p>	<p><i>Staff must complete online Centerpilot training with Nutriservice Staff before claiming. Annual Training may be completed online by logging in to the website: <a href="http://www.nutriservice.org">www.nutriservice.org</a></i></p>

<b>Program Requirements</b>	<b>Observations, Comments, Discussion</b>
<p><b>Financial Management</b></p> <p><i>Ensure the site understands that it must maintain a non-profit food service which means that all Program funds must be used to provide Program meals in compliance with Program requirements. Ensure the site understands that the Program funds must be kept in a separate account or accounted for as a separate ledger item in their accounting system. CACFP funds help defray the cost of the food program and are not intended to pay for all of the food program operations. Ensure the site understands the documentation requirements related to financial management. Ensure that <u>time distribution records</u> are maintained, if required.</i></p> <p><i>Discuss the procurement requirements and explain the documentation that must be maintained to demonstrate compliance with procurement requirements.</i></p> <p><i>Review Section 7000, Financial Management of the CACFP Handbook.</i></p>	
<p><b>Record Retention Requirements</b></p> <p><i>Explain that Program records must be maintained for 3 years, or until audit findings, claims, or litigation have been resolved. Ensure the site understands what records would be considered Program records.</i></p>	
<p><b>Civil Rights Requirements</b></p> <p><i>Discuss civil rights requirements with the site including training requirements and the required poster that must be displayed. Ensure the site has the poster. Ensure the site has a process for handling complaints and can explain the complaint procedure.</i></p>	

Program Requirements	Observations, Comments, Discussion
<p><b>Serious Deficiency</b></p> <p><i>Explain the serious deficiency process as well as what actions and non-compliances might result in a determination of serious deficiency.</i></p>	
<p><b>Health and Sanitation</b></p> <p><i>Look for any obvious health, sanitation, or safety concerns. Review the most recent inspection report. Discuss any areas of concern.</i></p>	
<p><b>Other</b></p> <p><i>Discuss any other issues or concerns not discussed above and document here.</i></p>	

Is this site eligible to participate in the CACFP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:		

### Certification and Signature

The site representative acknowledges that the sponsoring organization representative has fully explained, discussed, and provided technical assistance for all Program requirements listed above.

\_\_\_\_\_  
Signature – Sponsoring Organization Representative

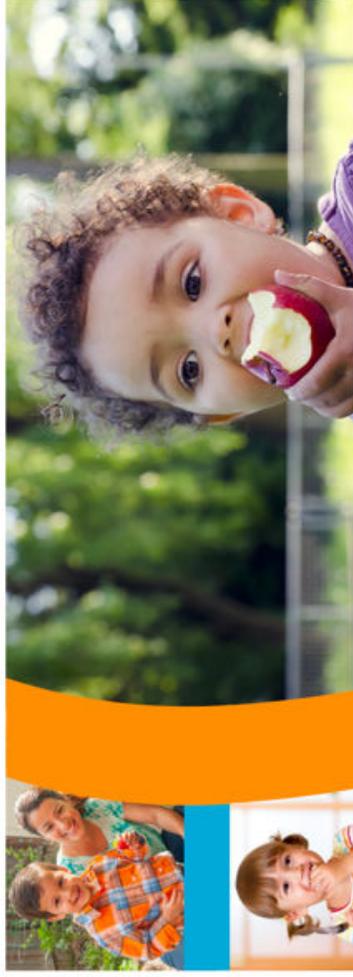
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Site Representative

\_\_\_\_\_  
Date

Center is a Non Profit Corporation \_\_\_ Attach a list of your Board of Directors  
 Sole Proprietorship \_\_\_\_\_ List names of all persons involved in CACFP  
 LLC \_\_\_ Admin Tasks:





# Construyendo Para El Futuro

Este guardería infantil recibe asistencia monetaria del gobierno federal para servir comidas nutritivas a sus niños. ¡Buena nutrición hoy significa un mañana más saludable!

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por el programa "Child and Adult Care Food Program" del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés).

### ¿Preguntas? ¿Inquietudes?

Lláme gratuitamente a USDA al  
1-866-873-2263

Alimentación y Nutrición al  
1-800-TELL-TDA  
(835-5832)

OR



972-772-3200

Línea para reportar un fraude: 1-866-537-2834  
P.O. Box 12847 Austin TX 78711  
www.SquareMeals.org  
USDA es un proveedor y empleador que ofrece oportunidades iguales para todos.



Food and Nutrition Assistance | Child and Adult Care Food Program

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

Este producto fue financiado por el USDA. Esta institución proporciona garantía de oportunidades.

Actualizado: 1/2019




# Building for the Future

This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program

### Questions? Concerns?

Call USDA at  
1-866-873-2263

Food and Nutrition at  
1-800-TELL-TDA  
(835-5832)

OR



972-772-3200

Fraud Hotline: 1-866-537-2834  
P.O. Box 12847 Austin TX 78711  
www.SquareMeals.org  
USDA is an equal opportunity provider and employer.



Food and Nutrition Assistance | Child and Adult Care Food Program

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

This product was funded by USDA. This institution is an equal opportunity provider.

Updated: 1/2019





# Join Texas WIC

## We're here for you

"Thanks to WIC, I now have the tools I need to make sure my family stays on the path to a healthy lifestyle."

—Roxie, WIC Client

### As a WIC Client, you'll get:

- Delicious food
- One-on-one counseling with nutritionists
- Easy recipes
- Nutrition classes
- Breastfeeding support
- Health and immunization screenings
- Cooking demonstrations
- Personalized support
- Children's activities

### Are you eligible?

Eight million women, infants, and children get WIC benefits. WIC is for pregnant women, new parents, infants, and children under five. If you are on Medicaid, TANF, or SNAP you already qualify.

### Texas WIC Income Guidelines

Number of people in the home*	Monthly Income	Annual Income
2	\$ 3,261	\$ 39,128
3	\$ 4,109	\$ 49,303
4	\$ 4,957	\$ 59,478
5	\$ 5,805	\$ 69,653
6	\$ 6,653	\$ 79,828

Effective May 1, 2025

\* A pregnant woman's household can be increased by the number of infants she is expecting. For more than 6 household members, call your local WIC office.

\*\* Income can also be determined on a weekly or biweekly basis.



Start now. Call 1-800-942-3678 or visit [Texas WIC.org](https://www.texaswic.org)



This institution is an equal opportunity provider.  
© 2020 All rights reserved. Stock no. 13-06-15123 Rev. 5/21

# Ven a WIC de Texas

## Estamos aquí para servirte

### Como cliente de WIC, recibirás:

- Alimentos deliciosos
- Asesoramiento individualizado con nutricionistas
- Recetas sencillas de preparar
- Clases sobre nutrición
- Apoyo para la lactancia
- Evaluaciones médicas y sobre las vacunas
- Demostraciones de cocina
- Apoyo personalizado
- Actividades para niños

### ¿Calificas?

Ocho millones de mujeres, bebés y niños reciben beneficios de WIC. El Programa WIC va dirigido a mujeres embarazadas, nuevos padres, bebés y niños menores de cinco años. Si ya recibes Medicaid, TANF o SNAP, es posible que califiques.

### Requisitos de ingresos de WIC de Texas

Número de personas en el hogar*	Ingresos mensuales	Ingresos anuales
2	\$ 3,261	\$ 39,128
3	\$ 4,109	\$ 49,303
4	\$ 4,957	\$ 59,478
5	\$ 5,805	\$ 69,653
6	\$ 6,653	\$ 79,828

Vigente a partir del 1 de mayo de 2025

\* El número de personas en el hogar de una mujer embarazada aumenta según los bebés que espera. Si son más de seis personas, llama a la oficina local de WIC.

\*\* Los ingresos también se calculan por semana o por quincena.

"Gracias a WIC, ahora tengo las herramientas que necesito para asegurar que mi familia siga el camino hacia un estilo de vida saludable."

—Roxie, cliente de WIC



Empieza hoy mismo. Llama al 1-800-942-3678 o visita [TexasWIC.org](https://www.texaswic.org)



Esta institución es un proveedor que ofrece igualdad de oportunidades. © 2020 Todos los derechos reservados. Rev. 5/21



Center Name Center  
Address

City, State, Zip  
County

Telephone

Director/Contact

License Number

Effective License Date

Capacity

Operation hours: from