

# ***Southwest Human Development Services***

## **CHILD CARE HOME PROVIDER HANDBOOK**

for the

### **USDA CHILD & ADULT CARE FOOD PROGRAM**

Updated 7/10/24

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Monitor Name	
Monitor Email	
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KidKare Username	
KidKare Password	

Send Correspondence: [info@swhuman.org](mailto:info@swhuman.org)

Send/Request Forms: [forms@swhuman.org](mailto:forms@swhuman.org)

Send Training Certificates/Questions: [training@swhuman.org](mailto:training@swhuman.org)

To Appeal a Claim Disallowance: [appeal@swhuman.org](mailto:appeal@swhuman.org)

***Southwest Human Development Services is a sponsor of the Child and Adult Care Food Program (CACFP). This program is funded by the U.S. Department of Agriculture and administered the Texas Department of Agriculture.***

# Table of Contents

Introduction	Page 3
Why It's Important to be on the Child Nutrition Program	
How to Participate	
Sanitation & Safety	
Mealtime / Meal Service	Page 4
Meal Reimbursements	
Site Visits	
Provider's Own Children – Must Pre-Qualify	Page 5
Managing Enrollment for Your Child Care Children	
Recordkeeping, Menus Meal Times and Attendance	Pages 6-8
Tips to Make Your Record Keeping Easier	Page 9
Record Maintenance – Maintain Copies	
Submitting Your Claim	
Receiving Your Reimbursement Check	
CACFP Annual Training Requirement	Page 10
Corrective Action, Serious Deficiency and Appeals Process	
Civil Rights Regulations	Pages 12-14
Meal Pattern Requirements	Page 15
Snacks	
Water Availability	
Infant Feeding Requirements	Page 16-21
Child Meal Pattern	Page 22
Requirements for Children 1+	Pages 23-41
Appendices A-C	Pages 42-44
Direct Deposit Form for ACH	Page 47

# Southwest Human Development Services

## USDA Child and Adult Care Food Program

### Introduction

Southwest Human Development Services sponsors the USDA Child and Adult Care Food Program (CACFP) for family child care homes in Texas. The CACFP is a United States Department of Agriculture (USDA) program that partially reimburses child care providers for serving nutritious meals to 4 million children in child care. USDA sets the regulations for the CACFP. In Texas, the CACFP is administered through the Texas Department of Agriculture (TDA) Food and Nutrition Division. Southwest Human Development Services is one of many agencies throughout the state that sponsor the CACFP but all pay the same meal rates established by USDA. All family child care providers are eligible to participate in this program, regardless of income. Our mission at Southwest Human Development Services CACFP is to assist family child care providers in serving nutritious, safe, balanced and varied meals to children in their care. The USDA Child and Adult Care Food Program is made available, at no cost, to everyone, regardless of race, color, religion, national origin, sex, age, or disability.

### Why It's Important to be on the Child Nutrition Program

1. Your participation on the program demonstrates to parents that you are providing their children with nutritious foods. CACFP kids eat healthier meals. CACFP is an indicator of quality child care.
2. Federal reimbursements help offset your food costs which are one of your highest operating expenses.
3. You receive monthly newsletters that keep you informed about what's going on in the program and provide you with helpful nutrition, health and safety information. Each newsletter has a training component that can be used as credit hours for your licensing requirements.
4. We offer useful, free nutrition education materials and informative nutrition workshops. Healthy eating starts early. Children develop lifelong eating habits by 18 months of age.

### How to Participate

To apply for the Child and Adult Care Food Program, you need to do four things:

1. Be an in-home licensed or registered home and care and enroll at least one non-residential child.
2. Receive a pre-approval training visit from one of our Program Coordinators in your home.
3. Complete and sign an agreement and a site application form that serves as a contract between you and our organization, acting as your program sponsor.
4. Notify us when you begin by calling 1-800-369-9082 or call your Program Coordinator directly.
5. Submit complete and parent signed enrollment forms for each child claimed with your monthly claim.
6. Complete annual training each fiscal year online or attend a SW Human Development Services workshop.

We will need a copy of your child care license or registration from the Texas Department of Family and Protective Services' Child Care Licensing.

### Sanitation & Safety

Food safety and personal hygiene are critical to ensuring the health of the children in your care. Staff and children must wash their hands with soap and water: before food preparation, handling, or serving; after toileting or changing diapers; before any food service activity (setting the table); before and after eating meals or snacks; after handling pets or other animals; and after coughing or sneezing or wiping runny noses. All food preparation, food service and dining areas should be cleaned and sanitized between uses and before and after each meal. Providers are also required to follow all other health and safety regulations including child care capacity limits.

***Refer to Appendix C for licensed and registered home capacity limits.***

## Mealtime / Meal Service

Meals can be served family-style, buffet-style, or pre-plated. Family-style meals are highly recommended for feeding young children since family style meal service presents many learning opportunities for children. Coordination is improved by having children use utensils and pass and serve various kinds of food. Having developmentally appropriate foods and feeding utensils facilitates the development of self-feeding. Messes and spills are part of the learning process! Child care providers who participate in mealtime activities and conversation stimulate the development of child language and social skills. Let's make meal time fun for kids.

All meal components should be offered at the beginning of the meal service to allow children to make choices. Children should be encouraged to try new foods but never forced to eat. Food should never be used as a reward or punishment. Studies show that multiple exposures to new foods are necessary for child acceptance of a food.

Comfortable, safe seating should be made available to children during feeding. It is recommended that children should be comfortably seated at tables that are between waist and mid chest level and allow the children's feet to rest on a firm surface while seated for eating. Children who are unable to sit unassisted in a high chair or other seating equipment should be held by a staff person for feeding.

## Meal Reimbursements

The CACFP has a two-level reimbursement system (**See Appendix A for current meal payment rates effective July 1st.**) The two different levels of reimbursement for meals are Tier I and Tier II. The rate of reimbursement that you will receive will be determined by the income level of the area in which your home is located. Tier I rates (the higher rate) are based on geographic location of the provider's home where the elementary/middle/high school free/reduced meal participation is at least 50% or qualifies based on Census Data. If you are a Tier II (lower rate) provider, you may qualify for Tier I reimbursement based on following:

- ▶ You can demonstrate that your household meets the income criteria (*CACFP Meal Benefit Income Eligibility Form and income verification/tax records needed*). If you meet the income guidelines, then all of the children you serve meals to and your own children will qualify for higher Tier I reimbursement (**See Appendix C**)
- ▶ Individual non-resident children can be reimbursed at the higher (Tier I) rate if their parents can demonstrate that their family income meets eligibility guidelines. If you believe your facility or the individual children in your care might qualify for Tier 1 reimbursement, please call us at (800) 369-9082 and request an income eligibility application packet or download it from our website at [www.swhuman.org](http://www.swhuman.org)

## Site Visits

You will receive a meal time visit from our staff at least three times a year. At minimum, two of the visits will be unannounced. One visit may be scheduled ahead of time. Monitoring Site Visits occur anytime during a month and vary in timing throughout the year. They do not follow a pattern or schedule as required by USDA. The purpose of these visits is to provide you with technical assistance, ensure that program regulations are being followed, and offer you education materials and support. Your paperwork or online claim will be reviewed at each visit and a meal service will be observed to ensure meals meet the USDA requirements and claimed children are in care. All records documenting your claim for reimbursement must be available.

Providers are required to allow site visits by program staff including state and federal inspectors at any time during operating hours, including weekends. If meals are being claimed on weekends, providers can expect an unannounced visit to their child care. If we attempt a visit on a weekend and no children are present, future

weekend reimbursement will be denied. Claims will not be reimbursed when providers do not allow site visits to occur. Our job as your sponsor is to ensure the integrity of the Program by ensuring that meal quantities, meal components and the number of children claimed meet federal and state regulations.

Additional unannounced visits could be made if any of the following non-compliance occurs:

1. During a visit, records are found not current. A follow up visit may be performed to ensure compliance with daily recordkeeping requirements.
2. After a visit, records submitted do not match what was observed during the visit (ex. claiming children not observed by the monitor or recording different foods than served than observed by the monitor).
3. Provider claims more children than normally observed at site visits. For example, a provider claims 6 children each day for dinner; however, on the day of visit only 3 children are present.

Providers are required to notify the sponsor in advance of intended absences from the home during meal service time and any child care closure days (ex. away for field trip, closure for vacation, illness, no children in care). If we attempt a visit at mealtime and no one is home, the meal will be disallowed, unless advance notification has been made to Southwest Human Development Services. You may call us or send a note to: [info@swhuman.org](mailto:info@swhuman.org)

### Provider's Own Children – Must Pre-Qualify

A provider may claim their own residential (a child that lives in the home) or foster children, up to age thirteen (13) years of age, for reimbursement only if the household meets federal income eligibility guidelines. A provider's enrolled children's meals may be claimed only when other enrolled and participating non-residential childcare children are present and eating a claimed meal with the residential child. If you think you may qualify, please call (800) 369-9082 and request a CACFP Meal Benefit Income Eligibility Form or receive one from your Program Coordinator. These forms are also available online at: <http://swhuman.org/shds/index.php/forms/>. Please send the completed form to: [forms@swhuman.org](mailto:forms@swhuman.org) or fax to 1-888-467-1455 or mail to: SHDS, P.O. Box 28487, Austin TX 78755-8487. **See Appendix C for the income eligibility standards for income and household size.**

### Managing Enrollment for Your Child Care Children

At the time of your application to the program, you will be given instructions on enrollment forms for all of your child care children. If you are claiming online, you will complete them on a computer or hand-held device and print them. Whenever you start caring for a new child, an enrollment form must be completed and signed/dated by the parent on the 1<sup>st</sup> day of care. You can claim meals served to a child effective the enrollment date on the child enrollment form. You must have the signed and dated enrollment form on file before any meals served to the child can be claimed for reimbursement. Online Forms may be mailed or faxed to us or scanned and emailed to [forms@swhuman.org](mailto:forms@swhuman.org). You are required by Federal Regulation to maintain a copy of each enrollment form in your files for all claimed children for three years.

Each child's enrollment document must contain the following information prior to claiming meals served to the child:

- ☐ The normal days and hours that a child is in care at the child care
- ☐ The meals that the child ordinarily would receive during normal hours at the child care
- ☐ The parent's or guardian's signature and the date signed

For providers claiming online, use KidKare on first day in care so you can begin recording their meals. You can enroll a new child by going to My Site >> My Children. Click on the + Add Child button on the right of the screen. Complete the three pages of information requested. As a reminder, only items with an asterisk are

required fields. If any errors are found, you will not be able to go to the next page unless these issues have been fixed. Once you have finished filling out all the necessary items, you can choose to Enroll Child or Enroll/Print. Have the parent sign the enrollment form, make a copy and send the original to Southwest Human Development Services by the end of the month, before you submit your online claim.

In KidKare you can withdraw a child under My Site >> My Children. Check your filter settings by clicking on the Orange Filter Button. You should be in view of your "active" children. Find the child you need to withdraw and click their name to view the account. Hit the red, "Withdraw" button under their photo. Select the date of the withdrawal. Click "ok" to complete the process.

Late enrollments will not be credited until the following month if received prior to submission of current month claim.

**Disability:** Federal regulations permit only children under the age of thirteen (13) years can be enrolled and claimed for meal reimbursement. A child older than 13 years can be claimed if the child has any disability. A disabled child is defined as “any person who has a physical or mental impairment which substantially limits one or more ‘major life activities that can be documented by a medical professional’”. A written statement from a licensed healthcare professional must be provided before substituting portions of a meal due to a dietary restriction related to a disability.

**Annual Re-Enrollment:** Each October, all children must be re-enrolled on the program. A Re-Enrollment packet will be mailed to your home towards the end of September each year. The packet must be returned to us no later than November 3<sup>rd</sup> with your October claim or sooner if completed. Children enrolled in September of the current year do not need to be re-enrolled.

Southwest Human Development Services may survey the parents of enrolled children at any time to verify the child’s attendance and participation in meals that are claimed. Reasons for surveying parents include, but are not limited to:

1. A child’s hours of attendance are the same every day and the child never misses a day.
2. A child attends weekends and/or holidays.
3. A provider claims meals for more children than his/her capacity
4. A provider consistently claims more children than observed during site monitoring visits
5. The site monitoring record does not match the attendance or meal in the claim submitted by the provider.
6. A child is claimed by more than one provider at the same time.

### **Recordkeeping, Menus, Meal Times and Attendance**

CACFP federal regulations require providers to record daily both attendance (meal counts), and menus to document claims for reimbursement. Record your menus and meals counts before 11:59 pm daily to receive reimbursement, either online or written down on scan forms. If you are claiming online and unable to log on to the internet and record your information, please leave a message at 1- 800 369-9082 that night and document on the “Daily Meals Worksheet” because at midnight (12:00am) the system will advance to the next day and you will not be able to go back. These worksheets must be saved. A provider can also use any computer or mobile device to log on to the internet and record their meals.

Failure to record your daily attendance, menus and meal counts will result in meals not being reimbursed. While we encourage providers to use Pre-Planned menus, meal counts may not be recorded in advance.

## **Compliance with Documentation of Claims**

All program records are inspected on all site visits and must be up-to-date in order for you to receive reimbursement for dates prior to the site visit. A repeat offense of failing to keep daily records may result in notification of a serious deficiency in operation of the program. Federal regulations state that if any serious deficiency is not corrected for non-compliance, failure to correct non-compliances can lead to termination and disqualification from the program for seven (7) years.

In addition to keeping records daily, providers must also ensure records are accurate. Providers may only claim meals for children when the children are served meals, enrolled and receiving child care services at the time of the meal service. Children may never be claimed when they are absent (e.g. illness, vacation, dropped from care). Meals may not be sent home or to school with a child. Claiming children when they are not present is grounds for termination and disqualification from the program.

Upon enrollment into the program, a provider will indicate the days of operation, the hours that care is provided, which meals are served and meal times. Providers wishing to change their days of operation/times or meals times must notify the office in advance no later than the 20<sup>th</sup> of the month in the month which the change is requested. Also when closing for business (ex. vacation), please notify the office in advance of the day by calling the office or your Program Coordinator. If your facility is closed unexpectedly for illness or there are no children in care, please notify us by contacting us by telephone or at [info@swhuman.org](mailto:info@swhuman.org). Only meals served on-site can be claimed for reimbursement. Meals claimed on periodic field trips are allowed if such trips are part of the child care activity and advance notice is provided to the office.

## **Meal Pattern Requirements**

Each age group (infants: birth-5 months, 6-11 months; children: 1-3 years, 3-6 years and 6-12 years) has specific meal pattern requirements. Additionally, each age group has a minimum amount of food that is required to be offered for each meal pattern component. Meal pattern requirements must be followed exactly for each age group for the minimum amounts indicated in the meal pattern chart in order to qualify.

## **Infant Menus**

Infant menus must be documented online under "Infant Menu" until a child's first birthday. This requirement may mean that an infant will be claimed on the infant forms for part of a month and then transferred to the older child's menu when one (1) year of age. The meal pattern and amounts vary for two age ranges under one year of age. These age ranges must be followed exactly.

## **Meals for School Age Children**

Both daycare arrival/departure and school arrival/departure times must be documented on enrollment forms for school age children attending before and after school. If you provide lunch to a school age child on a school day, document the reason (e.g., "year-round school vacation", "Sally was sick on 1/4"). Otherwise, we cannot reimburse you for lunches for school age children. In KidKare, hit the Three Line Bar icon (to the right of the child's name) to indicate that a school-aged child was present when he should have been in school either because school was out or because the child was too sick to attend school.

## **Meal Times**

You can be reimbursed for up to two main meals (breakfast, lunch, or supper) plus one snack, OR two snacks plus one main meal, per day for each child. There must be a two-hour gap between the start of each meal. Supper cannot be served earlier than 4 pm. No meals may be approved for hours outside of your operating hours posted on the Texas Health and Human Services' Child Care Licensing website page for your facility <https://childcare.hhs.texas.gov/Public/childcaresearch>

Infants must be fed during a span of time that is consistent with the infant's feeding needs. Infant meals are fed on demand and reimbursable even if served outside the day care home's established meal time periods.

### **Weekend Meal Service**

Weekend meal service may be provided if your facility is approved by the Texas Health and Human Services for weekend child care operation and regular weekend care is provided. You must provide advance notice and receive approval from our offices to claim weekend meals. Weekend meal services are monitored annually at a minimum.

### **Serve a Variety of Foods**

A healthful diet for children is built by providing a variety of foods. Therefore, the same menus cannot be claimed for the same children at different meals on the same day. For example, the same menu cannot be claimed for both lunch and dinner for the same child or if a child receives both a morning and afternoon (PM), the foods must be different in order to receive reimbursement. Offer a wide variety of tastes and textures in your menu. Eating should be fun. Incorporate tasting new foods into your curriculum and menu planning.

### **Special Diets/Allergies**

If any child in your care requires a special diet that does not allow them to be served a meal that meets the Meal Pattern Requirements, contact our office for instructions. A completed Medical Statement must be signed by a physician stating the food to be omitted from the child's diet and what foods should be substituted. Submit the medical statement to our office. Without a Medical Statement, meals for that child would not be reimbursed.

One exception is the child who drinks a non-dairy milk substitute, equivalent to milk. A signed parent request is required for reimbursement. Contact our office to obtain the required form. Only the following Soy Milks are creditable: **Original, Kikkoman, Pearl Organic and Pacific Natural Foods Ultra Soy.** Almond milk is not creditable.

### **Holiday Care**

If you provide care on any of the following holidays, please use the comments section on your claim to state which children attended and the reason for each child's attendance (e.g., Justin's mother works in a hospital):

New Year's Day  
Memorial Day

July 4  
Thanksgiving Day

Labor Day  
Christmas Day (December 25)

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## Tips to Make Your Record Keeping Easier

1. Planning menus a few days in advance saves time and it allows you to shop and prepare meals that meet the requirements. Remember to record meal counts, attendance and menus daily.
2. To ensure your menus and meal counts are recorded daily and accurately, here are some suggestions:
  - a. Take advantage of your downtime like naps, when children are in school or after they have left to complete your records.
  - b. Set a reminder or announcement on your cell phone to remind you each day to complete your records.

### Record Maintenance – Maintain Copies

Providers are required to maintain copies of their daily records (menus and meal counts) and enrollment forms for 36 months. Providers who record their claims online can access their past records electronically. If a provider records their menus and meal counts on the Daily Meals Worksheets (DMW) or a separate document (approved by Southwest Human Development Services) and then transfers that information online, the Daily Meals Worksheets must also be kept for 36 months. These records are also necessary for tax and program audit purposes.

### Submitting Your Claim

Each month a provider submits meal claim records for the preceding month. For prompt reimbursement, claims must be submitted by the 1st of the month by 5pm.

If the 1st falls on the weekend, claims are due by 8:30am on the following Monday. All online claims must also be submitted online on the 3rd of the month by 5pm for prompt reimbursement. Claims submitted after the 3rd will be considered late and may delay reimbursement. Southwest Human Development Services can accept scan and online claims up until the first day of the following month claimed. For example, the last day to turn in claims for the month of February would be April 1. Unfortunately, we cannot reimburse claims received after this time. *Remember to include your CIF and sign and date your scan claim.* Not doing so may result in significant delays in your reimbursements.

### Receiving Your Reimbursement

Southwest Human Development Services follows the reimbursement procedures required by the United States Department of Agriculture and the Texas Department of Agriculture, Food and Nutrition Division for all sponsors of the Child and Adult Care Food Program. Southwest Human Development Services issues reimbursement checks promptly after receiving funds from the state. The date these funds are received can vary by several days each month. You will generally receive your reimbursement check in the mail between the 20th and the 30th of the month, *if* you turn your claim in on time. Claims received by the **1st** of the month are considered on time. Claims submitted after the **3rd** of the month may be reimbursed at a later date, approximately **45-75** days after they are submitted.

Southwest Human Development Services offers direct deposit for providers. Direct deposit means your

reimbursement payments will be directly deposited into your checking or savings account. This payment method is a faster and more secure way to receive your reimbursement.

### **CACFP Annual Training Requirement**

The Texas Department of Agriculture and the U.S. Department of Agriculture require family day care homes to complete training on an annual basis. This training may be completed by attending a workshop or completing a self-instructional module, or any of the other training options afforded by state and federal regulations.

At a minimum, the subject areas to be covered are: Program Meal Patterns, Meal Counts, Claim Submission, Review Procedures, Recordkeeping Requirements, Civil Rights, and the CACFP Reimbursement System. Failure to complete the mandatory training by the deadline will make your child care home seriously deficient and will result in termination from the Program.

To complete your training online, go to our website at [www.swhuman.org](http://www.swhuman.org) and click on the training section.

### **Corrective Action, Serious Deficiency and Appeals Process**

Our role is to ensure that our clients understand and operate the program within the regulations established by USDA and the Texas Department of Agriculture for the successful management of the Program. We offer opportunities to correct any issues or problems within a framework that affords for successful implementation of corrective action.

If problems are noted, corrective action must be taken or additional training provided as necessary to your home to ensure that all program rules are followed. Follow up reviews may be warranted if serious deficiencies are found. Federal and state regulations govern all policies and procedures for the process.

The sponsor provider agreement to participate in the program can be terminated at any time for cause or convenience by either party by notifying one of the parties in writing. The sponsor must give 30 days written notice to terminate the agreement without mutual consent. We will terminate the agreement of a provider determined to be seriously deficient in operation of the program, and/or is unwilling or unable to correct these deficiencies. We will afford a provider every reasonable opportunity to correct Serious Deficiencies before terminating the agreement without mutual consent. Serious deficiencies, which are grounds for disapproval of applications and for terminations include, but are not limited to any of the following:

1. Noncompliance with program regulations and requirements
2. Submissions of false information to SHDS
3. Failure to maintain adequate records

4. Claiming of reimbursement for meals not served to participating children
5. Services of a significant number of meals that did not include the required meal components;
6. Discrimination at meal service based on race, color, sex, age, religion, national origin, political belief or handicap
7. Participating and claiming meals under more than one sponsoring organization
8. Failure to meet licensing standards for registered family day care homes
9. Discrimination in admission to the facility based on categories in item 6
10. Providing inadequate care to children in the home, or a situation which threatens the health and safety of the children;
11. Suspension/revocation of registration or license.

Providers that have been determined to be found seriously deficient in operating the Program will be referred to the Texas Department of Agriculture for placement on the USDA National List of Disqualified Providers. This may preclude further participation. The USDA list will be reviewed at application and on an ongoing basis and providers on the list will not be allowed to participate on the Program.

A provider may appeal the decisions of Southwest Human Development Services for any adverse action that denies or reduces program benefits to the day care home. Day care homes may appeal any decision the sponsor makes which denies, suspends, or terminates your participation on the program; denies all or part of the claim for reimbursement; demands repayment of an overpayment; and any other action which affects a provider's participation or claim for reimbursement. The appeal will be heard by an independent and impartial hearings official that has been designated as:

Texas CACFP Board of Appeals  
168 Scenic Point  
Gainesville, TX 76240

This official is not accountable to or subject to the influence of any person who is authorized to make decisions that are subject to appeal.

### **Appeals Procedures**

The day care home will be notified in writing of the grounds upon which the sponsor based its action(s). This notification will be sent with your payment or by certified letter, and will include the statement of the day care provider's right to appeal the adverse action and to whom to address this appeal. It is the responsibility of the day care home provider to make their appeal in writing no later than fifteen (15) days after receipt of the notification of adverse action. This receipt will be acknowledged by the review official within ten (10) calendar days.

The day care provider may refute the charges contained in the notice of action in person and/or in writing to the review official. In order to be considered, the written documentation must be received by the review official not later than thirty (30) days after the day care home receives the notice of action. Day care providers may represent themselves or elect to be represented by another person. At the option of the day

care provider, a hearing will be held by the review official in addition to, or in lieu of, a review of written information submitted by the daycare home. Failure of the day care provider or their designated representative to appear at said hearing will be considered as a waiver of the day care provider's right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the sponsor will be allowed to attend the hearing to respond to the day care provider's testimony and to answer questions posed by the review official.

If the daycare home requests a hearing, the sponsor and the day care provider shall be given at least ten (10) calendar days advance notice, sent Return Receipt Requested, of the time and place of the hearing. Hearings will be scheduled so as not to provide an undue hardship that would discourage attendance by the involved parties. Any information used to base the actions of the Sponsor will be provided from the date of notification of adverse action being taken. The review official shall make a determination based on information that the day care provider and the Sponsor provide, and upon current state and federal policy governing the operation of program.

Within thirty (30) days of receipt of the request for review, the hearing official will inform the sponsor and the day care provider of the outcome of the determination of findings. The action of the sponsor remains in effect during the duration of the appeals process. However, the provider may continue participating in the program during an appeal of termination, unless the action is based on an imminent threat to the health or welfare of the program participants. If the day care provider has been terminated for this reason, it will be stated in the initial notification of action. Day care providers electing to continue to participate in the program while appealing terminations may not be reimbursed for any meals served during the appeals process if the actions of the sponsor are upheld. If the sponsor's decision is reversed, the provider will be paid any amounts due within thirty days of notification of the reversal.

A decision upholding the action of the sponsor in cases of termination will mean that the effective date of termination is the date of original notification. The decision of the hearing official is the final administrative determination to be offered to all parties in the dispute.

## Civil Rights

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

1. Making every effort in recruitment and enrollment procedures to allow equal participation by all eligible participants and potential 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 a group of individuals in a protected class (race, color, national origin, age, sex or disability) complain they have been discriminated against, it is Southwest Human Development Services responsibility in assisting the complainants in reporting the alleged incident(s), investigate the incident in a fair and impartial manner, and to work with the TDA and/or the USDA to resolve the complaint.

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

## **Obligation to Offer Infant Meals in the CACFP**

All child care providers that have infants participating in the Child and Adult Care Food Program (CACFP) must offer meals to all children enrolled for care in their facilities, including infants. A provider may not avoid this obligation by stating that the infants are not “enrolled” in the CACFP, or by citing a logistical or cost barrier to offering infant meals. Decisions on offering meals must be based on whether the child is enrolled at the facility, not whether the child is enrolled in the program. Southwest Human Development Services will maintain documentation that shows CACFP benefits were offered to parents/guardians of infants in care. The parent/guardian may decline program participation by indicating in writing on a Child Enrollment Form that they refuse participation and date and sign the form. When an infant is in care during the meal service period, the child care provider must offer the infant meals that comply with program requirements. If the parents/guardians wish to provide semi-solid or solid food, the parent/guardian must send a signed and dated note to Southwest Human Development Services indicating what foods they will supply. The provider will only be able to claim the meal if the provider supplies at least one component of the meal.

## **“Building for the Future” Poster**

All providers must inform parents or guardians about the program and its benefits when their children are enrolled in the day care home. The “Building for the Future” flier serves as the parent notification document. Southwest Human Development Services will distribute sufficient copies of this flier to all providers so that all newly enrolling families are given a copy.

### **Collecting and Reporting Racial/Ethnic Data**

Collecting racial and ethnic data is required as part of the annual renewal process. Southwest Human Development Services will maintain racial/ethnic data for three years plus the current fiscal year as required by federal regulations. All racial/ethnic data is confidential and is stored in a way that protects each participant’s privacy.

### **Civil Rights Complaints**

All written or verbal complaints alleging discrimination on the basis of race, color, national origin, sex, age, or disability shall be processed within 90 days of receipt. The USDA Office of Adjudication, under the Secretary of Agriculture, is responsible for the handling of complaints.

### **Civil Rights Training**

All providers shall be annually trained on the Civil Rights Requirement.

## **USDA NONDISCRIMINATION STATEMENT**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and 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 for program information (e.g., Braille, large print, audiotope, and 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

[www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf](http://www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.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:

mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax:  
(833) 256-1665 or (202) 690-7442; or  
email:  
program.intake@usda.gov.

This institution is an equal opportunity provider.

## Meal Pattern Requirements

### Introduction

The Program meal pattern requirements are set by the United States Department of Agriculture. Please see the Menu Patterns at the end of this section for the minimum serving sizes required for each age group. Please note that the requirements for infants under one year of age are different from the requirements for children over one. Minimum quantities that must be served to children also vary depending on the age of the child.

For an online guide to all creditable foods, <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs> or visit USDA's Online Food Buying Guide at <https://foodbuyingguide.fns.usda.gov/>. The Online Food Buying Guide Calculator is another tool that can be found at: <http://fbg.nfsmi.org/>

### Snacks

Juice cannot be served when milk is served as the only other component (no two liquids). Snacks may not contain two beverages, for example: milk AND juice are not creditable.

### Water Availability

Drinking water must be available to children, as nutritionally appropriate. Including at meal times, water should be made available to children to drink upon their request, but does not have to be available for children to self-serve. While drinking water must be made available to children during meal times, it is not part of the reimbursable meal and may not be served in lieu of fluid milk. There is not a daily minimum intake for water consumption, but it is recommended that water be consumed daily. However, providers should not serve young children too much water before and during meal times. Excess water consumption may lead to meal displacement, reducing the amount of food and milk consumed by the children.

## Infant Feeding Requirements

The following USDA guidelines must be followed when serving meals to infants. Infants enrolled must be offered a meal that complies with the CACFP infant meal pattern requirements.

### Breastmilk

These guidelines support America's breastfeeding promotion campaign. Meals containing only breast milk may be claimed for reimbursement either expressed into bottles or onsite if a mother feeds the infant at the provider's home. For expressed breast milk, make sure that parents clearly label each child's breastmilk with the child's name and date/time expressed; store in the refrigerator or freezer. A child care home may keep refrigerated breast milk (at 40°F or below) for no longer than 72 hrs. It is recommended that breast milk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry. Breastmilk may be reimbursed to an infant through 13 months.

Feed infants when they appear to be hungry, unless the parent provides instructions that the baby should be on a feeding schedule for medical reasons. Continue to feed them until they indicate fullness. Never force an infant to finish what is in the bottle. Babies are the best judge of how much they need and are fed on demand.

### Iron Fortified Infant Formulas – Documentation Requirements

**Providers must offer one brand of infant formula for their child care to parents.** Parents may not be asked to supply infant formula unless it is different than the formula the provider offers to all infants in care. Parents must sign a waiver declining the provider supplied formula on the child enrollment form. WIC formula is allowable if provided by the parent.

Instead of a list of approved formulas, please use the following criteria to determine whether or not a formula is eligible for reimbursement without a medical statement.

- 1) Ensure the formula is not an FDA exempt infant formula, labeled for use by infants who have inborn errors of metabolism or low birth weight or unusual medical or dietary problems. Exempt formulas require a medical statement signed by a licensed physician.
- 2) Look for "Infant Formula with Iron" or a similar statement on the front of the formula. To be considered iron-fortified, an infant formula must have 1 mg of iron or more per 100 kilocalories of formula when prepared. Infant formulas not regulated by the FDA are not reimbursable.
- 3) For a period of one month when children are 12 to 13 months of age, meals that contain infant formula may be reimbursed to facilitate the weaning from infant formula to cow's milk.

### Solid Foods (Complementary Foods)



When a parent chooses to provide breastmilk or formula, and the infant is consuming solid foods, the provider must supply all the other required components for the meal to be reimbursable. Parents may supply only one component if the parent is **not** supplying the breastmilk or formula.

The infant meal pattern includes two infant age groups: birth through the end of 5 months and the beginning of 6 months through the end of 11 months. It is important to delay the introduction of solid foods until around 6 months of age as most infants are not ready to consume solid foods. 6 to 8 months of age is a critical window for introducing solid foods. Solid foods must be served to infants around 6 months of age, as is developmentally appropriate for the infant, and food patterns may fluctuate during this time. Meals will not be disallowed simply because one food was offered one day and not the next if it is consistent with the infant's eating habits. Parents should begin their baby on solid foods at home to determine if any food allergies exist. As a best practice, it is recommended that parents or guardians request in writing when a day care home should start serving solid foods to their infant. The following guidelines from AAP can help determine if an infant is developmentally ready to begin eating solid foods:

- The infant has good head control in a high chair.
- The infant opens his or her mouth when food is within sight or when others are fed. Other signs may be observed such as reaching for food and enthusiasm during mealtimes.
- The infant can move food from a spoon to his or her throat.
- The infant has doubled his or her weight and weighs 13 pounds or more.

At 7-8 months, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy). When a parent or guardian chooses to provide breastmilk or creditable infant formula and the infant is consuming solid foods, the day care home must supply all the other required meal components in order for the meal to be reimbursable. For more information and best practices on serving solid foods to infants, please see Feeding Infants: A Guide for Child Nutrition Programs (<https://www.fns.usda.gov/tn/feeding-infants-guide-use-child-nutrition-programs>).

## Infant Cereal

Infant cereal 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.” Iron-fortified dry infant cereal is usually found in the baby food section of grocery stores and includes the following on the package label: “Cereal for baby.”

Additionally, ready-to-eat cereals (ex. Cheerios) may be served at **snack only** for infants that are developmentally ready to accept them. All ready-to-eat cereals served to infants are subject to the same sugar limit as breakfast cereals served to children and must contain no more than 6 grams of sugar per dry ounce of cereal.

Cereals which are **NOT** reimbursable as a meal component in the infant cereal category:

- ❑ Iron-fortified dry infant cereals containing fruit are not reimbursable.
- ❑ Commercial jarred baby food cereals (which are “wet” not “dry”) are not reimbursable.



Reimbursable (plain cereal)



Not Reimbursable (cereal with bananas)

## Fruits and Vegetables

Many fruits and vegetable (cooked, mashed, pureed or small diced) are ready to eat by infants. Try these nutrient dense foods instead of commercial infant foods in a jar. Commercial Baby Foods which **are** reimbursable as a meal component in the fruit or vegetable category:

- ❑ Commercial baby food fruits and vegetables which list only a fruit or vegetable in the ingredient listing on the label are reimbursable.
- ❑ Commercial baby food fruits and vegetables which contain multiple fruits or multiple vegetables, and list only fruits or vegetables in the ingredient listing on the label are reimbursable.

Commercial Baby Foods which are **NOT** reimbursable as a meal component in the fruit or vegetable category:

- ❑ Commercial baby food combination dinners, which list fruit or vegetable as the first ingredient, are not reimbursable (ex - Turkey and Peas – main ingredient is water).
- ❑ Commercial baby foods in the jarred cereal with fruit category are not reimbursable (high in sugar).
- ❑ Commercial baby foods in the dessert category (these generally have “dessert” or “pudding” as part of the product name on the front of the label) are not reimbursable.



Reimbursable (plain vegetable)



Not Reimbursable (vegetable w/ spaghetti)

## Meat/Meat Alternatives

Serving low sodium alternatives to commercial baby food for the meat component is encouraged. Most meats such as beef, poultry, fish, cheese, cottage cheese, dry beans and peas, can be cooked, pureed or mashed to a consistency for infant consumption depending on the feeding development stage of the infant. Yogurt and whole eggs are also healthy options allowed for a meat alternate for infants that are creditable.

Commercial Baby Foods which **are** reimbursable as a meal component in the meat/meat alternate category: Commercial plain strained baby food meats (including those with beef, chicken, turkey, lamb, veal, and ham) are reimbursable.

Commercial Baby Foods which are **NOT reimbursable** as a meal component in the meat/meat alternate category:

- ❑❑❑ Commercial baby food combination dinners are not reimbursable because the actual amount of

various food components in the dinners is difficult to determine (for example Chicken/Rice); however, these foods can be served as additional foods.

??? Meat sticks or “finger sticks” (which look like miniature hot dogs) and chicken nuggets are not reimbursable.

- ? Commercial fish sticks, other commercial breaded or battered fish or seafood products, canned fish with bones, hot dogs, and sausages are not reimbursable.
- ? Nuts, seeds and nut and/or seed butters are not reimbursable for infants.
- ? Cheese food and cheese spreads are not reimbursable for infants.



Reimbursable (plain meat)



Not Reimbursable (mixed meat)

## Bread & Crackers

Commercial Foods & Baby Foods which **are** reimbursable as a meal component in the bread/cracker category: These items must be made from whole grain or enriched meal or flour.

## Infant Meal Pattern

	Birth through 5 months	6 through 11 months
Breakfast	4-6 fl oz breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fl oz breastmilk <sup>1</sup> or formula <sup>2</sup> ; and  0-4 Tbsp infant cereal <sup>2,3</sup> , meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 oz cheese; or 0-4 oz (volume) of cottage cheese; or 0-4 oz or ½ cup of yogurt <sup>4</sup> ; or a combination of the above <sup>5</sup> ; and  0-2 Tbsp vegetable or fruit or a combination of both <sup>5,6</sup>
Lunch and Supper	4-6 fl oz breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fl oz breastmilk <sup>1</sup> or formula <sup>2</sup> ; and  0-4 Tbsp infant cereal <sup>2,3</sup> , meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 oz cheese; or 0-4 oz (volume) of cottage cheese; or 0-4 oz or ½ cup of yogurt <sup>4</sup> ; or a combination of the above <sup>5</sup> ; and  0-2 Tbsp vegetable or fruit or a combination of both <sup>5,6</sup>
Snack	4-6 fl oz breastmilk <sup>1</sup> or formula <sup>2</sup>	2-4 fl oz breastmilk <sup>1</sup> or formula <sup>2</sup> ; and  0-½ slice bread <sup>3,4</sup> ; or 0-2 crackers <sup>3,4</sup> ; or 0-4 Tbsp infant cereal <sup>2,3,4</sup> or ready-to-eat breakfast cereal <sup>3,4,5,6</sup> ; and  0-2 Tbsp vegetable or fruit or a combination of both <sup>5,6</sup>

<sup>1</sup>Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

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

<sup>3</sup>Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>4</sup>A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

<sup>5</sup>Breakfast cereals must contain no more than 6 gram of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>6</sup>A serving of this component is required when the infant is developmentally ready to accept it.

<sup>7</sup>Fruit and vegetable juices must not be served.

## **Additional Questions and Answers**

### **At what age should you expect to see infants being served all the solid food components for each meal and snack?**

The American Academy of Pediatrics (AAP) recommends introducing solid foods to infants around six months of age. In addition, the AAP recommends that by 7 or 8 months of age, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy). However, it is important to keep in mind that infants develop at different rates. Not all infants will be eating solid foods at 6 months of age, nor will all infants be eating solid foods from each food group by 7 or 8 months of age. You should engage in a conversation with the parent to learn more about the infants' eating habits and ensure that the meal being served is appropriate for that infant's developmental readiness.

Infants are typically developmentally ready to consume solid foods by 8 months of age; however, each infant develops at his or her own rate. If an 8 month old infant is not developmentally ready for solid foods and the center or day care home is serving the required minimum serving size for breastmilk or infant formula for the 6 through 11 month old age group, the meal is reimbursable. Parents can remind parent or guardians to determine when and what solid foods should be served to the infant while he or she is in care.

### **Can solid foods be served to infants younger than 6 months of age?**

Yes. Meals containing solid foods are reimbursable when the infant is developmentally ready to accept them, even if the infant is younger than 6 months of age. A written note from a parent or guardian stating his or her infant should be served solid foods is recommended as a best practice, but is not required. Infants develop at different rates meaning some infants may be ready to consume solid foods before 6 months of age and others may be ready after 6 months of age. Centers and day care homes are required to serve solid foods once an infant is ready to accept them. In general, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy) by 7 to 8 months of age.

## Child Meal Pattern

<b>BREAKFAST<sup>1</sup> (3 components)</b>	<b>Ages 1-2 years</b>	<b>Ages 3-5 years</b>	<b>Ages 6-12 years</b>
<input type="checkbox"/> <b>Milk, fluid (Whole only for: 13-24 months; 1% or Fat Free req for: 2 yrs &amp;</b>	<b>½ cup</b>	<b>¾ cup</b>	<b>1 cup</b>
<input type="checkbox"/> <b>Vegetables, fruits, or portions of both<sup>2</sup></b>	<b>¼ cup</b>	<b>½ cup</b>	<b>½ cup</b>
<input type="checkbox"/> <b>Grains (oz eq)<sup>3,4</sup> (whole grain, enriched, or fortified): bread or bread product such as rolls, biscuit, muffin, etc. or breakfast cereal<sup>5</sup>, cereal grain, and/or pasta or cold dry cereal<sup>5</sup></b>	<b>½ slice ½ serving ¼ cup ¼ cup</b>	<b>½ slice ½ serving ¼ cup 1/3 cup</b>	<b>1 slice 1 serving ½ cup ¾ cup</b>
<b>LUNCH OR SUPPER<sup>1</sup> (5 components)</b>			
<input type="checkbox"/> <b>Milk, fluid (Whole only for: 13-24 months; 1% or Fat Free req for: 2 yrs &amp;</b>	<b>½ cup</b>	<b>¾ cup</b>	<b>1 cup</b>
<input type="checkbox"/> <b>Meat/meat alternates Lean meat, fish, or poultry (edible portion as served) or tofu, soy product, or alternate protein products<sup>6</sup> or cheese or egg (large) or cooked dried beans or dried peas<sup>i</sup> or yogurt, plain or flavored, unsweetened or sweetened<sup>7</sup> or peanut butter, soy nut butter, or other nut or seed butters or peanuts, soy nuts, tree nuts, or seeds<sup>9</sup> or an equivalent quantity of any combination of the above meat/meat</b>	<b>1 oz 1 oz 1 oz ½ egg ¼ cup ½ cup 2 Tbsp ½ oz=50%</b>	<b>1½ oz 1-½ oz 1-½ oz ¾ egg 3/8 cup ¾ cup 3 Tbsp ¾ oz=50%</b>	<b>2 oz 2 oz 2 oz 1 egg ½ cup 1 cup 4 Tbsp 1 oz=50%</b>
<input type="checkbox"/> <b>Vegetables<sup>2</sup></b>	<b>1/8 cup</b>	<b>¼ cup</b>	<b>½ cup</b>
<input type="checkbox"/> <b>Fruits<sup>2,8</sup></b>	<b>1/8 cup</b>	<b>¼ cup</b>	<b>¼ cup</b>
<input type="checkbox"/> <b>Grains (oz eq)<sup>3</sup> (whole grain, enriched, or fortified): bread or bread product such as rolls, biscuit, muffin, etc. or breakfast cereal<sup>5</sup>, cereal grain, and/or pasta</b>	<b>½ slice ½ serving ¼ cup</b>	<b>½ slice ½ serving ¼ cup</b>	<b>1 slice 1 serving ½ cup</b>
<b>AM OR PM SUPPLEMENT(Select two of these five components)<sup>10</sup></b>			
<input type="checkbox"/> <b>Milk, fluid (Whole only for: 13-24 months; 1% or Fat Free req for: 2 yrs &amp;</b>	<b>½ cup</b>	<b>½ cup</b>	<b>1 cup</b>
<input type="checkbox"/> <b>Meat/meat alternates Lean meat, fish, or poultry (edible portion as served) or tofu, soy product, or alternate protein products<sup>6</sup> or cheese or egg (large) or cooked dried beans or dried peas or peanut butter, soy nut butter, or other nut or seed butters or yogurt, plain or flavored, unsweetened or sweetened<sup>7</sup> or peanuts, soy nuts, tree nuts, or seeds</b>	<b>½ oz ½ oz 1/8 cup or 1 oz ½ egg 1/8 cup 1 Tbsp ¼ cup ½ oz</b>	<b>½ oz ½ oz 1/8 cup or 1 oz ½ egg 1/8 cup 1 Tbsp ¼ cup ½ oz</b>	<b>1 oz 1 oz ¼ cup or 2 oz ½ egg ¼ cup 2 Tbsp ½ cup 1 oz</b>
<input type="checkbox"/> <b>Vegetables<sup>2</sup></b>	<b>½ cup</b>	<b>½ cup</b>	<b>¾ cup</b>
<input type="checkbox"/> <b>Fruits<sup>2</sup></b>	<b>½ cup</b>	<b>½ cup</b>	<b>¾ cup</b>
<input type="checkbox"/> <b>Grains (oz eq)<sup>3</sup> (whole grain, enriched, or fortified): bread or bread product such as rolls, biscuit, muffin, etc. or breakfast cereal<sup>5</sup>, cereal grain, and/or pasta or cold dry cereal<sup>5</sup></b>	<b>½ slice ½ serving ¼ cup ¼ cup</b>	<b>½ slice ½ serving ¼ cup 1/3 cup</b>	<b>1 slice 1 serving ½ cup ¾ cup</b>

<sup>1</sup> Must serve all components for a reimbursable meal.

<sup>2</sup>Pasturized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>3</sup>At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count to meeting the grains requirement.

<sup>4</sup>Meat and meat alternatives may be used to meet the entire breakfast grains requirement a maximum of

three times a week. One ounce of meat and meat alternatives is equal to one ounce equivalent of grains.

<sup>5</sup>Breakfast cereals must contain no more than 6 g of sugar per dry oz (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>6</sup>Alternate protein products must meet the requirements in USDA Regulations Title 7 Part 226

<sup>7</sup>Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>8</sup>A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at a meal, two different kinds of vegetables must be served.

<sup>9</sup> No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. To determine combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish. or roasted peas.

<sup>10</sup>Only one of the two components may be a beverage.

Juice *cannot* be served when milk is served as the only other component (ex. at snack). Fruit blended is considered juice (ex. in a smoothie)

Commercially added fruit or nuts in flavored yogurt *cannot* be used to satisfy the second component requirement in supplements.

## Requirements for Children 1+

### Milk

Milk is an invaluable component of a child's diet because it provides large amounts of many nutrients, including protein, calcium, vitamin B-6, vitamin D, vitamin B-12 and magnesium. To be creditable, milk must be pasteurized and meet state or local standards for fluid milk. All milk should be fortified with vitamins A and D.

The CACFP meal pattern requires FLUID MILK to be served for breakfast, lunch and supper. Additionally, fluid milk may be served as one of the meal pattern components for snacks. If a child is unable to drink cow's milk due to a medical or other special dietary need that is not considered a disability, their parent may request a non-dairy milk substitute, nutritionally equivalent to milk. The parent must complete our "Milk Substitute" form, choosing a creditable milk substitute (see table below for substitution requirements), in order for the child's meals to be reimbursed. Children with a disability that require food substitutions will need a signed medical statement from a medical authority (physician or physician's assistant) in order for that child's meals to be reimbursed. Contact our office to obtain the Medical Statement.

One year old children must be served unflavored whole milk. In special cases low fat milk may be served for medical reasons. Additionally, breastmilk is an allowable fluid milk substitution for children of any age if a mother chooses to breastfeed her child past 1 year of age. During the one month transition period between 24 months to 25 months of age, meals that contain either whole fat milk or low fat milk will be reimbursed.

Milk is not creditable for snacks when juice is served as the only other component. Milk is never creditable when cooked or prepared in cereals, puddings, or other foods.

### Non- Dairy Beverages

For children or adults who cannot consume fluid milk due to non-disability medical or other special dietary needs, non-dairy beverages may be served in place of fluid milk. This has been in effect since September 15, 2011 and allows the CACFP to better serve the dietary needs of its participants. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk.

Milk substitute are allowed if they meet these nutrient requirements.

<b>Nutrient</b>	<b>Requirements as Stated in Federal Regulations  (Per cup)</b>	<b>RDI</b>	<b>%RDI*</b>
Calcium	276 mg	1000 mg	27.60%
Protein	8 g*	50 g	N/A
Vitamin A	500 IU	5000 IU	10.0%
Vitamin D	100 IU	400 IU	25.0%
Magnesium	24 mg	400 mg	6.0%
Phosphorus	222 mg	1,000 mg	22.2%
Potassium	349 mg	3,500 mg	10.0%
Riboflavin	0.44 mg	1.7 mg	25.90%
Vitamin B-12	1.1 mcg	6 mcg	18.30%

\*An acceptable fluid milk substitution must contain, at a minimum, the amounts in the percentage RDI column.



## **CREDITABLE MILKS**

Fluid milk –

**Unflavored whole milk for ages 13 months to 24 months;**

**1%/Low fat or Fat Free/Nonfat milk only for ages 2 years and older**

Lactose-reduced milk  
Milkshakes, homemade  
UHT (ultra-high temperature) milk  
Acidophilus milk  
Buttermilk Extra-rich milk  
Cultured milk  
Unflavored, nutritionally equivalent non-dairy beverage

## **NOT CREDITABLE**

Almond milk  
Certified raw milk  
Cheese  
Chocolate dairy drink  
Cocoa/hot chocolate made from mix with water  
Coconut milk  
Cream  
Cream sauces/soups  
Custard Eggnog  
Evaporated milk  
Frozen yogurt  
Goat Milk  
Half and Half  
Ice cream  
Ice milk  
Imitation milk  
Milkshakes, commercial  
Pudding/Pudding pops  
Rice milk  
Reconstituted dried powdered milk  
Sherbet  
Sour cream  
Yogurt

# Meat/Meat Alternates

Regulations require that all lunches and suppers contain the serving sizes of meat or meat alternates as specified in the meal pattern. Meat or meat alternates may be served as one of the two components of a snack. Meat includes lean meat, poultry, or fish. All meat or poultry cannot contain binders, extenders, water or broth (ex. luncheon meat). Meat alternates include cheese, eggs, yogurt or soy yogurt, commercial tofu, cooked dry beans or peas, nuts and seeds. Serving sizes on the Menu Pattern Chart are *cooked* amounts. Dried or canned legumes such as lentils, split peas, refried beans and pinto beans *are* creditable as a meat/meat alternate OR a vegetable, but not as both at the same meal or snack. Meat and meat alternates provide protein, B vitamins, iron and zinc. Vitamin B-12 is found only in foods of animal origin. Vegetable protein sources provide folate, magnesium and fiber.

A meat or meat alternate may be used to meet the entire grains component at breakfast no more than three times per week. Tofu and soy yogurts may be used to meet the meat/meat alternate component at any meal or snack

Three safe ways to defrost meat are in the refrigerator, in cold water, or in the microwave. Never thaw meat on the counter or let it sit out of the refrigerator for more than two hours.

## Serving Size Requirements

To be counted toward meeting any part of the meat/meat alternate requirement, a menu item must provide a minimum of ¼ ounce of cooked lean meat or equivalent. The rest of the required serving must be met by adding other meat or meat alternates. Small amounts (less than 3 tablespoons) of meat or meat alternate used as garnishes or seasoning or in breading must not be counted toward satisfying the meat/meat alternate requirement of the meal. Examples are grated Parmesan cheese used as a garnish over spaghetti, or egg used in breading.

Commercially prepared soups, *excluding* bean, lentil or split pea, are not creditable. Yogurt *can satisfy* the meat/meat alternate requirement for lunch, snack and dinner and must contain no more than 23 grams of total sugars per 6 ounces. Four ounces of yogurt will satisfy one ounce of the meat/meat alternate requirement.

Another meat/meat alternate *must be* served in addition to peanut butter at lunch and supper to fulfill the meat alternate requirement. Serving sizes of peanut butter are too large (2-4 Tbsp.) and may pose a choking hazard to young children. Be as specific as possible in descriptions for crediting meat alternates to avoid disallowances.

Nuts and seeds may meet only one-half (½) of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. Nuts are not recommended for children under 3 years of age because choking may occur. Thus, we advise you to serve nuts only to older children.

As a general guidelines, commercial, frozen and fast foods including pizza, restaurant food, boxed macaroni and cheese, frozen supermarket raviolis, taquitos, mini-quiches etc. may not be creditable because the meat quantities do not provide sufficient protein per serving size. Homemade items *are*

creditable if they meet the minimum quantities and should be marked as such (“HM”). Be sure you are meeting the minimum serving requirements per child for the appropriate age group when you prepare these foods.

## Cheese

Cheese types must be specified. Processed cheese (cheese food, cheese spread, Velveeta or cheese whiz) is not creditable. Cream cheese and Neufchatel cheese *are not* creditable because they are low in protein and also high in fat. Parmesan cheese in macaroni is not creditable because it is low in protein. Pasta products with meat, including commercial ravioli, pot pies *are not* creditable because they are low in protein. However, homemade ravioli, taquitos, pot pies, and tamales may be creditable if the serving size requirements have been met.

Non-commercial fish (home caught) and wild game *is not* creditable due to safety reasons. Home slaughtered meat *is not* creditable. A USDA inspector must inspect meat in order to be creditable. Imitation crab is also not creditable because it is low in protein.

## Vegetarian and Vegan Diets

Firm or extra firm tofu may credit towards the alternative meat component. Soft or silken tofu incorporated into drinks *does not* credit toward the meat alternative component. Meat substitute product such as links and sausages made from tofu are easily recognizable as meat substitutes and can be included in a creditable meal. Products such as these must have a Child Nutrition Label or a Product Formulation Statement (PFS) from the manufacturer. For more information:  
<https://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>

## CREDITABLE MEATS AND MEAT ALTERNATES

### MEATS

Beef	HM Pastrami *	HM Soups & Stews - meat, fish, poultry
Beef jerky *	Pepperoni *	100% meat Hot dogs *
Bologna *	Polish sausage *	
Canadian bacon *	Pork	
Chicken	Salami *	
Chicken Nuggets *	Shellfish	
Corndogs *	Spam *	
Fish	Tripe	
Ham (whole)*	Turkey (whole or ground)	
Kidney, Lamb, Liver	Veal	
Liverwurst	Vienna sausage *	
Meat sauce,	Fish stick or nuggets *	

### MEAT ALTERNATES

Dried beans, canned or cooked from dry

Cottage cheese  
 Cheese, natural (cheddar, Colby, Monterey jack, mozzarella, muenster, provolone, Swiss)  
 Eggs, Deviled eggs  
 Garbanzo beans  
 Kidney beans  
 Imitation Crab (Surimi)  
 Legumes  
 Macaroni and cheese, homemade with natural cheese  
 Peanut butter\*\*  
 Split peas, dry or canned  
 Pinto beans  
 Pizza, homemade with cheese or meat  
 Pot pies, homemade  
 Quiche, homemade  
 Ricotta cheese  
 Romano cheese  
 Soups made with meat/meat alternate, homemade  
 Stews made with meat/meat alternate, homemade  
 Tofu, firm or extra firm/ Tempeh  
 Yogurt, dairy or soy, plain or sweetened and flavored (must contain no more than 23 grams of total sugars per 6 ounces)  
 Nuts/Seeds— Nuts are not recommended for children under 3 years of age because choking may occur. We advise you to serve nuts only to older children. If served, nuts and seeds should be finely minced.

\* The foods marked with an asterisk (\*) are high in fat and/or contain various additives. **It is recommended that you serve these foods infrequently, if at all.**

#### **BINDERS, EXTENDERS AND FILLERS**

Luncheon meats, cold cuts and hot dogs must be all meat with no meat byproducts, “variety” meats, cereals, binders or extenders. Product labels must be reviewed to ensure that only all-meat products are served. Ingredients that are considered binders and extenders include the following:

<b>Cereal, Starchy vegetable flour</b>	<b>Dried milk</b>	
<b>Soy protein concentrate*</b>	<b>Vegetable starch Soy flour*</b>	
<b>Isolated soy protein*</b>	<b>Dry or dried whey Wheat gluten</b>	
<b>Sodium caseinate</b>	<b>Whey protein concentrate*</b>	<b>Tapioca dex</b>

\*\*Must be served with an additional meat/meat alternate.

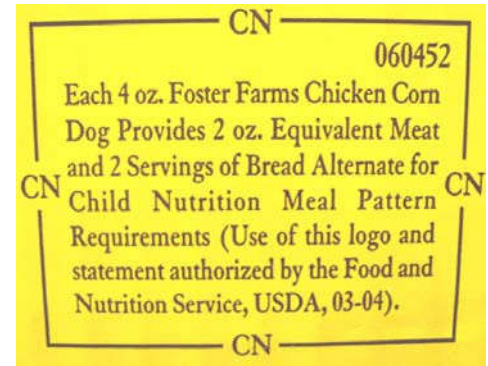
#### **ALTERNATE PROTEIN PRODUCTS AND VEGETABLE PROTEIN PRODUCTS**

The USDA allows the use of alternate protein products, such as vegetable burgers and other meatless entree items, to provide more flexibility in menu planning. Alternate protein products (APP) include both vegetable protein sources (e.g., isolated soy protein, soy protein concentrate and soy flour) and non-vegetable-based protein sources (e.g., fruit puree, whey protein and casein). Processed food items, such as a vegetarian burger or patty, may contain APP, but the entire item cannot be considered an

APP as it contains other ingredients such as seasonings or breading.

## COMMERICALLY PERPARED MEAT & FISH PRODUCTS

Commercially processed meat and fish products (such as chicken nuggets, fish sticks, corndogs, egg rolls, potpies, etc) may be counted as meal components only if they have the Child Nutrition Label. The Child Nutrition (CN) Labeling Program is operated by the USDA's Food and Nutrition Service (FNS) directly with commercial food processing firms. Manufacturers may choose to put these labels on a food product indicating the contribution that product makes toward meal pattern requirements in the Child Care Food Program. Processed meat and fish products which contribute to the meat/meat alternate component of the meal pattern requirements are eligible for CN Labels. For example, the label will state exactly how much meat is on each nugget and how many nuggets must be served to each child. Products without the CN Label may not be counted towards the meal pattern.



## NOT CREDITABLE

### MEATS

Baco-bits\*\*\*

Game (venison, squirrel, rabbit, etc.)

Home slaughtered meat      Scrapple\*\*\*

Bacon and imitation bacon products\*\*\*

Ham hocks\*\*\*

Neufchatel cheese

Salt pork\*\*\*

Beef tails, neck bones

Oxtails\*\*\*

Chitterlings\*\*\*

Meat sauce, commercial

Chestnuts

Pasta products with meat, commercial

Pig's feet, neck bones, and tails\*\*\*

(\*\*\* = Low in protein)

Cream cheese

Pot pies, commercial

Corned beef hash\*\*\*

Ravioli, commercially prepared

Fish, non-commercial (home caught)

Soups, commercially prepared such as

Chicken/noodle not creditable

Acorns

Nut or seed meal or flour

Processed cheese (cheese food, cheese spread, Velveeta or cheese whiz)

Cream cheese

Powdered cheese in boxed macaroni

## CACFP Creditable Yogurt List

The following is a list of creditable yogurts for the CACFP meal pattern. These yogurts contain less than or equal to 23 grams of sugar per 6 ounces. This list is not all-inclusive or intended to endorse a specific brand Did You Know: Calcium plays a role in helping the heart to contract? Yogurt is a good source of calcium!

### 6 oz serving Cups

Great Value, 6 oz  
Container  
Strawberry, Nonfat  
11 g sugar per 6 oz

Yoplait, 6 oz Container  
Strawberry, Original  
18 g sugar per 6 oz

Plain, Original  
10 g sugar per 6 oz

Stonyfield, 6 oz  
Container  
Strawberry, Lowfat  
21 g sugar per 6 oz

French Vanilla, Lowfat  
21 g sugar per 6 oz  
4 ounce serving Cups

Trix, 4 oz Container  
Strawberry Banana,  
Lowfat  
20 g sugar per 6 oz

Activia 4 oz Container  
Strawberry, Fat-free  
20 g sugar per 6 oz

Yoplait Kids 4 oz  
Container  
Strawberry, Lowfat  
17 g sugar per 6 oz

### 24 oz Containers

Siggi's, 24 oz Container  
Plain, Non-Fat  
4 g sugar per 6 oz

Vanilla, Non-Fat  
11 g sugar per 6 oz

Kroger, 24 oz Container  
Vanilla, Greek, Non-Fat  
9 g sugar per 6 oz  
32 oz Containers

Dannon Original,  
32 oz Container  
Plain, Lowfat  
12 g sugar per 6 oz

Vanilla, Lowfat  
19 g sugar per 6 oz

Dannon Light & Fit,  
32 oz Container  
Plain, Greek, Non-Fat

7 g sugar per 6 oz

Strawberry, Non-Fat  
9 g sugar per 6 oz

Great Value (Walmart  
Store  
Brand), 32 oz Container  
Vanilla, Greek, Non-Fat  
8 g sugar per 6 oz

Plain, Greek, Non-Fat  
6 g sugar, Non-Fat

Market Pantry (Target  
Store  
Brand), 32 oz Container  
Vanilla, Nonfat  
6 g sugar per 6 oz

Chobani Greek Yogurt,  
32 oz Container  
Plain, Greek, Nonfat  
4.5 g sugar per 6 oz

Stonyfield Greek  
Yogurt,  
32 oz Container  
Plain, Greek, Nonfat  
6.75 g sugar per 6 oz

# Vegetables and Fruits

Vegetables and fruits are considered two separate categories in all creditable meals. Breakfast requires either a vegetable or a fruit. Snack may include a vegetable and a fruit, but not two servings of vegetables or two servings fruits only. Lunch and dinner require a vegetable and a fruit, or two different vegetables, to be reimbursable. A variety of whole, fresh vegetables and fruits are encouraged. Fresh, frozen, jarred, and canned vegetables and fruits are creditable as long as they meet minimum serving size requirements.

## Combination Servings

To meet meal requirements, two (2) or more different types and servings of vegetables and/or fruits must be used for lunch and supper. The following combinations count as ONE serving of the two required:

Frozen or canned mixed vegetables	Green salad, vegetable salad
Frozen or canned peas and carrots	HM vegetable soups/vegetable in HM stews
HM fruit salads	Canned fruit cocktail

Mixed vegetables, fruit salad, green salad do not have to be further described in menus (i.e. list specific ingredients) if they contain 100% fruit and/or vegetable.

Soups and combination foods such as stews and quiches may provide up to one (1) fruit/vegetable serving. An additional, separate fruit/vegetable must be served at lunch and dinner. Soups, reconstituted canned, ready to serve, or homemade, must yield at least ¼ cup vegetables per serving to count towards meeting the vegetable requirement.

## Legumes – Vegetable or Meat or Both?

Cooked dried peas, beans, or lentils can be counted EITHER as a meat alternate OR as a vegetable, but not both in the same meal. For example, you may offer two distinct servings of different beans and peas (legumes) in one meal and count one towards the vegetable component and one towards the meat/meat alternate component if they are in separate dishes. For example, legumes may be served as part of a salad (vegetable component) and as part of a chili or bean soup (meat/meat alternate component). Please note, when a meal contains one serving of beans and peas (legumes), it can only count towards the meat/meat alternate component or the vegetable component, and not both.

To meet the minimum requirements, measure vegetables after they have been prepared. For example, measure frozen corn after cooking. Drain liquid before measuring a serving of cooked vegetables. Small amounts (less than 1/8 cup) of vegetables and fruits *may not* be counted toward the fruit/vegetable requirement.

One meal cannot include an identical food in two different forms and receive reimbursement; for example, orange juice served with orange sections or hash browns and French fries, tomato juice and sliced tomatoes. Serve fresh fruits and vegetables that are in season to help keep food costs low. Any fresh, frozen, commercially canned or dried fruit or vegetable may be used to meet the fruit and vegetable requirement. A variety of fruits and vegetables should be included in meals. Meals should include food high in fiber. Fiber is found in all fruits and vegetables.

## Juices

Fruit juice or vegetable juice may only be used to meet the vegetable or fruit requirement at one meal or snack per day. This limitation is based on the Dietary Guidelines' recommendation that at least half of the fruits consumed per day should come from whole fruits (fresh, canned, frozen, or dried). While 100 percent juice can be part of a healthful diet, it lacks the dietary fiber found in whole fruits and vegetables and when consumed in excess can contribute to extra calories.

If you serve fruit or vegetable juice at more than one meal (including snack), the meal with the lowest reimbursement rate containing juice would be disallowed. Juice can be served as an additional food outside of the allowable meal any time. For example, if juice is served at breakfast, juice may be served as an extra item at snack (e.g., crackers, cheese, and juice (extra)).

Juice is not creditable for infants for any meal or snack and is not recommended because it is low in fiber and high in sugar.

Fruit and vegetable juices must be 100%, full strength juice. Juice blends are creditable as long as they are blends of 100% juice. The juice is credited as only a fruit OR a vegetable component whichever is the most prominent ingredient. Juice "drinks", "cocktails" and "beverages" are not 100% juice and *are not* creditable. Please read ingredient listings carefully. Juice is creditable only at one meal per day. Examples of products that are **not** creditable include Sunny Delight, Hi C, Fruit Flavored sport drinks. See below for a comprehensive list of items not allowed as juice.

Frozen fruit juice bars/HM juice pops *are* only creditable if they are 100% fruit juice and do not contain sugar or other sweeteners. Reminder: Juice (also juice bars) cannot be served when milk is served as the only other component (no two liquids).

If you serve gelatin (Jell-O) with fruit, fruit-flavored gelatin does not count towards the fruit or vegetable requirement; you must add fruits and/or vegetables to receive credit in the required quantities for each age group. For health and safety reasons, home canned foods are not creditable. Use of these items is not creditable because of the potential health hazard.

## Nutrient Dense Vegetables – More vitamins, fiber and nutrients per serving

Here's the list of the most nutrient-dense fruits and vegetables. Cruciferous vegetables and dark leafy greens made up most of the top. One cup of raw (uncooked) leafy greens (e.g., lettuce, spinach, etc.) counts as ½ cup of vegetables and ¼ cup dried fruit counts as ½ cup of fruit: Watercress, Chinese cabbage, Chard, Beet greens, Spinach, Chicory, Leaf lettuce, Romaine lettuce, Collard greens, Turnip greens, Mustard greens, Endive, Chive, Kale, Red pepper, Arugula, Broccoli, Pumpkin, Brussels sprouts, Scallions, Kohlrabi, Cauliflower, Cabbage, Carrot, Tomato, Iceberg lettuce, Strawberries, Radish, Winter squash (all varieties), Orange, Grapefruit (White, Pink and Red), Rutabaga Turnip Blackberries, Leeks, Sweet potato



## **CREDITABLE**

### **FRUITS**

Apricots  
Apples  
Berries (Blackberries,  
Blueberries, Boysenberries,  
Cranberries, Strawberries)  
Bananas  
Canned fruit  
Cherries  
Coconut  
(Fresh/Frozen)  
Cranberry sauce  
Currants  
Figs  
Grapes  
Grapefruit  
Kiwi  
Kumquat  
Loquat  
Mangoes  
Melons (Cantaloupe, Casaba,  
Crenshaw, Honeydew,  
Watermelon, etc)  
Nectarines  
Oranges  
Papaya  
Peaches  
Pears  
Persimmon  
Pineapple  
Plantains  
Pluot  
Plums  
Persimmon  
Prunes (pitted)  
\*Raisins  
Raspberries  
Star Fruit  
Tangerines/Tangelo

### **VEGETABLES**

Asparagus/ Avocados  
Beets  
Bittermelon  
Brussels sprouts  
Broccoli  
Cabbage, Chinese  
Cabbage, red  
Cabbage  
Celery  
Carrots  
Cauliflower  
Chard, Swiss  
Chayote  
Chile, red or green  
Coleslaw  
Collards  
Corn  
Cucumbers  
Eggplant  
Endive (escarole, chicory)  
Frozen vegetables  
Frozen breaded vegetables  
Hominy  
Jicama  
Kale  
Kohlrabi  
\*\*Lettuce (iceberg, leaf,  
romaine)  
\*\*Mushrooms  
Mustard greens  
Nopales (cactus pads)  
\*\*Olives, green and black  
Okra  
\*\*Onions, all varieties  
\*\* Onion rings  
Parsnips  
Peppers, green or red  
Radishes/ Rutabaga  
Rhubarb Succotash  
Spinach  
Squash, all varieties  
(ex. zucchini,  
butternut)/ Sweet  
potatoes/yams

Tomatoes  
\*\*Tomato paste  
\*\*Tomato sauce  
Turnip  
Turnip greens  
Vegetable Flour  
Watercress

\*Raisins need to be combined  
with another fruit/vegetable  
at breakfast and snacks to  
equal one (1) serving.

\*\*These items *must be* served  
with a second fruit/vegetable  
serving to equal one (1)  
serving of fruit/vegetable. At  
lunch and supper, a second  
fruit/vegetable must be  
served to meet the second  
serving requirement from this  
food group.

Pureed vegetables or fruits  
may contribute to the CACFP  
meal pattern requirements  
as long as the dish also  
provides an adequate amount  
( $\frac{1}{8}$  cup) of recognizable,  
creditable fruits or vegetables  
per serving. If the dish does  
not contain at least  $\frac{1}{8}$  cup  
of a recognizable component  
per serving then the blended  
foods do not contribute to  
the meal requirements.  
Therefore, in a carrots and  
mac and cheese scenario, the  
pureed or mashed carrots can  
count towards the vegetable  
component if there is at  
least  $\frac{1}{8}$  cup of another  
recognizable vegetable per  
serving.

**Creditable Fruits & Vegetables continued:**

**DRIED BEANS AND PEAS/LEGUMES**

Black eyed peas  
Garbanzo beans  
Green bean  
Green peas  
Kidney bean  
Lima beans  
Lentils  
Mung beans  
Navy beans  
Pinto beans  
Soy beans  
Wax beans

**JUICES (creditable only  
at one meal or  
snack per day**

Apple cider  
Grape juice  
Grapefruit juice  
Orange juice  
Pear juice  
Pear/apple juice  
Pear/grape juice  
Pineapple juice  
Prune juice  
Tangerine juice  
Tomato juice  
100% Frozen juice pops  
100% fruit/vegetable juice

**SOUPS \*\***

Chicken vegetable  
Clam chowder  
Minestrone  
Pea or bean soup  
Tomato rice  
Tomato soup  
Vegetable soup  
Vegetable beef

\*\* When soups are homemade, the amount of fruit/vegetable used in preparation can be credited toward meeting ONE fruit/vegetable requirement if children receive adequate portions of that component. At lunch and supper a second, separate fruit/vegetable must be served. If used in very small quantities, the vegetables used may be considered only as seasonings and should not be counted toward the fruit or vegetable meal requirement.

Meat/meat alternates in homemade soups are creditable if adequate portions of that component are served. Only soups that contain a meat/meat alternate and labeled "HM" or split pea/bean soups will be given credit for meeting the meat/alternate requirement. Currently, there are several canned (condensed) soups that meet the USDA fruit/vegetable or meat/alternate meal requirement:

Tomato: One Serving of Fruit/Vegetable. This includes tomato, cream of tomato, tomato noodle or tomato with rice or some other basic component.

Vegetable: One Serving of Fruit/Vegetable. Includes vegetable, vegetarian vegetable or vegetable with other basic components such as meat or poultry (meat or poultry does not count towards meat/meat alternate since amounts are too small).

Minestrone: One Serving of Fruit/Vegetable.

Clam Chowder: One Serving of Fruit/Vegetable. The primary ingredient is potatoes. The clams serve only as flavoring and therefore cannot be counted towards meeting the meat/meat alternate requirement.

Split Pea/Bean: These condensed soups may be served as a meat/meat alternate OR a Fruit/Vegetable.  
All Others: All other canned soups are not creditable.

## **NOT CREDITABLE**

### **FRUITS**

Apple  
butter  
Banana chips  
Fruit flavored or plain gelatin  
Fruit jams, preserves, and  
jellies  
Sweetened, frozen bars and  
Popsicle's  
Fruit in cakes  
Fruit in breads (i.e. banana  
bread)  
Fruit flavored ice cream  
Fruit in muffins (i.e. blueberry  
muffin)  
Fruit flavored syrups  
Fruit spreads (even when  
100% fruit)  
Fruit flavored yogurt  
(commercial)  
Fruit snacks, fruit roll-ups  
(commercial)  
**Figs in fig bar cookies**  
Sherbet/sorbet

### **VEGETABLES**

Vegetables in bread (i.e.  
zucchini/carrot bread)  
Vegetables in muffins

### **SOUPS/COMBINATIONS**

Canned pasta with sauce  
Posole  
Spaghetti-O's

### **SNACKS**

Corn chips  
Potato chips

### **CONDIMENTS**

Barbecue sauce  
Mayonnaise  
Ketchup  
Maple syrup  
Mustard  
Salad dressing  
Salad oil  
Vegetable Seasonings  
Vinegar  
Dry spice mixes  
Pickle relish  
Achara

### **JUICES**

Sweetened grape juice  
Powdered drinks (i.e. Kool-  
Aid)  
"Ades" such as lemonade,  
limeade, orangeade  
Fruit "punch" (i.e.  
Hawaiian punch)  
Nectars (apricot, pear, peach,  
mango, etc.)  
Juice or juice blend "cocktails"  
(i.e. most cranberry juice  
beverages, cranberry juice  
cocktail)  
All Sports Drinks  
Awake  
Minute Maid Tangerine Juice  
Capri-Sun  
Crystal Light  
Minute Maid Naturals  
Five Alive  
Gatorade  
White Grape Juice  
(frozen concentrate)  
Squeeze-Its  
Sunny  
Delight Hi-C  
Tang  
Tropicana Twisters  
Welch's Orchard Tropicals

NOTE: Any "juice" with the  
following words listed on the  
label are *not creditable*:

**NECTAR, DRINK, BEVERAGE,  
COCKTAIL, PUNCH, or  
SWEETENED.**

REMEMBER: To read all labels  
and ingredient lists carefully.

The following added  
ingredients result in a  
sweetened drink and, thus,  
the juice is *not creditable*:

**NUTRASWEET, ASPARTAME,  
HIGH-  
FRUCTOSE CORN SYRUP,  
CORN SWEETENERS, SUGAR,  
or SUCROSE**

# Grains and Breads

Whole grain or enriched breads, cooked grains and pasta meet the requirements for ages one year above older.

**In order to receive reimbursement for bread and bread alternates; the first ingredient must be whole grain or enriched flour.** Make sure to check the ingredient list. Whole grains are the best choice because they have not been refined, so they have more fiber and certain nutrients. “Enriched” means that three of the B Vitamins (riboflavin, niacin, and thiamin) and iron are added back to the product after the milling process has removed them. However, this does not provide the same benefits as the unaltered version.

**At least one serving of grains per day must be whole grain-rich.** If you only serve one meal per day with a bread/grain component, then that meal must include a whole grain. Whole grain-rich foods are foods that contain 100 percent whole grains, or that contain at least 50 percent whole grains and the remaining grains in the food are enriched. This whole grain-rich requirement only applies to meals served to children; it does not apply to infant meals. Follow a few simple steps to determine if a grain is whole grain rich.

If a site is unable to serve the documented meal with the whole grain-rich grain due to extenuating circumstances, such as being forced to close before serving that meal due to severe weather, meals would not be disallowed on the basis that the whole grain-rich requirement was not met so long as the CE and/or site has documentation on file of the circumstances otherwise the least valuable meal of the day will be disallowed.

## **Non-mixed dishes - breads, cereals, and others**

A whole grain is listed as the first ingredient on the product's ingredient list or second after water. Some examples of whole grain ingredients are:

Whole wheat

Brown rice or wild rice

Oatmeal

Bulgur

Whole-grain Corn

Quinoa

Mixed dishes - pizza, burritos, and others

A whole grain is the first grain ingredient listed on the product's ingredient list, or multiple whole grains are the primary grain ingredient by weight. Proper documentation (manufacturer product formulation statement or the recipe, if homemade) is used as the basis for calculating the total weight of the grain ingredients that are not whole grain. All grains in the food that are not whole grain must be enriched. Whole grain-rich: if combined weight of whole grains is more than the weight of the other enriched grains. For example: a bread contains three grain ingredients:

Enriched wheat flour (40% of grain weight)  
Whole-wheat flour (30% of grain weight)  
Whole oats (30% of grain weight)

To determine if a grain is whole-grain rich:

Whole grains are the primary ingredient by weight:

1. Breads, cereals, and other non-mixed dishes: A whole grain is listed as the first ingredient on the product's ingredient list or second after water. Some examples of whole grain ingredients are whole wheat, brown rice or wild rice, oatmeal, bulgur, whole-grain corn, and quinoa. When a whole grain is not listed as the first ingredient, the primary ingredient by weight may be whole grains if there are multiple whole-grain ingredients and the combined weight of those whole grains is more than the weight of the other ingredients. All grains in the food that are not whole grain must be enriched (e.g., enriched flour).
2. Pizza, burritos, and other mixed dishes: A whole grain is the first grain ingredient listed on the product's ingredient list, or multiple whole grains are the primary grain ingredient by weight. All grains in the food that are not whole grain must be enriched (e.g., enriched flour).

The product includes one of the following Food and Drug Administration approved whole-grain health claims on its packaging:

"Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers."

OR

"Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease."

Whole grain-rich foods that contain high amounts of starches (e.g., tapioca starch, modified food starch, potato starch, legume flours, etc.) are discouraged in contributing toward the whole grain-rich requirement.

Follow a few simple steps to determine if a grain is whole grain rich.

Non-mixed dishes - breads, cereals, and others

A whole grain is listed as the first ingredient on the product's ingredient list or second after water. Some examples of whole grain ingredients are:

Whole wheat	Brown rice or wild rice
Oatmeal	Bulgur
Whole-grain Corn	Quinoa
Mixed dishes - pizza, burritos, and others	

A whole grain is the first grain ingredient listed on the product's ingredient list, or multiple whole grains are the primary grain ingredient by weight. Proper documentation (manufacturer product formulation

statement or the recipe, if homemade) is used as the basis for calculating the total weight of the grain ingredients that are not whole grain. All grains in the food that are not whole grain must be enriched.

Whole grain-rich: if combined weight of whole grains is more than the weight of the other enriched grains

For example: a bread contains three grain ingredients:

Enriched wheat flour (40% of grain weight)

Whole-wheat flour (30% of grain weight)

Whole oats (30% of grain weight)

### **How Do You Know When You Are Buying a Whole Grain Product?**

#### ***Check out the package!***

100% Whole Grain always means the product is made entirely with whole grain. That could be 100% whole wheat, whole oats, barley, or corn. Check the Ingredients List on the package label to see the placement of refined grain or flour in the product. Ingredients are listed in order of predominance by weight. If you are looking for whole grains, make sure whole grain is the first or second ingredient and that refined grain is low on the Ingredients List.

Other names for refined grains include:

- Enriched Flour
- Unbleached Flour
- Semolina
- Semolina Flour
- Durum Flour
- Rice Flour

It is okay if the refined flour is listed toward the bottom of the list (such as near the salt); that indicates most of the product is made with whole grain.

#### **Summary Tips**

- Refer to the Ingredients List; it is more informative than the Food Label for whole grains.
- Remember fiber is not the same as whole grain.
- Look for 100% whole grain.
- Check the placement of whole grains in the Ingredients List.
- Beware of meaningless terms like “good source,” “hearty grains,” “whole grain blend,” “multi-grain,” and “made with.”

### **Breakfast Cereals**

Breakfast cereals served to infants and children must contain **no more than 6 grams of sugar per dry ounce** (21.2 grams of sugar per 100 grams of dry cereal). Breakfast cereals include ready-to-eat cereals and instant and hot cereals. Day care homes may use any State agency’s Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) approved breakfast cereal list (see next page)

**This WIC list is not inclusive of all cereals.** Many store brand cereals meet the limited sugar requirement.

<b>CEREAL – NATIONAL BRANDS</b>	
<b>B &amp; G FOODS</b>	
Whole Grain Cream of Wheat	18-oz box only
<b>GENERAL MILLS</b>	
Cheerios	18-oz & 36-oz boxes only
Corn Chex	18-oz box only
Dora the Explorer	18-oz box only
Kix	18-oz box only
MultiGrain Cheerios	18-oz & 36-oz box only
Rice Chex	18-oz box only
<b>KELLOGG'S</b>	
All Bran Complete Wheat Flakes	18-oz box only
Corn Flakes	18-oz & 36 oz boxes only
Frosted Mini Wheats Original	18-oz & 36 oz boxes only
Rice Krispies	18-oz box only
Special K Original	18-oz box only
<b>MALT-O-MEAL</b>	
Blueberry Mini Spooners	18-oz & 36-oz bag only
Corn Flakes	18-oz box/bag only
Crispy Rice	18-oz box/bag & 36-oz bag only
Frosted Mini Spooners	18-oz box/bag & 36-oz bag only
Strawberry Cream Mini Spooners	18-oz box/bag & 36-oz bag only
Oat Blenders with Honey	18-oz box/bag & 36-oz bag only
Oat Blenders with Honey and Almonds	18-oz box/bag & 36-oz bag only
Original Hot Wheat Cereal	18-oz & 36-oz boxes only
<b>POST</b>	
Grape Nuts Flakes	18-oz box only
Honey Bunches of Oats Honey Roasted	18-oz box only
Honey Bunches of Oats with Almonds	18-oz box only
Honey Bunches of Oats with Vanilla Bunches	18-oz box only
Honey Bunches of Oats Whole Grain Almond Crunch	18-oz box only
Honey Bunches of Oats Whole Grain Honey Crunch	18-oz box only
<b>QUAKER</b>	
Instant Grits Original	18-oz box only
Life Original	18-oz box only

Alternatively, centers and day care homes may use the Nutrition Facts Label on the cereal packaging to calculate the sugar content per dry ounce.

- First, find the serving size in grams at the top of the Label and the sugars listed towards the middle.
- Next, divide the total sugars by the serving size in grams.
- If the answer is equal to or less than 0.212, then the cereal is within the required sugar limit and may be creditable in CACFP.

Breading on fish sticks, frozen chicken nuggets, fried chicken and so on *is not* creditable. However, breading on corn dogs *is* creditable as grains and bread item.

The only part of a crisp/cobbler that is reimbursable is the fruit. Be sure the portion size of the fruit meets the minimum requirements. Remember crisps and cobblers should be served sometimes and not every day. Other grain based desserts may occasionally be served as additional foods but are not reimbursable.

## **CREDITABLE**

Bagels  
Biscuits  
Boboli bread  
Boston brown bread  
Breads (whole wheat recommended)  
Bread sticks  
Cereal (ready-to-eat, instant and hot) *\*Must contain no more than 6 grams of sugar per dry ounce (21.2g of sugar per 100g of dry cereal)*  
Chow mien noodles  
Corn bread  
Corn Flour/Corn Masa  
Corn dog breading  
Couscous  
Crackers (specify) Crepes  
Croissants, Croutons, Dinner rolls, Dumplings  
Egg roll or wonton wrappers  
English muffins  
French bread  
Fried bread  
Grits  
Hominy  
Fruit/Vegetable breads (zucchini, banana, and pumpkin bread)  
Lefsa (Scandinavian unleavened bread)  
Millet  
Muffins  
Pancakes  
Pasta (spaghetti, macaroni, linguine, ravioli, various noodles)  
Pie crust, main dish  
Pita bread Pizza crust Polenta  
Popcorn  
Pretzels



Puff pastry  
Pumpernickel bread  
Quinoa  
Raisin bread  
Rice (brown and white) Wild rice  
Rice noodles  
Rice cakes  
Rolls - all types  
Roman meal bread  
Rye wafers  
Sopapillas  
Stuffing - HM and commercial  
Taco shells  
Tortillas (corn, wheat, flour)

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## **NOT CREDITABLE**

Bagel chips  
Breading (fish sticks, chicken nuggets, fried chicken)  
Breakfast bars  
Brownies  
Cakes  
Caramel corn  
Cereal - high in sugar, contains more than 6 grams of sugar per dry ounce (21.2g of sugar per 100g of dry cereal)  
Cereal bars  
Cheese puffs  
Chips  
Cobblers and crisps  
Cookies  
Corn - counts as a vegetable  
Corn chips  
Cupcakes  
Doughnuts – plain, glazed or filled  
Granola bars  
Ice cream cones  
Nut or seed meal or flour  
Poptarts / Toaster Pastry  
Potato chips  
Potato pancakes  
Pound cake  
Sweet rolls  
Top Ramen  
Tapioca  
Wheat germ

## APPENDIX A

Meal Rates	<u>Tier I</u>	<u>Tier II</u>
Breakfast	\$1.66	\$0.60
Lunch/Supper	\$3.15	\$1.90
Supplement	\$0.93	\$0.26

USDA Rates are effective July 1, 2024

## APPENDIX B

### INCOME STANDARDS FOR DETERMINING PROGRAM ELIGIBILITY

Effective July 1, 2024 through June 30, 2025

Family Size	ANNUAL	MONTHLY	WEEKLY
1	27,861	2,322	536
2	37,814	3,152	728
3	47,767	3,981	919
4	57,720	4,810	1,110
5	67,673	5,640	1,302
6	77,626	6,469	1,493
7	87,579	7,299	1,685
8	97,532	8,128	1,876
For each Additional Family member add+	+9,953	+830	+192

## APPENDIX C

### Capacity Limits – Registered Homes

#### Limits on Numbers of Children in Care by Age

Infants 0-17 months	Preschoolers 18 mos. and older	School Age Children 5-13 years	Maximum Allowed
0	6	6	12
0	5	7	12
0	4	8	12
0	3	9	12
0	2	10	12
0	1	11	12
1	5	4	10
1	4	5	10
1	3	6	10
1	2	7	10
1	1	8	10
1	0	9	10
2	4	2	8
2	3	3	8
2	2	4	8
2	1	5	8
2	0	6	8
3	3	1	7
3	2	2	7
3	1	3	7
3	0	4	7
4	2	0	6
4	1	1	6
4	0	2	6

## Capacity Limits for Licensed Homes

### One Person Caring for Children

Infants 0-17 Months	Preschoolers 18 months – 3 years	School-age 4-13 years
0	8	4
1	6	4
2	5	3
3	2	1
4	0	0

### Two People Caring for Children

Infants 0-17 months	Older Children 18 months & older
10	0
9	3
8	4
7	5
6	6
5	7
4	8
3	9
2	10
1	11
0	12

## NOTES

## NOTES



# Direct Deposit Form

**Please complete this form and attach a voided check. Submit this form to: SHDS, P.O. Box 28487, TX, 78755-8487 or fax to (512) 467-1453 or 1-888-467-1455. You can also email it to [forms@swhuman.org](mailto:forms@swhuman.org)**

298       Six Digit Provider ID Number (Not Licensing Number)

[illegible]

Phone

Please Check Action                      Effective Date

<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Month		Day		Year		

**Name of Financial Institution**[illegible]

**Account Number** (include hyphens but omit spaces and special symbols.)

Type of Account

[illegible]

## Routing Number

(All 9 boxes should be filled. First two numbers must be 01 through 12 or 21 through 32)

## Ownership of Account

two numbers must be 01 through 12 or 21 through 32)

Self Joint Other

**YOU WILL NEED TO ATTACH A VOIDED CHECK OR BANK STATEMENT CONFIRMING ACCOUNT AND ROUTING NUMBERS**

I hereby authorize SHDS to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by SHDS to my account. In the event that SHDS deposits funds erroneously into my account, I authorize SHDS to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until SHDS and Bank have received written notice from me of its termination in such time and in such manner as to afford SHDS and Bank reasonable opportunity to act on it.

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

If the account is a joint account or in someone else's name, that individual must also agree to the terms stated above by signing below.


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

## Instructions for Processing Direct Deposit Authorization

The information you are requested to provide on this form is confidential and is needed to process your Direct Deposit request. The information will be used to process reimbursement data from Southwest Human Development Services Corporation to the financial institution and/or its agent.

1. **Provider Information** (always complete this section)
2. **Financial Institution Name** (the name of the institution to which payments are to be directed)
3. **Account Number** (your account number at your financial institution)
4. **Type of Account** (put an "X" in the appropriate space to indicate a checking or savings account)
5. **Routing Number** (your financial institutions 9-digit routing transit number)
6. **Ownership of Account** (put an "X" in the appropriate space to indicate self, joint or other)
7. **Authorization** Sign and date the request form after you have carefully read the instructions and Privacy Act Statement

1. **ROUTING TRANSIT NUMBER** - Here you would put "021001082"

2. **ACCOUNT NUMBER** - Here you would put "123-456-789". Note the use of the dash symbol. (Include dashes where the symbol  appears on the check or card.

3. **ACCOUNT TITLE** (must include employee name)

4. **FINANCIAL INSTITUTION NAME**

5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing.

## Terms and Conditions for Participating in Direct Deposit

When you participate in Direct Deposit, you have the convenience of having your authorized reimbursements deposited directly into your account at your financial institution. **Direct Deposit is highly encouraged for all participants in Southwest Human Development Services Corporation.**

1. Your financial institution must be a member of an Automated Clearing House in order for you to participate in Direct Deposit.
2. You must complete this authorization form to enroll in the Direct Deposit program. A signed and dated form is required for processing. Once your form is received by Southwest Human Development Services there may be a short administrative processing period before the enrollment will become effective. If so, you will receive a "live" check during this period.
3. If an electronic transfer is returned to SHDS, or for any reason cannot be made to your account, SHDS will investigate the cause and after the funds are located, will issue a "live" check to you.
4. It is your responsibility to notify Southwest Human Development Services Corporation immediately of any changes in your account, such as account closure or change in account number. Complete this form and indicate the action is a **CHANGE**, and specify the new account information. There may be a short administrative processing period before the changes become effective. If there is an interruption the Direct Deposit service, you will receive a "live" check during this period.
5. Your financial institution or SHDS may cancel Direct Deposit. SHDS reserves the right to automatically cancel your participation in the Direct Deposit program upon termination of participation in the food program. SHDS assumes no responsibility for any bank charges incurred as a result of temporarily or permanently discontinuing Direct Deposit.

**If you have questions regarding this form, Direct Deposit or any electronic transfers to your account, call (512) 467-7916 or 1-800-369-9082 or by email to: [info@swhuman.org](mailto:info@swhuman.org)**