

**SOUTHWEST HUMAN DEVELOPMENT SERVICES**

**SELF-INSTRUCTIONAL / MANDATORY  
TRAINING**

**FOR**

**FAMILY CHILD CARE HOMES**

**October 2009 - 2010**

## **CACFP Annual Training Requirement**

### **Purpose:**

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.

Attached is your self-instructional training that must be completed and returned to us by **September 1<sup>st</sup>**. Failure to complete the mandatory training by the deadline will make your child care home **ineligible** for program benefits effective **October 1<sup>st</sup>**.

### **Instructions:**

Please read and review the training material in this packet. At the end of the packet, there is a test that must be completed and returned to us by the deadline. The first post-test is for the subject areas. Please read and review the Civil Rights packet and complete the Self-Study Questions at the end of the packet.

Please return only the **post-tests from this packet** and the **civil rights packet** (last two pages) in the envelope provided along with a **signed copy of the Training Certificate**. On the Certificate, write the **date you completed the training** and the **location that you took this training** (e.g., your home).

### **Training Certificate:**

Please **sign** the Training Certificate under “**Provider’s Signature**”.

**Return** the **Certificate** to us with your **two post-tests**.

Keep one copy of the certificate for yourself.

These **three items** must be mailed to:

Training  
c/o Southwest Human Development Services  
P.O. Box 28487  
Austin, TX 78755-8487

**A. Program Meal Patterns for the USDA Child and Adult Care Food Program**

Please review below the meal patterns for children ages, 1-12, including the components and serving sizes.

<b>Breakfast for Children</b> Select All Three Components for a Reimbursable Meal			
<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12<sup>1</sup></b>
<b>1 milk</b> fluid milk	1/2 cup	3/4 cup	1 cup
<b>1 fruit/vegetable</b> juice, <sup>2</sup> fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column. <sup>2</sup> Fruit or vegetable juice must be full-strength. <sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.			

## Lunch or Supper for Children

Select All Four Components for a Reimbursable Meal

<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12<sup>1</sup></b>
<b>1 milk</b> fluid milk	1/2 cup	3/4 cup	1 cup
<b>2 fruits/vegetables</b> juice, <sup>2</sup> fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds <sup>5</sup> or yogurt <sup>6</sup>	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1/2 oz. 4 oz.	1½oz. 1½ oz. 1½ oz. 3/4 3/8 cup 3 Tbsp. 3/4 oz. 6 oz.	2 oz. 2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 1 oz. 8 oz.

<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

<sup>2</sup> Fruit or vegetable juice must be full-strength.

<sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

<sup>4</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.

<sup>5</sup> Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

<sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.

## Snack for Children

Select Two of the Four Components for a Reimbursable Snack

<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12<sup>1</sup></b>
<b>1 milk</b> fluid milk	1/2 cup	1/2 cup	1 cup
<b>1 fruit/vegetable</b> juice, <sup>2</sup> fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or cheese or egg <sup>5</sup> or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt <sup>6</sup>	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1 oz. 4 oz.

<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

<sup>2</sup> Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

<sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

<sup>4</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.

<sup>5</sup> One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

<sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.

## Reimbursable Meals

SHDS can reimburse you for up to two main meals (breakfast, lunch or dinner) and one snack per child per day **or** one main meal and two snacks per day per child. A reimbursable meal is one which meets the minimum requirements for quantities and food groups as specified by the U.S. Department of Agriculture. If insufficient quantities or missing meal components are served, this meal cannot be claimed for reimbursement. Parents cannot provide food for meals claimed by the provider, except for infant formula or breast milk. Meal pattern requirements are based upon the nutritional needs of young children as set by the National Academy of Sciences. It has been demonstrated that these general meal patterns supply children with most of the nutrients over a period of time that are necessary for good health.

Please review the Infant Meal Pattern chart for Infants, birth through 11 months.

Child Care Infant Meal Pattern Breakfast		
<i>Birth through 3 Months</i>	<i>4 through 7 Months</i>	<i>8 through 11 Months</i>
<b>4-6 fluid ounces of formula<sup>1</sup> or breastmilk<sup>2,3</sup></b>	<b>4-8 fluid ounces of formula<sup>1</sup> or breastmilk<sup>2,3</sup>;  0-3 tablespoons of infant cereal<sup>1,4</sup></b>	<b>6-8 fluid ounces of formula<sup>1</sup> or breastmilk<sup>2,3</sup>; and  2-4 tablespoons of infant cereal<sup>1</sup>; and  1-4 tablespoons of fruit or vegetable or both</b>
<p><sup>1</sup> Infant formula and dry infant cereal must be iron-fortified.  <sup>2</sup> Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.  <sup>3</sup> 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 if the infant is still hungry.  <sup>4</sup> A serving of this component is required when the infant is developmentally ready to accept it</p>		

Child Care Infant Meal Pattern Lunch or Supper		
<i>Birth through 3 Months</i>	<i>4 through 7 Months</i>	<i>8 through 11 Months</i>
4-6 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup>	4-8 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup> ;  0-3 tablespoons of infant cereal <sup>1,4</sup> ; and  0-3 tablespoons of fruit or vegetable or both <sup>4</sup>	6-8 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup> ;  2-4 tablespoons of infant cereal <sup>1</sup> ; and/or  1-4 tablespoons of meat, fish, poultry, egg yolk, cooked dry beans or peas; or  ½-2 ounces of cheese; or  1-4 ounces (volume) of cottage cheese; or  1-4 ounces (weight) of cheese food or cheese spread; and  1-4 tablespoons of fruit or vegetable or both
<p><sup>1</sup> Infant formula and dry infant cereal must be iron-fortified.</p> <p><sup>2</sup> Breastmilk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.</p> <p><sup>3</sup> 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.</p> <p><sup>4</sup> A serving of this component is required when the infant is developmentally ready to accept it</p>		

Child Care Infant Meal Pattern Snack		
<i>Birth through 3 Months</i>	<i>4 through 7 Months</i>	<i>8 through 11 Months</i>
4-6 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup>	4-6 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup>	2-4 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup> , or fruit juice <sup>5</sup> ; and  0-½ bread <sup>4, 6</sup> or  0-2 crackers <sup>4, 6</sup>
<p><sup>1</sup> Infant formula and dry infant cereal must be iron-fortified.</p> <p><sup>2</sup> Breastmilk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.</p>		

<sup>3</sup> 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.

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

<sup>5</sup> Fruit juice must be full-strength.

<sup>6</sup> A serving of this component must be made from whole-grain or enriched meal or flour.

The parents may provide the breast milk or infant formula if both parties agree that the parent will provide it. Whole milk may not be served to an infant under one year old without a note from a Medical Doctor or Nurse Practitioner. Avoid serving infants foods that could choke them such as hot dogs, grapes, and fish sticks. Remember that the bread component must always be Iron Fortified Infant Cereal to meet the protein requirement. If you are serving meat; avoid processed food and mixed or combination dinners that have an insufficient quantity of meat.

### **Family Style Meal Service**

Almost without exception, meals are served "family style" in day care homes. This method affords some latitude in the size of initial servings because more food can be served immediately at the table. This latitude must be exercised in compliance with the following practices:

1. Enough food must be prepared or made available to provide minimum portions of the family style components for all children at the table, and to provide enough food if supervising adults are eating;
2. The minimum regulatory portion must be offered to the child and some amount of each required component must be served; and
3. The provider must actively encourage the child to accept a full portion during the course of a meal.

If the provider has prepared and offered the minimum amounts, the provider has met program responsibilities. The provider may claim these meals or snacks even

if the child eats little or none of the offered meal. However, foods offered or served must be recorded on the menu record for credit to be given for any meal.

### **Creditable Foods**

Many foods are not creditable for the CACFP because they lack enough nutrients or served in quantities that are insufficient to meet the meal requirements. Please refer to your Provider Handbook for a detailed listing of creditable and non-creditable foods to avoid meal disallowances.

The most common meal disallowances are listed below:

1. Menu is missing or incomplete  
Check over your menus before mailing them; often, providers leave off items that they served, such as milk.
2. Missing or doesn't meet the requirement for bread/bread alternate  
Most common bread disallowances:
  - No cereal type specified
  - No IFIC for infant at breakfast
  - Counting potatoes as a bread (they are a vegetable)
3. Non-reimbursable food item served.  
Examples:
  - Pudding
  - Jello
  - Popcorn
  - Hominy
  - Water
  - Corn tortilla chips, taco shells, corn tortillas (must be enriched, whole-grain, stone-ground, corn meal, corn flour or fortified corn)
4. Need two foods from two different food groups at snack  
Most commonly served: two fruits/vegetables
5. Missing or doesn't meet requirement for fruit/vegetable  
Most commonly claimed: macaroni/noodles, chili/cheese, rice chicken noodles soup, dressing
6. Missing second fruit or vegetable  
Lettuce and tomato count as ONE vegetable. The fruit or vegetable requirement must be served in TWO separate menu items.
7. Child not enrolled on the program this month

8. Missing or doesn't meet the requirement for milk  
Only FLUID MILK meets the milk requirement. You may not serve cheese, yogurt, pudding, etc. in place of fluid milk
9. Missing or doesn't meet the requirement for meat  
Most commonly disallowed when the type of meat served is not specifically written. Examples: pizza, ravioli, tacos, lasagna, etc.
10. You may only claim two main meals and one snack or two snacks and one main meal per child per day.

### **Accommodating Special Needs Diets**

Substitutions may be made in the meal patterns for children with special medical or dietary needs if the parents of these children provide a statement from a doctor that specifies recommended alternate foods. A special diet statement is required when a child's diet deviates from the requirements of the CACFP meal pattern for the age group of the child. The statement must indicate the child's name and age, name of the Physician or Certified Nurse Practitioner and signature. The statement should also include beginning and end date (if any) for the exception. The statement is **not valid** if signed by anyone other than the MD or PA. A copy of the statement must be submitted with the menus for the month in which the variation occurred to our offices. According to Federal CACFP regulations, "If the provider supplies and incurs costs for at least one required meal component and the component(s) for which no cost is incurred are needed for **MEDICAL REASONS**, then the meal/snack may be claimed for reimbursement. The provider must obtain a special diet statement with required information, **signed by a Medical Doctor or Certified Nurse Practitioner.**"

# Menu Planning for the CACFP

## MEAT AND MEAT ALTERNATES

Lunch and supper must contain a serving of meat or meat alternate. Snacks may contain a serving of meat or meat alternate as one of the two components. Meat or meat alternates are not required at breakfast, but may be served as an “optional” item.

### Extenders/Binders

Meat/meat alternates are not reimbursable if they contain any of the following:

- Dried milk or calcium-reduced skim milk or whey
- Soy flour
- Soy protein or isolated soy protein
- Starchy vegetable flour
- Cereal

### Reimbursable Meat/Meat Alternates

A serving of meat is lean meat without bone, including pork, lamb, veal, turkey, fish, and chicken. Reimbursable meat alternates include: eggs, peanut butter, cheese, seeds/nuts, cooked dry beans and peas and yogurt.

**Yogurt is credited at a ratio of four ounces of yogurt to one (1) ounce of meat/meat alternate.**

### Commercially Purchased Processed Foods

Purchased foods such as ravioli, chili, spaghetti with meat sauce, beef stew or pot pies are only reimbursable if they contain a valid CN (Child Nutrition) Label, or if you obtain a product analysis sheet signed by an *official* of the manufacturer. An example of a CN label and product analysis follows. If the product does not have a CN label or you do not have a product analysis sheet, you may not serve it, unless you add enough meat/meat alternated to the dish to meet program requirements and you document this on your menus as “added” or “extra” and specify the type of meat or meat alternate. If these same foods are homemade, they are reimbursable, but must be labeled as **homemade** (H.M.) on your menu and you must specify the type of meat/meat alternate in your recipe.

# FRUITS AND VEGETABLES

Breakfast must contain one serving of a fruit, vegetable, or a full-strength juice. Lunch or supper must contain two or more fruits or vegetables, or one of each.

## **Nutritional Content of Fruits and Vegetables**

Vegetables provide fiber, iron, minerals, vitamins A and C, and many other nutrients. Fresh fruits offer the most nutrients, but frozen and canned products can also be good sources of nutrients. Serving a variety of fruits and vegetables is encouraged because it exposes children to new foods and many different nutrients.

## **Full-Strength Juice**

All juice served must be 100% juice. The percentage of juice is on the product label. Juice can be served at breakfast. Full-strength juice is reimbursable at lunch or supper as ONE of the two required fruits/vegetables. Juice may be served at snack, but not if milk is the only other component offered at snack. Fruit Punch is not reimbursable.

## **Home Canned Products**

Home canned products are NOT reimbursable, due to health and safety reasons.

## **Home Grown Vegetables or Fruits**

Home grown products are reimbursable, if the garden vegetable or fruit is in compliance with all pesticide uses (using only a pesticide that is labeled for that specific vegetable or fruit, and following all label directions). In addition, the vegetables or fruit must be properly washed prior to consumption.

## **Combination Foods**

Combinations of vegetables on items such as those listed below count as ONE fruit/vegetable, regardless of how much is served.

- Lettuce, onions, and tomato on sandwiches or tacos

- Mushrooms and green peppers on pizza
- Peas and carrots in a chicken pot pie
- Carrots and potatoes in a beef stew or soup
- Lettuce and tomatoes in a salad
- Peaches, pears and pineapples in fruit cocktail

## **GRAINS / BREADS**

Breakfast, lunch and supper must contain one serving of grains/breads. A CACFP snack may contain a grain/bread as one of the two components.

### **Criteria for Determining Acceptable Grains/Breads**

1. The item must be whole-grain or enriched or made from whole-grain or enriched meal or enriched flour. If it is a cereal, the product must be whole-grain, enriched or fortified. Fortified is the addition of one or more nutrients (vitamins, minerals, or protein) to a food so it contains MORE of the nutrients than were originally present.

#### **LOOK FOR THESE INGREDIENTS ON GRAINS/BREADS PRODUCTS**

- Bran and/or germ
- Bulgur
- Corn meal or enriched corn meal
- Corn (\*only if label says whole-grain, whole ground, whole germ, corn flour, or stone ground)
- Enriched corn grits
- Enriched or whole-grain meal or flour
- Oats
- Rice (enriched or whole-grain)
- Whole wheat

#### **THE FOLLOWING ARE NOT CONSIDERED WHOLE GRAINS**

- Corn
- Degermed corn

- Barley
- Milled rice
- Rice
- Wheat
- Wheat flour
- Yellow degermed corn
- Ground corn, ground corn treated with lime, or masa

2. Enriched or whole-grain meal or flour, bran and/or germ do not have to be the first ingredient on the label, but it must be one of the ingredients on the label. The label **MUST** show that the product is enriched or whole-grain; made from enriched or whole-grain meal or flour, bran and/or germ, or fortified.
3. The item must be served in quantities specified in the regulations (see EXHIBIT A – GRAINS/BREADS FOR THE CHILD NUTRITION PROGRAMS, page 75)
4. For homemade bread products, the serving sizes listed in Exhibit A can be used. You may also determine the amount of enriched or whole-grain meal or flour in each serving. Each serving must contain a minimum of 14.75 (0.52 oz) of enriched or whole-grain meal or flour.

### **A SPECIAL NOTE ABOUT CORN PRODUCTS**

Items made with corn, such as taco shells or corn tortillas may NOT be creditable. If the ingredient list on the label says “corn” or “degermed corn,” “yellow degermed corn,” or “ground corn” the product is not reimbursable. If the label specifies whole-grain corn, whole ground corn, whole germed corn, corn flour, or stone ground corn, the product is reimbursable.

**FOR CORN PRODUCTS, YOU MUST SPECIFY THE TYPE OF CORN ON YOUR MENUS. For example, instead of listing “corn tortillas” on your menu, you must list “whole-grain corn tortillas” “corn flour tortillas” “corn flour tortillas” or “stone ground corn tortillas.”**

## GRAINS / BREADS

Here are a few more helpful hints for the grains/breads group:

- Enriched or whole-grain pie crust in a fruit pie or cobbler will count as Grains/Breads at **snack only**. Enriched or whole-grain crust on a fruit turnover or popover will count as Grains/Breads at **breakfast and snack**.
- Whole-grain, enriched or fortified breakfast cereal (cold, dry or cooked) may be served at **any meal**. When the ingredient label does not specify that the cereal contains one or more of the creditable grains, check the Nutrition Facts Label to see if the cereal has been enriched or fortified with *all four* of the following nutrients:
  - Iron
  - Thiamin
  - Riboflavin
  - Niacin
- Coffee cake, doughnuts, sweet rolls, or formulated grain-fruit products may be served at **breakfast and snack** when made with enriched or whole-grain meal or flour.
- Enriched or whole-grain rice used in rice pudding or enriched or whole-grain bread used in bread pudding may be counted toward meeting meal pattern requirements for **snack only**.
- Cookies may be served for **snack only**, when made with enriched or whole-grain meal or flour.

- Vegetable and fruit breads such as banana, zucchini, carrot and cranberry may be counted as Grains/Breads at **all meals** if made with enriched or whole-grain meal or flour.
- Bran and germ are credited the same as whole-grain meal or flour.

### **GRAINS/BREADS THAT MAY ONLY BE SERVED AT CERTAIN MEALS**

**The following grains/breads are reimbursable at SNACK only:**

- COOKIES
- PIE CRUST ON FRUIT PIES
  - CAKE
- BROWNIES

*These items are high in fat and sugar and low in nutrients. Please limit your use of these items to less than twice per week!*

**The following grains/breads are reimbursable at BREAKFAST and SNACK only:**

- DOUGHNUTS    GRANOLA BARS
- SWEET ROLLS    TOASTER PASTRIES
- GRAIN FRUIT BARS    COFFEE CAKE

*We highly recommend that you limit the use of high fat, high sugar grain products. They should be used for special occasions or for a “treat” every now and then. However, many reimbursable grains/breads are poor choices nutritionally. Build your menus around more nutritious grains, such as pasta, rice, whole grain breads and cereals. These items offer many more nutrients and fiber and are generally less expensive than high fat, high sugar items.*

# MILK

Fluid milk must be served at all breakfasts, lunches, and suppers to be reimbursed. Fluid milk may be served at snack as one of the two components, as long as juice is not the other component served.

## **Creditable Milk**

For milk to be reimbursable, it must be fluid flavored or unflavored pasteurized milk.

Milk can be whole, low-fat, skim, or buttermilk. **(Low fat or skim milk is not recommended for children under two years of age because they need additional fat in their diets for normal growth and development).** Reconstituted dry milk does not fit the definition of fluid milk and is not creditable.

## **Nutritional Content of Milk**

Milk provides calcium, riboflavin, protein, Vitamin A and Vitamin D.

## **Children with Milk Allergies**

If a child in your care is unable to drink milk, a medical statement must be on file with our office. **It must state what substitute the child can have and be signed by the doctor.**

## **Other “Dairy” Products**

Yogurt, cheese, ice cream, custard and pudding are **not creditable as *milk* components.**

Yogurt may be served as a meat alternate at **any meal**. Cheese is a meat alternate at snack, lunch or supper. Ice cream, *frozen* yogurt, custard and pudding are not reimbursable on the food program.

# FEEDING INFANTS

The most rapid period of growth humans experience is during the first four months of life. Good nutrition is essential during the first year of life. The infant meal pattern (page 60) is designed to allow for gradual introduction of solid foods and encourages formula or breast milk up to the 1<sup>st</sup> birthday.

## SUMMARY OF THE INFANT MEAL PATTERN

- **Infants 0-3 months**

Iron-fortified infant formula (IFIF) or breast milk only.

Meals can be claimed even if parent supplies IFIF.

Providers can claim breast-fed infant.

- **Infants 4-7 months**

Only IFIF or breast milk is required.

Provider or parent may provide the formula and provider may serve optional meal components, i.e., Iron-Fortified Infant Cereal (IFIC) at breakfast, lunch or dinner. There is not an optional component at snacks for this age group – it must be formula or breast milk. Breast milk can be claimed for any child.

- **Infants 8-11 months**

Infants must have IFIF or breast milk at breakfast, lunch and supper.

Infants may have IFIF or breast milk or juice at snack.

Breakfast: IFIF/formula and fruit/vegetable and IFIC.

Lunch/Supper: IFIF/formula and fruit/vegetable and IFIC or meat/meat alternate

Please use an infant menu for infants under one year of age. Formula or breast milk can be claimed for a child until the child turns thirteen months. Once the infant turns one year old, he or she must be on the regular menus.

100% juice is creditable **only at snacks** from 8 months of age up to the first birthday. Please note that juice should not be offered to infants until they are able to drink from a cup. This prevents behaviors that contribute to baby bottle tooth decay.

**INFANTS MAY NOT RECEIVE FORMULA AFTER 13 MONTHS OF AGE. IF AN INFANT REQUIRES FORMULA AFTER 13 MONTHS, WE MUST HAVE A DOCTOR'S STATEMENT.**

## **FORMULA FEEDING**

During the first 4-6 months of life, all of the nutrients and calories required by infants can be supplied in iron-fortified infant formula or breast milk. Infants are born with iron stores that are quickly depleted and must be replaced. The CACFP meal pattern requires formula or breast milk until infants are at least 8 months of age. Iron-fortified infant formula (IFIF) contains one (1) milligram or more of iron per 100 kilocalories of formula when properly prepared according to label directions for infant consumption.

## **BREAST FEEDING**

Meals containing only breast milk are reimbursable for infants 0-3 months of age.

**Providers are eligible to claim breast-fed babies.** After infants turn 4 months, breakfast, lunch, or supper may be claimed. For infants 4 months through 7 months of age, there is not another meal requirement besides breast milk or formula at snacks.

## **CREDITABLE INFANT FORMULAS**

### **Milk-based Infant Formulas**

- Carnation Good Start with Iron
- Enfamil with Iron
- Gerber Baby Formula with Iron
- Similac with Iron
- Lactofree with Iron

### **Soy-based Infant Formulas**

- Alsoy
- Gerber Soy Baby Formula
- Isomil
- Isomil SF
- Prosobee

**Follow-up Formulas, when served to ages indicated below:**

**(These formulas require a medical statement if served to infants less than 4 months of age)**

- Carnation Follow-Up Formula with Iron (milk-based) – This formula is specifically designed for infants 4 to 12 months of age and older who are eating cereal and other baby foods
- Carnation Follow-Up Soy Formula (soy-based) – This formula is specifically designed for infants 4-12 months of age and older who are eating cereal and other baby foods.

**Next Step Formulas**

**(These formulas require a medical statement if served to infants less than 6 months of age)**

- Enfamil Next Step Toddler Formula (milk-based) – This formula is designed as an alternative to cow’s milk for older infants (6 months of age or older)
- Enfamil Next Step Toddler Formula (soy-based) – This formula is designed as an alternative to cow’s milk for the toddler with milk sensitivities

**FORMULAS WHICH REQUIRE A MEDICAL STATEMENT**

**Low-iron Infant Formulas (contain less than 1 mg per 100 kilocalories)**

- Low-iron versions of Similac or Enfamil

**“Follow-up” Formulas Served to Infants Less than Specified Age**

- See above (follow up and next step formulas)

**Exempt infant formulas**

- Nutramigen
- Pregestimil
- Alimentum
- Lofenalac

**REIMBURSEMENT MAY BE CLAIMED FOR AN INFANT 0-12 MONTHS WHOSE PARENT PROVIDES BREAST MILK OR FORMULA IF THE PARENT AGREES.**

Formula fed babies usually will want to be fed every 3 to 4 hours. The amount of formula consumed can vary from day to day and meal to meal. When the baby stops nursing and turns his or her head away, he or she is signaling that she has had enough. Babies may eat less if they are teething or not feeling well, or they may eat more if they are going through a growth spurt.

**NON-CREDITABLE MILK FOR INFANTS**

- Skim milk
- 1% milk
- 2% milk
- Goats milk
- Soybean milk

*A Special Diet Statement signed by a medical doctor is required to reimburse for meals including these milk products.*

## **FEEDING SOLID FOODS**

Most babies are ready to start solid food sometime between 4 and 7 months of age. A baby is ready to start solid food when he sits up, opens his mouth when something approaches, and draws in his lower lips as a spoon is removed from his mouth. Baby's readiness for solid foods should be discussed with the parents. Continue to consult with parents regarding the foods you they have introduced. This way, you will be able to follow the parents' schedule as well as help you identify food allergies or intolerance.

## **THE INFANT MEAL PATTERN FOR INFANTS 4-11 MONTHS OF AGE**

- Until the infant is 8 months of age, formula is the only required component.
- Once the infant turns 8 months, the meal pattern changes to:
  - Breakfast:** IFIF or breast milk, Fruit or Vegetable and IFIC
  - Lunch/Supper:** IFIF or breast milk, Fruit or Vegetable and IFIC or a meat/alternate
  - Snack:** IFIF or breast milk, Crusty bread/crackers (crusty bread/crackers are optional)
- After 1 year of age, infants should be on the regular menu. If the infant is still consuming formula, a doctor's statement is required after the thirteenth month.

## **INFANT FRUITS AND VEGETABLES**

### **REIMBURSABLE COMMERCIAL BABY FOODS**

- Commercial baby food fruits and vegetables which list fruit or vegetables as the first ingredient listing on the label.
- Commercial baby food fruits and vegetables which contain multiple fruits or multiple vegetables, and list fruit or vegetable as the first ingredient listing on the label.

### **NON-REIMBURSABLE COMMERCIAL BABY FOODS**

- Commercial baby food "**dinners**" which list fruit or vegetable as the first ingredient.
- Commercial baby foods in the "**jarred cereal with fruit category**".

- Commercial baby foods in the “**dessert**” category (these generally have “**dessert**” as part of the product name on the front of the label) which list a fruit as the first ingredient in their ingredient listing.

**EXAMPLES OF CREDITABLE INFANT VEGETABLES** (*Includes Beginners, Strained and Juniors*)

- ✓ Beets
- ✓ Carrots
- ✓ Garden Vegetables
- ✓ Green Beans
  - ✓ Peas
  - ✓ Squash
- ✓ Sweet Potatoes
- ✓ Growing Healthy - Frozen
  - ✓ Carrots
- ✓ Garden Vegetables
  - ✓ Peas
  - ✓ Squash

**EXAMPLES OF CREDITABLE INFANT FRUITS** (*Includes Beginners, Strained and Juniors unless otherwise specified*)

- ✓ Applesauce
- ✓ Applesauce Apricot
- ✓ Apples & Apricots
- ✓ Apple Blueberry
- ✓ Apples & Pears
- ✓ Bananas (Beginners only)
  - ✓ Peaches
- ✓ Peaches & Bananas (1<sup>st</sup> foods only)
  - ✓ Pears
- ✓ Pear & Pineapple
- Prunes (1<sup>st</sup> foods only)

**INFANT MEAT / MEAT ALTERNATES**

**Reimbursable Commercial Baby Foods**

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

**PLEASE NOTE:**  
***Infant foods that contain WATER as the first ingredient on the product labels are NOT reimbursable for infants.***

## **Non-Reimbursable Commercial and Baby Foods**

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

## **BREAD, CRACKERS AND INFANT CEREALS**

### **Reimbursable Bread and Cracker-type Products for Infants**

- ✓ The following foods must be made from whole-grain or enriched meal or flour in order to be reimbursable in the bread and crackers categories of the Infant Meal Pattern.

#### **Bread:**

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

### **Cracker-type products:**

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

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

Certain foods in this category are inappropriate for infants because they may contain ingredients that can cause allergies (pancakes, waffles, or muffins made with whole eggs), cause choking (hard pretzels, cookies, bread sticks, tortilla chips, granola bars, croutons, crunchy waffles, and many ready to eat breakfast cereals), or add additional calories without being nutrient-dense foods (donuts, cake, brownies).

### **Reimbursable Infant Cereal:**

Infant cereal in the Infant Meal Pattern is defined as “any iron-fortified dry cereal specifically formulated for and generally recognized as cereal for infants that is routinely mixed with formula or milk prior to consumption”. The package should include the words “**Cereal for Baby,**” and the cereal should be **iron fortified with at least 45% of the Percent Daily Value for iron.** This information is on the Nutrition Facts label of the infant cereal.

Examples of reimbursable infant cereals include:

BARLEY, CORN, HIGH PROTEIN, MIXED, OATMEAL,  
AND RICE.

### **Non-Reimbursable Infant Cereals:**

- Iron-fortified dry infant cereal *containing fruit*. Some examples include: Mixed cereal w/ Applesauce & Banana; Oatmeal w/ Applesauce & Banana; Oatmeal w/ Banana; Rice Cereal w/ Bananas, w/ Applesauce & Banana, or w/ Mango.
- Commercial jarred baby food cereals (which are “wet”, *not* “dry”).
- Ready-to-eat breakfast “adult” cereal (cold dry) and cooked breakfast cereals (such as farina or oatmeal). Do not feed ready-to-eat cold or cooked breakfast cereals with nuts, seeds, raisins and hard pieces of whole-grain kernels or other hard food pieces to infants because they pose a choking risk.

### **FRUIT JUICES FOR INFANTS**

Full-strength fruit juice (regular or infant juice ) is the only type of juice product which qualifies for reimbursement for SNACK for infants **8 – 11 months** of age in the Infant Meal Pattern. **It is *recommended* (but not required) that the following types of juices are selected:**

- ◆ Fruit juice containing or fortified with Vitamin C (Vitamin C promotes the body’s absorption of iron in food).
- ◆ Only pasteurized fruit juice because some kinds of juices and cider have not been pasteurized and may contain harmful bacteria.

Frozen concentrate, shelf stable juice in hermetically-sealed containers, including infant juices, and canned juices are processed or pasteurized to eliminate harmful bacteria.

**NOTE:** Vegetable juices and fruit juices *with* yogurt are NOT reimbursable in the Infant Meal Pattern because by regulation, *only full-strength juice is reimbursable*.

### **EXAMPLES OF CREDITABLE JUICES**

- ✓ Apple Juice
- ✓ Apple Banana Juice
- ✓ Apple Cherry Juice
- ✓ Apple Cranberry Juice
- ✓ Apple Grape Juice
- ✓ Apple Peach Juice
- ✓ Apple Plum Juice

- ✓ Apple Prune Juice
- ✓ Guava w/Mixed Fruit Juice
- ✓ Mango w/Mixed Fruit Juice
  - ✓ Orange Juice
- ✓ Papaya w/Mixed Fruit Juice
  - ✓ Pear Juice
  - ✓ Pear Grape Juice

## **NON-CREDITABLE INFANT FRUIT DESSERTS**

**(INFANT DESSERTS ARE NOT REIMBURSABLE FOR INFANTS PARTICIPATING ON OUR FOOD PROGRAM !!)**

Apricot Yogurt Dessert	Banana Apple Dessert
Banana Pudding	Banana Yogurt Dessert
Banana Vanilla Dessert	Cherry Vanilla Dessert
Dutch Apple Dessert	Fruit Dessert
Guava	Hawaiian Delight
Mango	Mango, Bananas & Passion Fruit
Mixed Fruit Yogurt Dessert	Papaya
Papaya Pineapple	Peach Cobbler
Peaches & Mango	Peach Yogurt Dessert
Pear Yogurt Dessert	Pineapple Banana
Pineapple Orange Dessert	Strawberry Banana Yogurt Dessert
Tropical Fruits	Tutti Frutti
Vanilla Custard Pudding	

## **NON-CREDITABLE COMBINATION DINNERS**

*(Includes strained, junior, Simple Recipe and Graduates)*

Beans & Rice  
 Beef Egg Noodle  
 Broccoli Carrots Cheese  
 Broccoli & Chicken (Simple Recipes)  
 Carrots & Beef (Simple Recipes)  
 Chicken & Rice  
 Chicken Noodle Dinner  
 Green Beans & Turkey (Simple Recipes)  
 Macaroni, Alphabets w/Beef & Tomato Sauce  
 Macaroni, Tomatoes & Beef  
 Noodles & Chicken  
 Rice w/Beef & Tomato Sauce (Chunky)  
 Saucy Rice w/Chicken  
 Spaghetti Tomato Sauce & Beef  
 Turkey Rice Dinner  
 Vegetables & Bacon  
 Vegetables & Beef  
 Vegetable Chicken

Vegetable, Egg Noodles & Chicken  
Vegetables & Ham  
Vegetable Turkey Dinner

**GERBER GRADUATES** – none are creditable

**GROWING HEALTHY – FROZEN**

Pasta, Chicken & Vegetables  
Vegetables & Beef  
Vegetables & Chicken

*Note: Any reference to brand names does not constitute endorsement by Southwest Human Development Services. They are provided for information purposes only.*

## **Recording your Meal Counts**

*Copies of Menu Records must be readily available at the time of any authorized monitor's visit.*

If your facility is visited and the primary caregiver is not present; the substitute must be able to provide the monitor with currently kept menus as well. Substitutes should be instructed as to which records will be required in the event of a monitor's review.

Menu Records must be maintained on a daily basis.

Providers are strongly encouraged to complete the menus each day immediately following the meal service and to post their menus in a place readily accessible to parents and others that may enter the facility. If a provider is not current on CACFP records during a home visit by an authorized monitor, a deduction will be made for all meal count and menu records not completed. These records must be maintained on the forms provided by SHDS. All other forms of records such as notebook paper or spirals are not acceptable. Providers will be given an ample supply of the required forms at each SHDS monitor visit. Please notify your Program Coordinator or the Austin office of SHDS if additional forms are needed.

## **Claims Submission**

Claims must be mailed by the **third day** following the end of the month. Claims received after the tenth of the month cannot be guaranteed for payment. Mishandling on the part of the Postal Service, postage due or other unforeseen difficulties cannot be considered exceptions to this rule. Fax transmission of any records is **not** acceptable because they are not readable by the scanner.

Please send original copies of enrollment records as they contain original parent signatures. All records submitted to SHDS become Program property. Claim records

must be complete when they arrive for processing. Missing records may be submitted if inadvertently left out of the original mailing **up to the point the claim has been submitted to the state for payment.** For your protection, please retain the carbon page of all forms in case the originals are lost or not received.

**Hint: To guarantee receipt by the required date, please be sure to use sufficient postage; usually, three first-class stamps will work.**

For providers who are using the Minute Menu online system, the same rules apply on the submission date. Go to the Utility Area on the Program, and click it. Go to Claims and choose the month you are submitting. Be sure to mail your Child Enrollment Forms on or preferably prior to the Third day of each month.

### **Late Claims**

Late claims are honored if received within 45 days from the end of the claim month. If time permits, we will call you if your claim is not received before we file with the state.

Late claims are processed in the next claim payment cycle – therefore, your reimbursement may be delayed.

### **Amended Claims**

Providers who consistently file late claims may or may not be added to an amended claim at the discretion of the Program Director. Do not be late!

### **Review Procedures**

#### **Purpose and Frequency:**

It is our responsibility to monitor food service operations in the homes under our sponsorship. The monitor visits will occur up to three times a year. One of these visits will be performed within the first four weeks of operation if the home is new to the Program. No more than six months may elapse between any two reviews. SHDS staff will perform the monitor reviews of your meal service in your home at your designated meal time. Items that will be reviewed include:

menus, records of meals served, licensed capacity and enrollment and sanitation. If a day care home regularly provides child care and meal service on weekends, one of the three reviews will occur on one of these weekend days. Two of the monitor visits to facilities will be conducted on an unannounced basis, and one monitor visit will be pre-announced or scheduled

**Review Elements:**

The purpose of these visits is: a) to assist each provider in meeting CACFP meal requirements; b) to assist each provider in accurate report preparation so that it truthfully reflects service for the claim period; c) to assure that all State and Federal laws pertaining to operation of the CACFP and the Agreement (1542) between the sponsor and the provider are being upheld and that the terms of the contract between SHDS and the State of Texas are also upheld. Providers must allow authorized monitors of Southwest Human Development Services, Texas Department of Family and Protective Services, Texas Department of Agriculture and the United States Department of Agriculture access to their facility during regular operation hours for record or facility review. **Failure to allow admittance may result in suspension and/or revocation of CACFP benefits and/or license to operate their facility. Any records submitted for that month will be reduced on the day entry was refused to the monitor.**

If there is an illness within the facility or any other reason that would make the monitor question entering the facility, the monitor *at his/her discretion* may review that month's records at the door of the facility or in their car. The monitor will return if 1) no meal service was observed, 2) the provider is not home and 3) only residential children are present at the time of the visit.

**Block Claiming**

The federal government has recently issued a new policy requiring sponsoring organizations to conduct an unannounced follow-up visit when a provider has submitted what looks to be a block claim. A block claim is when a provider bubbles in the same meal for a child for 15 consecutive days. An example would be claiming breakfast, lunch and dinner for every single kid, for 15 days in a row. There are times when this claiming pattern may not be a block claim and be valid, but still require an unannounced monitor visit, unless the sponsor and provider can document why a block claim is valid. Block claiming may occur in cases where the provider accepts children when they are ill or accepts drop-in children so they always meet licensing capacity.

Small day care homes that have only one non-residential child may also look like they are block claiming when they actually are not. These unannounced reviews are not done to inconvenience the provider or to add to the review burden of the provider. These reviews are done in order to make sure the provider understands their claims and are completing their paperwork properly. This new regulation does not have to add on more visits because in most cases, the visit following a block claim can count toward one of the three visits per year. In order for it to count toward one of the regular visits, it must be a complete unannounced visit.

***Remember to accurately record meal counts for meal served to children, and report all absences when children are not in care.***

### **Serious Deficiency Process**

Federal and state regulations require corrective action plans by SHDS for the benefit of the provider to correct any serious deficiencies in the operation of the CACFP. Generally, a provider has thirty days to permanently correct any deficiency identified in a corrective action plan. Such plans may be developed based on review findings from monitoring, complaints, or household contacts. A corrective action plan is provided to child care

homes. This plan must be carefully followed or the contract will be terminated for cause and the provider may be declared as a ‘Seriously Deficient Provider’, and placed on the national list of disqualified providers for seven (7) years. Such placement can affect a provider’s ability to receive other state and federal funding for child care.

### **Appeal Rights**

A provider may appeal the decisions of SHDS 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 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 who has been designated by the Texas CACFP Sponsors Association.

## **Recordkeeping Requirements**

All program records must be maintained on a daily basis and available for immediate inspection at the facility at all times for paper or electronic claims. Meal records include the following two parts:

- ✓ Child Enrollment and Child Information Forms
  
- ✓ Regular and Infant Menu Records

Samples of all forms are included in your Provider's Handbook. *Menu Records must be readily available at the time of any authorized monitor's visit.* If the facility is visited and the primary caregiver is not present, the substitute must be able to provide the monitor with currently kept menus as well. Substitutes should be instructed as to which records will be required in the event of a monitor's review. A Child Enrollment Form, signed by a parent or guardian, must be on file in the offices of SHDS for any child being claimed for meals and/or snacks. An original form must be sent to SHDS offices along with the records for the first month which the child is claimed. Providers are strongly encouraged to complete the menus each day immediately following meal service and to post their menus in a place readily accessible to parents and others that may enter the facility. If a provider is not current on CACFP records during a home visit by an authorized monitor, a deduction will be made for all meal count and menu records not completed. These records must be maintained on the forms provided by SHDS. All other forms of records such as notebook paper or spirals are not acceptable.

## **Child Enrollment Form for Participation**

**(For Minute Menu Kids users, please enroll the children online and send the completed form to us with a parent signature and date signed by the third of each month).**

All children in your care must be enrolled in the Program, whether participating or non-participating children. Please use a # 2 pencil and mark the following:

- a. Print your name in the "Provider's Name" box;
- b. Assign the new child an ID number not currently in use by your home;
- c. Write your Provider ID number in the appropriate boxes, and fill in the matching bubble beneath each number; (see example below)

Each child in your care must have an ID number. We will send you a current list of your enrolled children and their corresponding ID numbers with your check each month on the Claim Information Form (CIF). When enrolling a new child, pick an unused number on

the CIF and write the child's name next to the unused new number. NOTE: Once a child is withdrawn, that number becomes available again and may be re-used in 60 days. It is your responsibility to ensure Child ID #'s are accurate.

- d. Write in and then bubble the "Date Enrolled" – this is the first day that the child's meals are claimed on the program;
- e. Write and bubble the child's first name, last name, and middle initial;
- f. Write and bubble date of birth using "mm/dd/yyyy" format (for example, 01/09/2000);
- g. Write and bubble the earliest Arrival and latest Departure times. **Even if the child is a drop-in or the times vary, the USDA requires that you list the earliest time that the child would arrive, the latest time that the child would leave, and all possible days that the child would be in your care;**
- h. Indicate by marking yes or no if the child is a resident of your home (lives with you). Also, indicate the race (optional) and the sex of the child;
- i. Indicate the Meals and/or Snacks normally served to the child in care and the days in care;
- j. Print the parent's name, address, home and work telephone number. **The parent/guardian must sign this form;**
- k. You must send in the original (**top copy**) of this form. The bottom copy will not scan and is for your business records only;

A Child Enrollment Form must be completed when you begin claiming meals for a child and sent to us with your claim. Thereafter, only new children need be enrolled in the months they start in care As the parent completes the enrollment information, the provider must supply the parent(s) or guardian with a copy of the **Parent Letter** that explains the provider's participation in the CACFP and the rights and responsibilities of

the parent. Additional copies of this letter are available upon request to the Austin office or your Program Coordinator.

### **Annual Re-Enrollment for All Active Children**

At the end of each September, we will mail your child care facility an Enrollment Renew Report with instructions. You are required to complete this Report and mail it to us with your October claim. Any children not re-enrolled cannot be reimbursed for their meals. This is a federal requirement.

### **FORM OVERVIEW for the FULL BUBBLE FORM**

The Minute Menu paperwork includes:

- **Child Enrollment Forms** – filled out and signed by the parents of each new child you enroll into your care (and subsequently into the food program)
- **Infant Menu Forms** – filled out by you each day as you serve meals, used to record both the foods served and the children to whom the foods were served. Infant Menu forms are used for all children in your care that are less than one year of age on the day they attend a meal.
- **Regular Menu Forms** – these are just like the Infant Menu forms, except they are used to record meals served to children that are at least 1 year of age on the day they are served a meal.
- **Food Chart** – the food chart we issue contains a list of every food that we approve for you to serve. Each food has a number, and you use that number to record the food served to children on Infant and Regular Menu forms.
- **Claim Information Forms** – we give you these forms each month, this will help you keep track of the children enrolled your care and communicate information affecting your claim.

It may seem like quite a bit of paperwork, but it can all be filled out quickly once you get the hang of it. Keep in mind that it's all designed to help you serve nutritious meals to the children in your care – and to ensure you get all the money to which you're entitled as quickly as possible!



### **GENERAL FORM INSTRUCTIONS**

- **ALWAYS** use a #2 pencil to fill out your forms.
- **Be** sure to keep the carbon copy of every scannable form you send in.
- **Don't** use your pencil's eraser to erase a bubble. Instead, use a pink school eraser or other good eraser to make sure any bubble you erase doesn't leave a mark.
- **Always** sign and date your forms.
- **Don't** lose your food chart!
- **Don't** strike through or mark an "X" over areas of a form that you want to leave blank. Just leave it blank. Otherwise, an error will occur.
- **Do NOT** write notes on the scannable forms. You can write notes on your Claim Information Form (CIF).



- **Never** staple, fold, or wrinkle any scannable form. Keep forms away from your kids to avoid spills or wrinkles.
- **Most of all** ...Be careful when you fill in a bubble.

## **Child Nutrition Applications**

All non-residential children in Tier I homes are automatically eligible for Tier I meal rates. In order for a Tier I provider to claim meals for her own or any residential child, Tier I homes must apply and document household income at or below 185% of poverty. By definition, Tier II homes are not eligible to claim residential children. If you are Tier One by school or census data, and want to claim meals served to your own children or any other residential children residing in your home, your family must meet program income eligibility standards. These household income standards for determining income eligibility are revised on an annual basis by the U.S. Department of Agriculture. The age limit for claiming your own children and foster children's meals is up through 12 years of age. Meals may be claimed only when non-residential children are receiving care and meals. An application for the benefits (Form 1531) must be completed on the child's behalf by the parent or guardian in the month meals and snack are first reported. Food stamp households may qualify solely by category to claim their resident children's meals by providing an active food stamp case number. Food Stamp data is reported annually by our organization to the State. Families receiving Aid to Families with Dependent Children (AFDC) may also provide case numbers.

If your household does not meet the eligibility standards, you will be denied these program benefits. However, if someone in your household becomes unemployed or if the household size increases, these changes might affect your eligibility

status. Income information provided by your household is strictly confidential and will be used only for the purpose of determining eligibility and verifying data.

## **H - Eligibility Applications for Children in Tier One Homes by School or Census Data**

Eligibility applications (Form H1531) for claiming provider's own children are available from SHDS at the time of the initial visit or upon request for school or census data Tier I Homes only. An individual application must be completed for each residential child whose meals will be claimed. An application is complete only when it contains all of the following items:

1. Name and date of birth of the provider's (residential) child to be claimed on the program;
2. Names of all household members;
3. Social Security number of the head of the household; or an indication that no Social Security number exists or has been issued to that household member;
4. Income received on annual, monthly or weekly basis by, all household members;
5. If applicable, household Food Stamp case number or AFDC case number; and
6. Signature of an adult household member, address and telephone number.

The application is valid for one year from date of approval a new application is required each year, but a provider may apply at any time. A separate application is required for each child. A letter of notification will be mailed to you informing you of the determination within five working days of receipt of your application.

### **Form H1531-P - Day Care Home Provider Application for Tier I Eligibility**

The Form 1531 P is used to obtain information from providers to determine if the provider is eligible for Tier I based on family size and income or categorical eligibility. Attached with the Application are instructions and guidance on reporting income or showing eligibility based on your participation in a categorically eligible program. Please answer all of the questions on the Application. We must receive complete information about household members and income if you do not receive benefits for yourself or your children for the following government programs: Food Stamps, Temporary Cash Assistance (AFDC), Head Start or Even Start. You may submit a copy of your last year's Federal Tax Return (Form 1040) or the attached monthly worksheet and supporting receipts for this month's current income. Providers receiving irregular monthly or seasonal income may wish to use last years' tax return as it may be a more accurate statement of your income. The information you provide is strictly confidential and will be used only for eligibility determination and verification of the information on the Application. If required information is incomplete or missing, or we are unable to verify your total household income, your family day home will not qualify for Tier I meal rates, and you will receive Tier II benefits. Form 1531 P will qualify all residential children. Complete a regular enrollment form for each residential child.

### **c. Form H1531 H - Eligibility Applications for Non-Residential Children**

Form H1531 H is used by providers that are not eligible for higher meal rates because the family day care home itself is not located in a low-income area or the provider's household is not defined as a low-income household. Providers have the option of distributing these applications to all or selected children in care for us to

determine if these children are eligible for the higher meal rates. All applications must be mailed directly to our office to assure strict confidentiality of the income information. Providers must always list the Provider ID Number at the top of the Child Nutrition Program Application before distributing the applications to the families of children in your care.

## **F. The CACFP Reimbursement System**

### **The Two Tier System for Child and Adult Care Food Program (CACFP)**

The CACFP is a federal entitlement program which reimburses all registered or licensed family day homes for meals for children in their care up through age 12 years. The federal reimbursement system, effective July 1, 1997, classifies homes into one of two Tier groups, and pays providers different rates based on eligibility determinations made by the sponsoring organization.

#### **1. Definitions**

##### **a. Tier I Homes**

A provider (1) who is determined to be low-income based on income information through application from the provider, or (2) a provider whose home is located in a geographic area that is low-income by U.S. Census or elementary school data.

##### **b. Tier II Homes**

A provider who does not qualify as a Tier I home because they are not low income or do not live in a low-income area defined by school or census data.

Meal Rates are determined by the U.S. Department of Agriculture and are published in the Federal Register. The rates are effective July 1, 2008 - June 30, 2009.

## Provider's Reimbursement

### How You Are Paid

Day care providers participating in the program mail their provider's monthly records to SHDS, their sponsoring organization. SHDS sends the total claim for all program meals to the Food and Nutrition Division of the Texas Department of Agriculture in Austin, Texas. The state processes our monthly claim and mails the requested funds to our offices. These funds come from the United States Department of Agriculture, Food and Nutrition Service. As soon as SHDS receives the funds, we must disburse your reimbursement by check within five days. Generally, your check is mailed on the last Wednesday of the month following the claim month. For providers receiving payments via direct deposit, our bank will deposit your payment on the Friday of the same week.

### How to Calculate Your Reimbursement

To calculate your monthly payment, multiply the meal rates below by the number of meals you are claiming that month.

### Meal Rates effective July 1, 2009 through June 30, 2010

<u>Meal Type</u>	<u>Tier I Rates</u>	<u>Tier II Rates</u>	<u>Number of Meals</u>	<u>Product</u>
BR	\$1.19	\$0.44	X ____ = _____	
AM	\$0.66	\$0.18	X ____ = _____	
LU	\$2.21	\$1.33	X ____ = _____	
PM	\$0.66	\$0.18	X ____ = _____	
DN	\$2.21	\$1.33	X ____ = _____	
EVE	\$ 0.66	\$ 0.18	X ____ = _____	
Add the products and that is your payment:				\$ _____

## Self Instructional Training Test

1. A reimbursable meal is one which meets the minimum requirements for quantities and food groups as specified by the U.S. Department of Agriculture.

a.) true      b.) false

2. If insufficient quantities of meal components are served, this meal cannot be claimed for reimbursement.

a.) true      b.) false

3. If you are serving meat to an infant; avoid processed food and mixed or \_\_\_\_\_ dinners that have an insufficient quantity of meat.

4. Some of the commonly claimed food items that are not reimbursable are: Pudding, popcorn, hominy, and water.

a.) true      b.) false

5. Snacks must have two foods from two different food groups. People often get a disallowance for serving two things from the fruit/vegetable group (ex: carrots and apple juice)

a.) true      b.) false

6. You may claim only one meal and two snacks or two meals and one snack.

a.) true      b.) false

7. Reimbursable meat alternates include: eggs, peanut butter, cheese, yogurt and tofu.

a.) true      b.) false

8. Purchased food such as Ravioli, Chili, or Pot Pies are only creditable if they have a CN label or they have enough added ingredients to make them creditable.

a.) true      b.) false

9. Low-fat or skim milk is not recommended for children under \_\_\_\_ years of age because they need additional fat in their diets for normal growth and development.

10. Yogurt may be served as a meat alternate at \_\_\_\_\_ meal and cheese can be a meat alternate at snack, \_\_\_\_\_ and \_\_\_\_\_.

11. Vegetables provide fiber, iron, minerals, Vitamin \_\_\_ & \_\_\_ and many other nutrients.

12. If the infant is still consuming formula after the thirteenth month, a doctor's statement is not required.

a.) true      b.) false

13. If a provider is not current on CACFP records during a home visit by an authorized monitor, a deduction will be made for all meal counts and menu records not \_\_\_\_\_.

14. Program records need to be maintained on a daily basis.

a.) true      b.) false

15. Lettuce, onions and tomatoes on sandwiches or tacos count as one fruit or vegetable.

a.) true      b.) false