



# **Early Childhood Nutrition & Education Provider Handbook**

**370 South Fifth Street  
Columbus, Ohio 43215  
800-227-6446**

Revised 3/2010

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## Letter to New Providers

To All Family Child Care Providers:

We at Children's Hunger Alliance, **the statewide nonprofit organization committed to ending childhood hunger in Ohio**, are happy to welcome you to the Early Childhood Nutrition Food Program. You will find the USDA-sponsored food reimbursement and agency trainings beneficial to your family child care business. As a child care provider, you can expect the following:

- Assistance with menu planning
- Suggestions to involve the children in meal preparation
- Tips to encourage the children to try a variety of foods
- Help with record-keeping requirements
- Ideas for making meal time pleasant for the children
- A monthly reimbursement check to help cover your cost of food

Our Field Representatives are well-trained and eager to help you. They will visit your home at least three times each year and offer annual training to assist you with paperwork, nutrition and menu ideas. Children's Hunger Alliance will also send you quarterly newsletters that offer important information as well as suggest menu ideas and activities.

We believe this assistance will help you achieve success as a family child care professional. Use this handbook to answer any questions you may have. If some requirements are still unclear, do not hesitate in contacting your Field Representative. You will find his/her contact information on page 6.

Children's Hunger Alliance is excited to begin working with you! We value your participation and want to help you achieve your goals. Never hesitate to contact us should you have any questions or problems. Your dedication to the health and well-being of children is greatly admired and appreciated!

Very Sincerely,

Beverly Sherrill, Director, Early Childhood Nutrition & Education

Lisa Carlson, Senior Manager of Regional Operations

Karen Dorman, Senior Manager of Provider Services and Quality Assurance

Jessica Newland, Data Systems Manager

Regional Managers, Field Representatives

Administrative and Data Staff

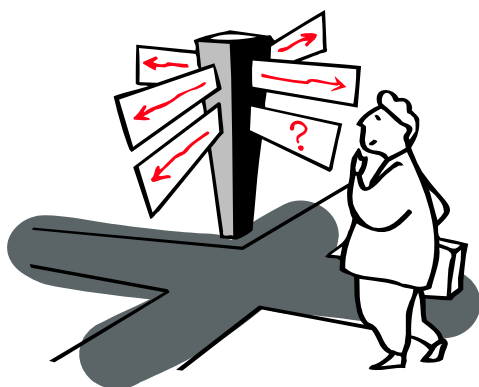
Children's Hunger Alliance

370 South Fifth Street

Columbus, OH 43215-5408

1.800.227.6446

Fax 1.614.358.7701



## What Does the Early Childhood Nutrition Food Program *DO*?

- **Money for Food**

Children's Hunger Alliance works with the Ohio Department of Education (ODE) and the USDA's Child and Adult Care Food Program (CACFP) to reimburse family child care providers for as many as two meals and one snack **or** two snacks and one meal, per child, per day. USDA meal requirements must be met and *all required paperwork must be completed and up-to-date.*

- **Nutritious Food**

The USDA, ODE and Children's Hunger Alliance help make it possible for family child care providers to buy nutritious food such as fresh fruits and vegetables, high quality proteins, fresh dairy products and whole grain and enriched breads and cereals.

- **Early Childhood Nutrition Provider Training**

Children's Hunger Alliance offers family child care providers training in nutrition, food safety, menu ideas and food preparation tips. *Participating providers are required to attend one two-hour training session per year.*

- **Nutrition Education for Children**

CACFP promotes nutrition education for children and gives training materials to family child care providers.

- **Healthy Children**

Children's Hunger Alliance encourages children to eat nutritious meals to build strong bodies and active minds.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## Contact Information & Meal Times

### My Field Representative Information

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

1.800.227.6446 / 1.614.341.7700 Ext: \_\_\_\_\_

### My County Department of Job and Family Services

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

### My Meal Times

BREAKFAST

PM SNACK

AM SNACK

DINNER

LUNCH

EVENING SNACK

### Recommended Guidelines for Meal Times

Please make note of the recommended times that you may serve meals/snacks. Keep in mind that there must be **at least two hours between servings**. We know schedules may vary but there must be at least two hours between servings of different meals/snacks.

BREAKFAST

Anytime between **5:00 a.m.** and **9:00 a.m.**

AM SNACK

Anytime between **9:00 a.m.** and **11:00 a.m.**

LUNCH

Anytime between **11:00 a.m.** and **1:00 p.m.**

PM SNACK

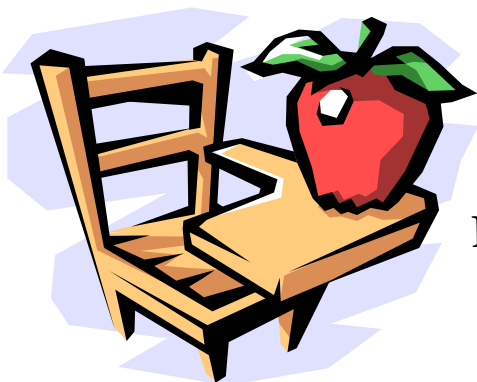
Anytime between **1:00 p.m.** and **5:00 p.m.**

DINNER

Anytime between **4:30 p.m.** and **7:00 p.m.**

EVENING SNACK

Anytime between **6:00 p.m.** and **12:00 a.m.**



## Early Childhood Nutrition Food Program Rules at a Glance

### Inspections for Alternately Approved Providers

- **Post your approved fire and health inspections** in a visible place in your home.
- **Make arrangements for reinspections** with your Field Representative **at least two months in advance of expiration** of your fire and health inspections. Depending on your county, you may be charged a fee for the inspections.
- **You will not be able to claim if your fire and/or health inspections have expired. *There are no grace periods.***
- If you move, notify your Field Representative immediately. **You will be unable to claim until your new home passes fire and health inspections.**
- **Certified Parent Provider Inspected (PPI) Providers cannot claim.**

### Income Eligibility (IE) Forms and Enrollment Information

- Complete enrollment forms for **all new children** in your child care.
- If you are claiming your own residential children, you must have a **current, approved IE Form on file.**
- **Renew your IE Application every July.**

### Claim Information

- Your monthly claim should arrive to Children's Hunger Alliance's Columbus office by the **8<sup>th</sup> of each month.** Make sure it is **post-marked by the 2<sup>nd</sup>.** **Hand-delivered claims will not be accepted.**
- **Only claim meals for children who are present.**
- You cannot serve AM Snack or Lunch to school-aged children during the school year **unless they are out of school on that day.** **Mark your Claim Information Form (CIF) with any changes to children's schedules.** For example, if there was a snow day on February 2<sup>nd</sup> and child number three was present and eating meals in your care, you would write, **"Snow day 2/2, child number 3 ate AM Snack and Lunch"**.
- **Serve all of the nutritional components of a meal so that it can be creditable (you can claim the meal).**

- You may serve **up to two meals and one snack or two snacks and one meal** per child per day.
- Report if you are claiming children on the weekends. State the parent's name, address, telephone number, as well as his/her place of employment or school verification along with contact information. **Call your Field Representative if you have any changes to your meal location or time, such as a picnic in the park.**
- **Attach your CIF with your monthly claim.** This form is enclosed with your check and is on blue paper.
- **You are responsible for completing your own claim.** Children's Hunger Alliance staff members are not permitted to complete forms for you.
- **Use the Minute Menu claim forms.**
- Complete your claims **neatly and with No. 2 pencils only.** If you need to make corrections, **use white-out corrective tape. Do not use correction fluid.**
- **If you are county certified and there is a lapse in your certification periods, you cannot be paid during that lapse in certification.**

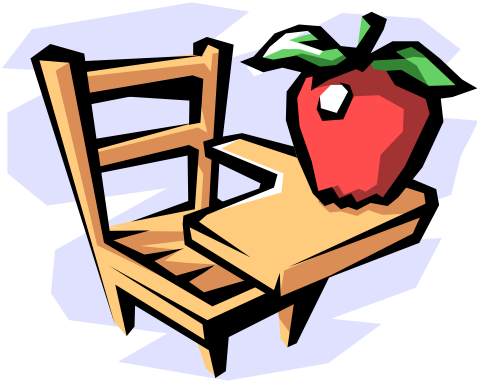
## Home Visit Information

- Representatives from Children's Hunger Alliance and other involved organizations will visit your home for quarterly visits or visits deemed necessary.
- **You must be at home during the times that you are claiming meals.** If you are not home when a home visit is performed, that meal will be disallowed. If you do not notify your Field Representative that you will not be doing care or that your schedule changed, then the Corrective Action process will be started. If you are not home when a second home visit is performed, you will be disallowed all meals for that day and the Serious Deficiency process will be started.
- **If your menus and attendance are not completed to date at the time of a home visit, you will be disallowed all meals in that month up to and including that day.**

## Other

- Make appointments with your Field Representative if you are planning to come to the main office. **Drop-in appointments will not be permitted.**
- **Attend Children's Hunger Alliance's annual training session.** You are required to complete two hours of training each year.

*Children's Hunger Alliance thanks you for your participation in the USDA Child and Adult Care Food Program (CACFP). We truly appreciate your dedication to feeding the hungry minds and bodies of Ohio's children! Meeting the guidelines outlined by the USDA and Children's Hunger Alliance will help ensure that you receive reimbursements quickly. Remember to read your Provider Handbook for complete guidelines and information; this is only a summary.*



## Legal Information

### Mandated Reporter Law

All employees of Children's Hunger Alliance are **mandated reporters of child abuse and neglect**. In the case of suspected abuse or neglect, employees are instructed to contact the county Children's Services.

### Confidentiality

We are concerned about protecting your privacy. It is our policy to hold any and all information about you, the provider, in the strictest confidence. Therefore, we must limit information that is provided by telephone or email. **We cannot give information to anyone other than you, except where mandated by law.** We cannot give income information about parents to you nor can we tell you or anyone else your claim reimbursement amount over the telephone or email.

### Nondiscrimination Policy

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

As a provider, you must accept and care for children without regard to race, color, national origin, sex, age or disability. (See "USDA's Child and Adult Care Food Program [CACFP] Regulations" on page 15 for more information.)



www.ChildrensHungerAlliance.org

## Release of Information

I, \_\_\_\_\_ of  
(Provider Name)

\_\_\_\_\_  
(Provider Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

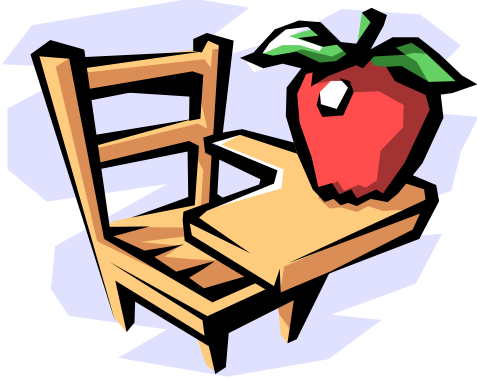
Request and give permission to Children's Hunger Alliance, 370 South Fifth Street, Columbus, Ohio 43215-5408, to request information from the Job and Family Services department (or its equivalency) of my resident county and to provide information to the Job and Family Services department (or its equivalency) or any agency or organization of my resident county in possession of information deemed necessary.

This information may include, but is not limited to, attendance, payments, residence and other records deemed necessary.

I understand that any and all information received will be held confidential according to law.

\_\_\_\_\_  
Provider Name/Date





## Certification Types of Family Child Care Providers

To become a family child care provider in the Early Childhood Nutrition Food Program with Children’s Hunger Alliance, you must be one of the following:

- **Type A** certified family child care provider
- **Certified Type B** certified family child care provider
- **Limited Certified Type B** certified family child care provider
- **Alternately Approved (AA)** certified family child care provider
- **Foster Parent**

### **Type A Family Child Care Providers**

**Type A** family child care providers are approved by the Ohio Department of Job and Family Services (ODJFS) District Licensing office. In **Type A** homes *up to 12 children may be in care at one time*. The license will list the exact number of children allowed in a specific Type A home.

### **Certified Type B Family Child Care Providers**

**Certified Type B** family child care providers are approved to provide care by the local county Department of Job and Family Services (JFS). This approval also allows the providers to receive payment for the care of low-income, county-funded children. *Group size limits apply in all Type B homes.*

### **Limited Certified Type B Family Child Care Providers**

The **Limited Certified Type B** family child care providers generally care for children that are relatives. This enables the provider to receive county funds for child care of eligible relative children. This limited certification is offered through the **county JFS**.

### **Alternately Approved (AA) Family Child Care Providers**

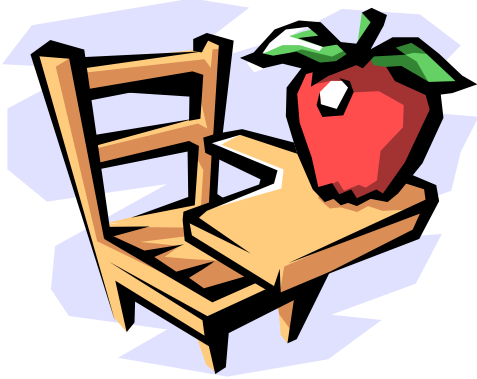
If a provider chooses, he/she may be **Alternately Approved** with Children’s Hunger Alliance. *The following documentation must be completed and on file to receive reimbursements for the Child and Adult Care Food Program:*

- A current **Fire Inspection** (must be completed each year for renewal)
- A current **Health Department Inspection** (must be completed each year for renewal)

- A **Physical Exam and Medical Form** completed and signed by physician (must be resubmitted every three years)
- **Three Letters of Reference** (from non-family members)
- **Conviction Statement** (for all persons residing in the home who are 18 years or older)
- **Background Check Investigation (BCI) or FBI Fingerprinting** (all persons residing in the home who are 18 years or older)  
\*BCI required for those residing in the state of Ohio for five or more years; FBI fingerprinting required for those residing in the state of Ohio for less than five years.
- Signed **Release of Information**
- Signed **Standards Agreement** from Children’s Hunger Alliance (must be completed each year for renewal)
- Completed **Provider Application (009)**  
*\*Children’s Hunger Alliance will provide these forms. Any substitute caregiver also must have these forms on file at Children’s Hunger Alliance.*

## **Foster Parents**

Approved foster homes must also have outside child care to qualify foster children for the food reimbursement program. **For more information, see the “For Providers with Foster Children” section on page 33.**



## Group Size Requirements

### Type A Family Child Care Homes

The **Type A** family child care provider may have *no more than 12 children at any one time*. The number of children that are licensed for each level will appear on the certificate issued by ODJFS. As with the Type B homes, all children less than 15 years of age count in the maximum for Type A homes. The Type A exception is that the provider's own children, or children of the helper, who are greater than 6 years of age do not count in the total of 12.

### Certified Type B, Limited Type B & Alternately Approved Family Child Care Homes

The **Certified Type B, Limited Type B and Alternately Approved** family child care provider may provide child care for *no more than six children at one time*. In this group of six children, no more than three may be under 2 years of age. For example, if four children are under 2 years of age the provider has exceeded the maximum even though, in this case, there would not be six children in the home. The **Type B certificate** states the maximum number of infants that can be in care in the child care home. All children under 15 years of age count in the group size. Children related to the provider under the age of 15 are counted in the total of six, private or county-paid.

### Meals for Children Age 13 and Over

Meals can be claimed for a **child with a disability** through 21 years of age. In order for the meals to be claimed, a current copy of the child's **Individualized Education Plan (IEP)** must be sent in with the Child Enrollment Form and *resubmitted each year* to Children's Hunger Alliance.

Meals can be claimed for a **migrant child** through 15 years of age. **Proof of migrant status from a school or community agency** must be on file with Children's Hunger Alliance.

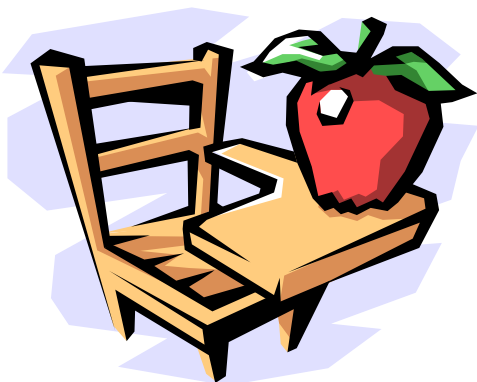
Any child who is **home-schooled** must have an **Excuse from Compulsory Attendance** from his/her school, signed by the school district superintendent and on file with Children's Hunger Alliance.

## Shifts of Child Care

Occasionally a provider has shifts of children in their care. This occurs when a group of children is served a meal, leaves the provider's home and another group of children arrives later and are served the same meal type (i.e., AM Snack). As long as group size requirements are not violated, shift care is allowed and meals are reimbursed. **See the "Using Second Servings" section in your Minute Menu Handbook.**

## Reporting Problems with Group Size

When a Children's Hunger Alliance Field Representative finds that the **provider has exceeded the number of children permitted** or when **any non-relative children are cared for in a home with *limited* certification**, the Field Representative is ***required*** to contact the county JFS and the district office of ODJFS.



## Early Childhood Nutrition Provider Responsibilities

### USDA's Child and Adult Care Food Program (CACFP) Regulations

- **Providers must currently be** one of the following:
  - A certified or licensed family child care provider.
  - Alternately Approved according to the Ohio Department of Education (ODE) guidelines.
  - Licensed for foster care.

*\*Providers **must** send a copy of their certificate to Children's Hunger Alliance each year upon renewal. Alternately Approved providers must renew inspections each year **before** they expire.*

- Each providers must attend at least one two-hour Children's Hunger Alliance training session per year.
- Each provider must **make his/her child care available to ALL children** without regard to race, color, national origin, sex, age, or disability.
- Providers must be **aware of the requirements of the Americans with Disabilities Act (ADA)**. Visit <http://www.ada.gov> to view the basic requirements of the ADA as well as Frequently Asked Questions.

### Meals

- Providers must keep **daily written records** of:
  - The **names of enrolled children** who are present *each* day.
  - The **number of meals** served to enrolled children at *each* meal service.
  - **Menus listing food served** to the children at *each* meal service.
- Providers may only claim meals served to **eligible and enrolled children**.
- Providers may only claim meals served to **enrolled children** (from birth up to their 13<sup>th</sup> birthday), **who live in the provider's home** if:
  - Children living in the home meet **family size and income eligibility standards** for free or reduced meals.
  - **At least one enrolled child who lives outside the provider's home** is also served the same meal at the same time.

- **Special needs** children can be claimed beyond their 13<sup>th</sup> birthday if an **Individual Education Plan (IEP)** is on file.
- **Special diet** children can be claimed but they must have a doctor's letter on file, which outlines the special diet.
- Providers must **postmark all Minute Menu system forms no later than the 2<sup>nd</sup> of each month.** Failure to do so will result in a **delay of your reimbursement payment** by one month. Any records **received after the 20<sup>th</sup> will not be paid.**
- Providers must serve meals that **meet the USDA's CACFP requirements** for the ages of the children being served.
- Providers must serve meals to all enrolled children at **no extra cost to parents.**

## Training

Each fiscal year (October 1 to September 30) family child care providers are required to attend **at least one two-hour Children's Hunger Alliance nutrition training session.** Additional training sessions in child growth and development, health and safety, and guidance and supervision are recommended.

Throughout the year, Children's Hunger Alliance's Field Representatives offer several training sessions for each county. In many areas of Ohio we also offer regional training meetings that provide additional educational **opportunities to enrich your family child care business.** You may attend as many training sessions as you like during the year. These sessions are a great chance to learn from speakers and share ideas with other providers! For information on the dates and locations of training sessions, or any additional information on training in general, please contact your Field Representative.

## Communication & Contact

- As a provider, you **must inform Children's Hunger Alliance** if any of the following occur:
  - **Children are added or dropped** from enrollment.
  - There are any **changes in your home's certification, licensure or approval status.**
  - There are any **changes in either your own or a parent's address or phone number.**
  - There are any **changes to enrolled children's child care schedules or information.** Such changes can be noted on the Claim Information Form (CIF) and require a parent's signature.
- Tier II providers must notify Children's Hunger Alliance if they want **requests for income verification sent to any or all parents** in order to determine meal rates.
- Providers must **allow representatives of Children's Hunger Alliance, the ODE or the USDA to come into their homes** to review the Child and

Adult Care Food Program operations. Visits will be made **at least three times per year**, at least **two of which will be unannounced**.

**\* Most importantly, let Children's Hunger Alliance know of any problems or questions you have or if there are any changes to your schedule; we are here to help!**

## Home Visits

As a sponsor of CACFP, Children's Hunger Alliance is here to assist you in any way possible. One of the ways we can help is by making home visits to clarify any of your questions about procedures or paperwork.

Your Field Representative will visit you three to four times per year. At least two of these visits will be unannounced, all will occur around meal times and should last between 30 and 60 minutes.

During these visits, your Field Representative will:

- Observe meals being served.
- Verify attendance.
- Offer additional assistance and technical training.
- Check records.

**\*Please note: Field Representatives will frequently provide additional training.**

**\*Please use these visits as opportunities to address any issues or concerns with your Field Representative!**

## Weekend Care & Holidays

When care is provided on the weekend and weekend meals are claimed, you must complete a Weekend/Holiday Log. Some important things to remember:

- Use the form supplied by your Field Representative
- You must have the parent sign the form
- **You must have parents sign the children in and out, documenting the parent's names and phone numbers.**
- If you are claiming your own children complete a form for your own children
- Include these forms with your claim.
- If you are a WebKids claimer you must also mail these Weekend/Holiday Logs to the office.

## Provider Absences

We understand that situations arise where a family child care provider must take time off temporarily. If such an absence occurs, the **provider must contact his/her** Field Representative via voicemail or the CIF (p26). Reasons for time off might be due, but not limited, to the following:

- Vacation.

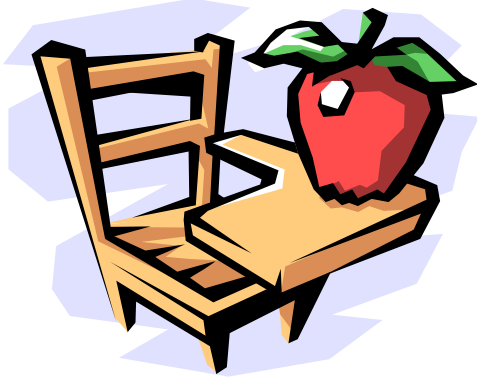
- Illness.
  - No children.
- \*Most importantly, please notify your Field Representative of any changes to your schedule.**

## Approved Substitute Caregivers

Occasionally, a **provider may need to hire a substitute** to care for the children when attending a training or other important meeting or when taking care of family business. Providers may use a substitute caregiver and **receive reimbursement for meals if the following requirements are met:**

- If the substitute is a **Type A, Type B or Limited Type B** provider, then he/she must be **approved by the county Department of Job and Family Services (JFS)**.
- If the substitute is an **Alternately Approved** provider, he/she must be **18 years or older, and have an approved provider application** on file with Children's Hunger Alliance.
- If the care is provided in the **substitute caregiver's home**, the substitute caregiver must have a **current 009 and other approved enrollment forms** on file with Children's Hunger Alliance.
- If the substitute provides care in the **provider's home**, he/she needs to be familiar with the **CACFP and corresponding paperwork**, as well as be knowledgeable of appropriate meal times.

**\*Remember: If the substitute caregiver does not have access to the CACFP paperwork and cannot provide accurate records, the meals will not be reimbursed.**



## Record-Keeping Tips

Record-keeping for the Early Childhood Nutrition Food Program is not difficult, but it is very important! We want to make your job as easy as possible, so be sure to call Children's Hunger Alliance or your Field Representative if you have any questions. Our record-keeping system is explained in the Minute Menu System section of your Provider Notebook. First, here is some important information to help you in your record-keeping:

### Required Forms

**Children's Hunger Alliance supplies all required forms.** All paperwork must be completed on these forms. Your Field Representative will give you four month's worth of copies of forms when he/she visits your home. These forms are also available at agency trainings and workshops. If you run out of forms, contact your Field Representative; please do not borrow from other providers as each provider is only given four months of forms at a time.

### Accurate, Easy-to-Read Records

**Accurate, easy-to-read records = Payment for meals and snacks.** Children's Hunger Alliance reviews more than 1,900 attendance and menu records each month! When filling out your claim forms, please be sure to do the following:

- **Do *not* fold or staple forms.**
- Use **white-out tape** to correct forms when changes or errors are made. ***Do not use liquid white-out or white-out pens*** on forms.
- Keep your forms **accurate and neat.**
- Always use a **No. 2 pencil** on all of your forms.
- **Double-check your forms:** Incomplete or inaccurate forms may mean a loss of money for you.

### Mailing and Reimbursement

**Mailing records on time = Receiving money on time.** Attendance record forms and menus must be postmarked by the 2<sup>nd</sup> of each month. Children's Hunger Alliance guarantees that reimbursement checks will be mailed by the 8<sup>th</sup> of each month; they are mailed within five days of federal funding being deposited into the agency's accounts. Call 1.800.227.6446 option 5 to find out when checks will be mailed.

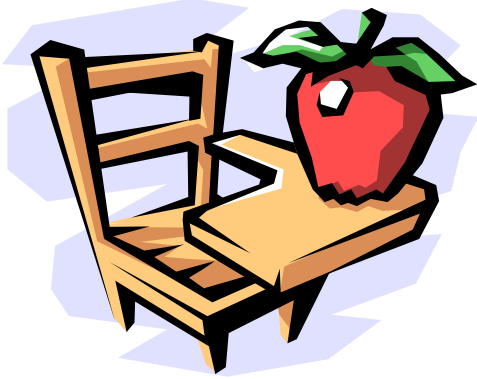
## **Late Claims for Reimbursement**

Submitting a late claim for reimbursement will result in **late payment or loss of payment**. Claims **postmarked after the 2<sup>nd</sup> but before the 20<sup>th</sup> will be honored**, but there will be a **one month delay** in receiving your check. *Claims postmarked after the 20<sup>th</sup> may not be paid.*

## **Postage**

Have any mail you send weighed by your post office. Envelopes marked “postage due” will be returned to you. This can make your claim late. **Please put your return address on all mail that you send to Children’s Hunger Alliance.** Please keep the provider’s copy of the claim and copies of any additional documentation you send in with your claim each month. If you are using Minute Menu Write In forms (not bubble), you must mail your claims to your Field Representative. Contact information for your Field Representative can be found on page 6 of this handbook. If you are using regular (bubble) Minute Menu forms, you must mail your claims to Children’s Hunger Alliance’s Columbus office; you cannot drop them off or mail them to one of our regional offices. Our address is:

**Children’s Hunger Alliance  
ATTN: Early Childhood Nutrition  
370 South Fifth Street  
Columbus, Ohio 43215-5408**



## Child Enrollment Form & Claim Information Form (CIF)

The **Child Enrollment Form** is used to **enroll new children** that you would like to claim for reimbursement in the Early Childhood Nutrition Food Program. This section of your handbook will explain how to fill out child enrollment forms. Remember: **All children need a Child Enrollment Form.** Enrollments are valid for one full year and must be renewed annually according to the renewal schedule on page 26.

The Child Enrollment Form is scannable and is completed by using a No. 2 pencil to completely fill in the appropriate bubbles, which are then read by computer. To fill out the Child Enrollment Form and any other scannable forms you will need:

- A **No. 2 pencil.**
- A **good eraser or white-out tape.**
- **11x13 inch envelopes.**

When filling out Child Enrollment Forms, it is important to remember:

- **All portions of the Child Enrollment Form that are relevant to the enrolling child should be completed** (i.e., days attending, times attending, school information).
- **All parent information** at the bottom of the page **should be completed.**
- Forms must be **neat and accurate.**
- There should be **no stray marks** on the pages.
- **Mistakes should be erased completely** or covered with correction tape.
- **Keep the provider (carbon) copies of the forms for your records.**
- ***Never staple or fold forms.***
- **Do not write notes** or fill out paperwork **on top of scannable forms.**
- Always use a **No. 2 pencil.**

**\* A parent must review and sign the Child Enrollment Form in order for you to receive reimbursement from the USDA's Child and Adult Care Food Program (CACFP).** You may fill out the form yourself, but a parent must review and sign the form before returning it to Children's Hunger Alliance. Be sure to keep the provider (carbon) copy for your records.

**Mail completed Child Enrollment Forms along with your claims to:**

Children's Hunger Alliance  
ATTN: Early Childhood Nutrition  
370 South Fifth Street  
Columbus, OH 43215-5408

## **Instructions for Each Section of the Child Enrollment Form**

### **Provider Number (1)**

Children's Hunger Alliance will assign each provider a unique number. Every scannable form you send to us **must include this number**. If you forget your provider number, please refer to your CIF that we send you at the beginning of the month or contact your Field Representative.

- The "Provider No." section is on the **upper left-hand corner** of the Child Enrollment Form.
- Write your provider number from **top to bottom** in the open space next to the numbers. Then, in each row, fill in the bubble for that number.
- Remember to **fill in all six rows** of the provider number. All provider numbers are six digits long.

### **Child's Birth Date (2)**

In order to activate a child in the Minute Menu System, we must have his/her date of birth. Please remember to fill this out or it will delay reimbursement. The child's birth date is filled in using **two digits for the month, two digits for the day and the last two digits of the birth year**. For example, March 8, 2002 would be written 03/08/02. A common mistake is for parents to put the current year instead of the child's year of birth, **so please make sure to check for errors before sending in the form**. Also, make sure that **each row has only one bubble marked**.

### **First Day in Care (3)**

This box records the date in the current month that the child first attended care in your home. The date should be marked with **two digits for the month, two digits for the day and the last two digits of the current year**. Do not back-date the first day in care. The Child Enrollment Form should be submitted with the claim the first month the child is in care.

### **Child Number and Group Number (4)**

The Child's Number is the individual number used to identify the child on all Children's Hunger Alliance forms you use.

- Assign each child a number from 1 to 32 using blank numbers from the CIF.
- This number is **permanent and cannot be changed** once the child is enrolled.
- This number will be free to use for another child if and when the current child leaves your care and the number appears blank on the CIF.

- After your first month using the Minute Menu System to claim meals, we will send you a CIF, which will list all of your enrolled children along with their child numbers and additional information.
- When you enroll a new child, simply look over the CIF and select the next blank number for that child.

**Do not complete the Group Number section. Leave the Group Number bubbles blank *unless* you have more than 32 children actively enrolled. If you have more than 32 children actively enrolled, contact your Field Representative for instructions.**

### **Child’s Name (5)**

- Write the child’s name in the “Child’s Name” box from top to bottom.
  - Write the letters in each box and fill in the appropriate bubble for that row.
- \* You may leave some boxes blank in this section, depending on the length of the child’s name.**

### **Child’s Schedule (6)**

#### **Times**

Here you fill in the times the child typically arrives and leaves your home.

- If the child in your care has set hours that never change, then fill in these arrival and departure times in the appropriate spaces.
- If the child arrives and leaves at different times, **fill in the Arrival/Departure Times** with the normal hours of attendance and also mark **“Times Vary”**.
- When you mark specific arrival and departure times, make sure you **indicate** the **hour**, the **approximate minute**, and whether it’s **a.m. or p.m.**

#### **Days**

- Mark the days of the week the child is usually in care, filling in all that apply.

#### **Meals**

- Mark **each meal** (from Breakfast through Evening Snack) that the child will be receiving under your care. Fill in all that apply.

### **Infant Formula Preference (7)**

If the child being enrolled is an infant (under 1 year of age), **bubble the Y bubble**, indicating that the child is an infant. **The parent must indicate the brand preference for Infant Formula and preference for Infant Foods** on the line provided. This replaces the Infant Letter that parents had to fill out and sign in the past. There are four choices, two for foods and two for formula. Parents choose **one preference for Infant Formula and one for Infant Food:**

#### **Infant Formula**

- Provider supplies IFIF. (Parent accepts brand above).
- Parent supplies breast milk or IFIF. (Write IFIF brand in space below).

\* For nutritional reasons, the USDA's CACFP encourages giving infants breast milk. *Even if a parent supplies breast milk for an infant, you will still be reimbursed for this meal.*

\* Under USDA guidelines, a provider will be reimbursed for infant meals regardless of who supplies formula or breast milk and regardless of the child's age.

### **Infant Food**

- Provider supplies supplemental foods when developmentally appropriate.
- Parent supplies supplemental foods and refuses the provider's foods.

### **School Schedule (8)**

If the child is a toddler or preschooler not enrolled in any sort of kindergarten, then you may leave this section blank. Otherwise, you should:

- **Mark only one bubble for the school type** most appropriate for the child.
- **Complete the "Leaves for School" and "Returns from School" section.** Make sure to bubble a.m. or p.m., hours, and approximate minutes. It is important to bubble the time school starts and ends even if the child does not normally return to your care once school is over.
- **Mark the day or days that the child attends school.** Leave days the child doesn't attend blank.

\* **All three parts of school information work together. If all three parts are not completed, your chance of meal disallowances will be higher.**

### **Ethnicity (9)**

Bubble in the most appropriate choice. **This is optional.**

### **Race (10)**

Bubble in the most appropriate choice. **This is optional.**

### **Relation (11)**

Fill in only one bubble. Leave this section blank if it does not apply.

### **Special Information (12)**

The Special Information section of the Child Enrollment Form is used to indicate certain information about the child that affects the child's eligibility in the Early Childhood Nutrition Food Program. This information includes:

- **Whether or not the child is a special needs child.**
- **Whether or not the child requires a special diet.**
- **Whether or not the child is a migrant worker's child.**
- **Whether or not the child is a non-participant in the food program.**

In most cases, follow these instructions:

- If the child requires a special diet, **fill in the “Special Diet” bubble**. You will also need to send Children’s Hunger Alliance a copy of a Doctor’s Statement about the special diet along with the child’s enrollment form.
- If a child is a special needs child, **fill in the “Special Needs” bubble**. If the child is more than 13 years old, an **IEP must be sent in with the Child Enrollment Form and resubmitted *each year* to Children’s Hunger Alliance**.
- Migrant Workers’ Child: This bubble is filled in when a child in your care is the **son or daughter of a migrant worker**.
- Non-Participating: This bubble is filled in for a child if he/she is **in your care but does not participate in the food program**.

### **Pay Source (13)**

- The “DHS/County”, “Private” and “No Pay” refer to whether the **child’s care is paid with county funds (DHS/County), by parents or guardians (Private), or no payment is received (No Pay)**.
- Mark **“DHS/County”** if county-paid.
- Mark **“Private”** if parents or guardians pay.
- Mark **“No Pay”** if child care is not being paid for by anyone.

### **Parent Phone (14)**

- Bubble **Home** or **Work** option.
- Write **area code and phone number *across***.
- Bubble **corresponding numbers *down*** for each of the written boxes, one number per line.

### **Other Notes on the Child Enrollment Form**

- Be sure the parent supplies ***all*** other information requested on the Child Enrollment Form, including his/her **name, address and phone number**.
- Before you send it to us, make sure the **parent has signed and dated** the Child Enrollment Form.
- Be sure to check the form to see that everything has been filled out correctly. **Missing information will delay the enrollment of the child and delay your payment**.
- Keep the carbon copy for your records and mail the enrollment at the end of the month with your claim directly to:

**Children’s Hunger Alliance  
ATTN: Early Childhood Nutrition  
370 South Fifth Street  
Columbus, OH 43215-5408**

## Additional Information

### Reenrolling Children

Every year, you will need to reenroll children into the Early Childhood Nutrition Food Program. You will be sent a computerized form with a list of your children. **Any changes or incorrect and/or missing information should be corrected on the form before returning it to Children's Hunger Alliance.** To reenroll a child, simply have the child's parent sign the form and return it to the agency **postmarked by the end of your county's designated reenrollment month.** Below, find your county's reenrollment month and an example of the reenrollment form.

### Early Childhood Nutrition Food Program Reenrollment Schedule

#### January

- Athens, Carroll, Champaign, Crawford, Defiance, Harrison, Highland, Medina, Meigs, Morgan, Morrow, Paulding, Perry, Ross, Seneca, Summit, Washington and Wyandot

#### February

- Adams, Allen, Brown, Clermont, Clinton, Franklin, Fulton, Greene, Guernsey, Hamilton, Huron, Jackson, Monroe, Ottawa, Pike, Sandusky, Stark, Vinton, Warren, Wayne and Williams

#### March

- Ashtabula, Delaware, Gallia, Hancock, Hocking, Knox, Lawrence, Logan, Lucas, Mahoning, Marion, Miami, Scioto, Shelby, Van Wert and Wood

#### April

- Auglaize, Butler, Clark, Coshocton, Darke, Erie, Geauga, Hardin, Henry, Jefferson, Lake, Madison, Mercer, Muskingum, Preble, Putnam and Trumbull

#### May

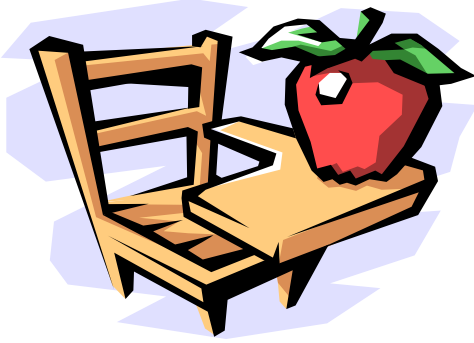
- Ashland, Belmont, Columbiana, Cuyahoga, Fairfield, Fayette, Holmes, Licking, Lorain, Montgomery, Noble, Pickaway, Portage, Richland, Tuscarawas and Union

## Claim Information Form (CIF)

Each month, you will receive a blue CIF with your check. As you complete your claim, be sure to refer to this form so that you are using correct child numbers. Return this form with your claim each month and list any changes or corrections to your child list. Indicate any new or withdrawn children; school-age children out of school; changes in meals served, days and time served, etc. You may write additional information and schedule changes on the back of the CIF. **This form must be returned with your claim *each month*.** This form lists:

- Your provider number.
- Your address and phone number.
- Your current license type.
- Your current license expiration date (if applicable).

- Your current reimbursement method (check or direct deposit [DD]).
- Your monitor's (Field Representative's) name.
- Your county of residence.
- Your last training date recorded in our database.
- Your reimbursement tier.
- Your child capacity.
- Your Income Eligibility (IE) expiration date (if applicable).
- All children in your care enrolled in the Early Childhood Nutrition Food Program and their corresponding child numbers.
- Each enrolled child's status.
- Each child's enrollment expiration date.
- Each child's date of birth and age.
- The relationship of each child to the provider.
- Whether or not the child has a special diet or is a special needs child.
- The child's current pay source.
- The child's current school type.
- Whether the provider or parent providers infant formula and food (if applicable).
- The sex of the child.
- Sections to list holiday care.
- Sections to list children beginning school.
- Sections to list children leaving your care.
- Sections to list which children were out of school for any reasons (if applicable).
- Date/signature line for the provider.
- A legend for abbreviations used on the form.
- \* **Only *blank numbers* can be used for assigning numbers to new child enrollments.**
- \* Child schedule changes may be done on the back of the form, however a **parent's signature is required in order to update.**
- \* **Utilizing this form correctly and returning it with your claim each month will help prevent disallowances on your claims.**



## Tier I & Tier II Reimbursement Rates

Everyone is entitled to receive benefits. School and income information are collected in order to determine which Reimbursement Tier you qualify for under the Child and Adult Care Food Program (CACFP). **Help us help you!** Return all requested forms and documentation as soon as possible and respond quickly to requests for additional information. **We want to help you receive as much money as possible!**

### CACFP Reimbursement Rates: July 1, 2009 – June 30, 2010

Meal Served	Tier I (per meal served)	Tier II (per meal served)
Breakfast	\$1.19	\$0.44
Lunch and Supper	\$2.21	\$1.33
Snack	\$0.66	\$0.18

*\*Rates change each year. Please check with your Field Representative to verify current reimbursement rates.*

### How to Qualify for Tier I Reimbursement Rates

#### Determining Your Tier Eligibility in 3 Simple Steps

Answer the following questions to see if you qualify for the USDA's higher Tier I reimbursement rates:

1. Is your home located within an eligible elementary school zone or eligible Census Tract? (Children's Hunger Alliance automatically checks this for each provider.)

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes**, you are considered Tier I and meals for all children will be paid at the higher rate. If you want to claim meals for your own children, you must send in an Income Eligibility (IE) Application. **You do *not* need to send in proof of income.**

**If no**, and you think your income may qualify you for the higher rates, complete the IE Application. (See question 2.) **You must send in proof of income.** If you qualify by income, you may then claim meals at the Tier I rate for all children. This includes your own children, as long as other children are present and receiving meals.

2. Does your family income fall within the USDA's guidelines of the CACFP? (See **Income Eligibility Worksheet on page 29.**)

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes**, complete an IE Application and send in the required proof of your family income. This will also qualify you to claim your own children. (See the section on **Accepted Proof of Income Documents on the following page** for more information on proof of income).

**If no**, you may ask the parents of children in your care to complete an IE Application. (See question 3). You will be paid the Tier I rates for all children who qualify and Tier II for any and all others. This will classify you as a **“Mixed” Provider**. We cannot tell you which children are Tier I and which are Tier II.

3. Do the incomes of your child care parents fall within the USDA’s income guidelines of the CACFP?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have parents fill out and send in the **yellow IE Application**. No proof of income is necessary. This form is only needed **if you did not qualify for the higher Tier I rates by school or by your personal income**.

**\* Make sure to print the *provider’s name* on the IE Application, not the name of the provider’s business.**

### Income Eligibility Worksheet

1. How many people live in your home? \_\_\_\_\_

2. Based on the chart below, the income guideline for you is: \_\_\_\_\_

Household Size	185% of Federal Poverty Guidelines (Annual)
1	\$20,036
2	\$26,955
3	\$33,874
4	\$40,793
5	\$47,712
6	\$54,631
7	\$61,550
8	\$68,469
For each additional family member, add	\$6919

3. If your total household income is less than or equal to the number you wrote above on line 2, you qualify for Tier I reimbursement rates.

***\*Guidelines change each July and are checked by Children’s Hunger Alliance with your IE update paperwork.***

## Accepted Proof of Income Documents

- Last year's 1040 tax form **and** Schedule C

or

- Last month's check stubs for everyone in the home **and** private pay forms

or

- Proof of food stamps or Ohio Works First (OWF) eligibility

**\* Children's Hunger Alliance is *required to report your qualification for our program to your local JFS* if you qualify on the basis of food stamps.**

## CACFP Tier Eligibility Guidelines

### School District Eligibility

A provider qualifies for Tier I rates if:

- At least 50% of children attending the provider's assigned elementary school qualify for free and reduced meals.

\* Children's Hunger Alliance automatically checks all providers to determine school district percentages for eligibility.

### Provider's Income Eligibility

A provider qualifies for Tier I rates if his/her income is 185% of the poverty line or less.

If qualifications are met, all children's meals will be paid at the higher Tier I rates, including the provider's own children.

### Required documents:

- Last year's 1040 tax form and Schedule C

or

- Last month's check stubs for all household members and last month's private pay forms

or

- Proof of food stamps or OWF eligibility

### Parent's Income Eligibility

For providers who do not qualify for Tier I rates based on school data or their own income, there is one more opportunity to qualify for Tier I rates, as well as the possibility of qualifying as a "Mixed" Provider.

Each child's parent(s) may complete an IE Application with no proof of income necessary. Those parents whose income is at or below 185% of the poverty line, as determined annually by the United States Federal Government, qualify to have their child(ren)'s meals reimbursed to you at the Tier I rates. You may be able to receive Tier I rates for all children in your care through this method, none may qualify for Tier I rates through this method or you may have a mix between Tier I and Tier II children. We cannot tell you which children are Tier I and which are Tier II.

\*These USDA Tier Eligibility Guidelines are effective July 1, 2009 through June 30, 2010.

## Income Eligibility (IE) Application Instructions

### For Providers (to Demonstrate Tier I Eligibility)

#### Part 1 – Application Type

- **Check Box 1** if you are requesting Tier I status for your child care children only.
- **Check Box 2** if you are Tier I by school district and are requesting meals for your own/residential children enrolled in care.
- You will also need to fill out a **Child Enrollment Form** for your child.
- Print the **provider's name** on the line provided. Do not print the name of the child care business.

#### Part 2 – Child Information

- List your **child's name, age and date of birth**. If you have more than four active children (ages 12 and below), please use an additional form.
- If you receive food stamps and/or OWF, your residential child may automatically qualify for Tier I reimbursement rates.
- If you receive one of the above benefits, list it in the box marked **“Benefit Program Name”**. In **Program Case Number Box**, please list your Program Case Number (i.e., food stamps number, OWF number).
- If you do not receive one of the above benefits, please complete **Part 3 – Monthly Income**.

\* **Children's Hunger Alliance is required to report your qualification for our program to your local JFS** if you qualify on the basis of food stamps.

#### Part 3 – Monthly Income

- Please complete **only if you choose not to qualify for Tier I by food stamps or by OWF**. Tier I providers by school district do not have to provide proof of income or benefits.
- List **all household members** in this section. Include all children over the age of 12 that live in your home, but do not list children listed in part 2.
- List all **Gross Monthly Earnings** in the corresponding box.
- List all **welfare, child support, alimony, pensions, retirement, social security and any other monthly income** in the corresponding boxes. Provide proof by copies of letters and/or stubs of monthly amounts.
- **If you are not Tier I by school district you must furnish proof of income for each income category listed or send in your 1040 and Schedule C from you most recent taxes.**

#### Part 4 – For Foster Children

- Please see the section **“For Providers with Foster Children”** (p33).

### Part 5 – Signature and Social Security Number

- Please be sure to **sign and date the IE Application** and **complete the Social Security Number and Home Address** section.
- **All of Part 5 must be completed.**

### Part 6 – Racial/Ethnic Identity

- This section is optional.

**\* Your IE application *cannot be processed* if you use white-out on it.**

**Mail all IE Applications to:  
Children’s Hunger Alliance  
ATTN: IE Specialist  
370 South Fifth Street  
Columbus, Ohio 43215-5408**

## For Parents (to Determine Tier I & Mixed Provider Eligibility)

### Part 1 – Application Type

- **Check Box 4:** Parent requesting child meals with family child care provider.
- Print the **provider’s name** on the line provided. Do not print the name of the child care business.

### Part 2 – Child Information

- List your **child’s name, age and date of birth**. If you have more than four active children (ages 12 and below), please use an additional form.
- If you receive food stamps and/or OWF, your residential child may automatically qualify for Tier I reimbursement rates.
- If you receive one of the above benefits, list the benefit that you receive in the box marked **“Benefit Program Name”**. In **Program Case Number Box**, please list your Program Case Number (i.e., food stamps number, OWF number).
- If you do not receive one of the above benefits, please complete **Part 3 – Monthly Income**.

### Part 3 – Monthly Income

- Please complete **only if you do not qualify for Tier I by Food Stamps or by OWF**. Parents who are Tier I by school district do not have to provide proof of income or benefits.
- List **all household members** in this section. Include all children over the age of 12 that live in your home.
- List all **Gross Monthly Earnings** in the corresponding box.
- List all **welfare, child support, alimony, pensions, retirement, social security and any other monthly income** in the corresponding boxes. Provide proof by copies of letters and/or stubs of monthly amounts.

#### Part 4 – For Foster Children

- Please see the section “For Providers with Foster Children” below.

#### Part 5 – Signature and Social Security Number

- Please be sure to **sign and date the IE Application** and **complete the Social Security Number and Home Address** section.
- **All of Part 5 must be completed.**
- \* If a parent does not wish to supply his/her Social Security Number, he/she *must write “none”* instead on the line provided.

#### Part 6 – Racial/Ethnic Identity

- This section is optional.

\* Your IE Application *cannot be processed* if you use white-out on it.

**Mail all IE Applications to:  
Children’s Hunger Alliance  
ATTN: IE Specialist  
370 South Fifth Street  
Columbus, Ohio 43215-5408**

### For Providers with Foster Children

Family child care providers in a properly certified home may complete an **IE Application** to receive Tier I rates for their foster child(ren). One form must be filled out **for each child**. Providers are reimbursed for meals and snacks given to foster children when an IE Application is submitted (one form per foster child) and the **foster child’s income meets program guidelines**.

#### The Following Guidelines Must be Met:

- A child meets the **Income Eligibility Guidelines (p29)** of the USDA CACFP and submits an IE Application.
- At least **one child who lives outside the provider’s home is served the same meal**.
- **The residential child is not over the age of 12.** A child with special needs may participate over the age of 12 with proper documentation (i.e., an IEP from the local school district for the current school year). Foster children automatically qualify if guidelines are met and the IE Application is completed properly.

#### Part 1 – Application Type

- **Check Box 3:** Provider or parent requesting meals for foster child.
- Print the **name of your child care provider** in the space provided. Do not print the name of the child care business.

**Part 2 – Child Information**

- List your child’s name, age and date of birth. Please use one form per foster child.

**Part 3 – Monthly Income**

- Disregard this section.

**Part 4 – For Foster Children**

- List the foster child’s personal use income.
- If the foster child receives *no* personal use income, you must write “0.00”.

**Part 5 – Signature and Social Security Number**

- Please be sure to have the guardian of the foster child sign and date the IE Application and complete the Social Security Number and Home Address section.
- All of Part 5 must be completed.

**Part 6 – Racial/Ethnic Identity**

- This section is optional.

**\* Do not use white-out on IE Applications. If you do, your IE Application cannot be processed.**

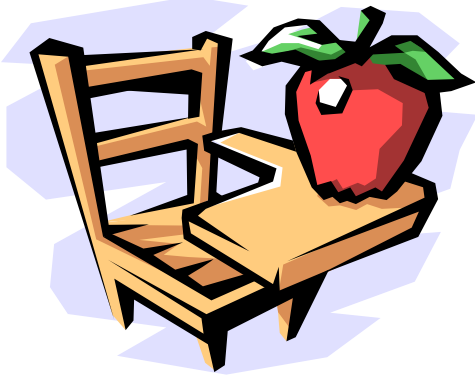
Mail all IE Applications to:  
Children’s Hunger Alliance  
ATTN: IE Specialist  
370 South Fifth Street  
Columbus, Ohio 43215-5408

**Taxes and Food Stamps**

CACFP does not require you to keep record of your food costs except for determining the income eligibility for your own children. However, your meal reimbursement money may be considered income by the Internal Revenue Service (IRS) and the Food Stamp Program. It is very important that you *keep all food receipts* in case you should ever need them for the IRS, Food Stamp Program or for the income eligibility of your own children.

Children’s Hunger Alliance *cannot give tax advice*. We can only recommend that you call IRS hotlines or your tax accountant. Here are a few resources that may help you:

- IRS/tax forms only: 1.800.829.3676
- IRS/tax and current refund information: 1.800.829.4477
- IRS/tax information and notices: 1.800.829.1040
- IRS/tax publication 587: 1.800.359.9453; “*Dollars and Cents: A Tax Resource for Family Child Care Providers*”, Wildwood Resources, Inc.



## Corrective Action

It is a **privilege and a great responsibility** to participate in the USDA's Child and Adult Care Food Program (CACFP). **All federal and state regulations must be met** to fulfill your agreement with the CACFP and maintain status as a child care provider. Unfortunately, there are occasions where providers have been found to have serious deficiencies in their child care operation.

**All child care providers who are found in violation of the CACFP agreement or who are seriously deficient in following the CACFP agreement will need to correct the violation immediately.** The provider will receive a **corrective action notice** and will have a short period of time to send a response detailing how the problem will be corrected.

**Providers may continue reporting and claiming reimbursement during this correction period.** The only exception is if there is a **threat to the health and safety of the children** in care or if the home is involved in activities that **threaten the public health or safety.**

If the corrective action the provider describes resolves the problem, participation in the CACFP may continue. If the provider does not respond or if the response does not address the problem the provider will receive a notice of **serious deficiency**. If the provider does not respond and permanently correct the problem an **"Intent to Terminate"** CACFP participation will be started. If disqualified, you will be placed on the **National Disqualification List**. While on the list, you will not be able to participate in the CACFP as a child care provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility. ***You will remain on the National Disqualification List until such time as the State agency determines that the serious deficiencies have been corrected or until seven years after your disqualification.*** However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the list until the debt has been repaid.

Please know it is **the hope of Children's Hunger Alliance and the USDA that no provider's participation in the food program will be discontinued**, however, this is a possibility when there are unresolved concerns about the quality of care or the accuracy of the claim.



## Things to Remember About Feeding Children

- **Portions Should be Adequate**

Enough food should be placed on the table to offer the minimum servings for each child. Some amounts of each food should be put on each child's plate. Have serving dishes of food on the table so that children learn to serve themselves. **For information on how much a serving is, see the Child Care Food Program Meal Requirements chart in your Provider Notebook and/or refer to the Portion Chart that has been provided for you to post in a conspicuous place.**

- **Expect Children's Tastes to Change**

What children love today they may hate tomorrow! One day they love cheese and the next day cheese is "yucky!". Serving a variety of nutritious foods at each meal and snack will help them learn to enjoy many foods.

- **Variety is Appealing**

Colorful foods with a variety of textures are more appealing and tend to be more nutritious than bland foods. Try different combinations to make mealtime fun.

- **Trying New Foods**

Children may have to be introduced to new foods up to 15 times before they accept them. They will watch and model your eating behaviors. Do not give up if children say they do not like something. Try it again several days later, served with a food they love.

- **Food Should Never be Used as a Reward or a Punishment**

Do not make children clean their plates. Food should have no strings attached. If a child says, "I don't like this," respond in a positive way.

- **Encourage Children to Help**

Children love to be involved in everything. Getting their help in the kitchen encourages children to eat a variety of foods, learn how to make nutritious decisions and practice cooperation with you and the other children. Even young children can put peanut butter on crackers or apple slices on a plate.

- **Be Flexible**

Just like their food preferences, children's appetites can change. One day they eat everything in sight and the next they do not want to eat anything. How children feel, how active they

are and how much they are growing all affect hunger. Gently encourage children to eat, but let them decide how much and what to eat.

## Important Tips about Feeding Infants

Naturally, the guidelines for feeding babies are different than for those for feeding older children. Infants' stomachs cannot handle some foods and they simply cannot chew others. In fact, feeding infants certain foods too early can lead to growth problems, upset stomachs or food allergies. **CACFP guidelines allow only breast milk or iron-fortified infant formula for babies through 12 months of age.** Following meal guidelines will give babies the nutrients they need in a form they can handle. **For specific meal and snack requirements, refer to the infant menu on the "Child Care Food Program Meal Requirements" chart in your Provider Notebook.**

- Infants from birth through 12 months of age must be served either breast milk or iron-fortified infant formula. If the child is not receiving breast milk, list the type of formula provided, indicating that is iron-fortified on your menu.
- Solids and juices are not recommended until the baby is at least 4 months old. Juices are not creditable until the child is 8 months old.
- Infant cereal must be iron-fortified and served until age one. Cheerios, Cream of Wheat and Malt-O-Meal are examples of cereals that are not iron-fortified. You should designate all cereals as IF (iron fortified) on your menus or they will be disallowed.
- Fruit juices must be 100% juice. Infant juice served as a snack is only creditable for infants 8-12 months. It is not creditable for infants under 8 months.
- Bread or crackers must be made from enriched or whole grain flour or meal.
- Honey should never be served to infants less than one year due to risk of food poisoning. Even foods with a small amount of honey, such as honey graham crackers, should not be served.
- At 4 months of age, infant meals can still be claimed if the parent brings formula or other medically required foods for the infant's meals. The family child care provider may provide additional age and stage-appropriate, creditable foods.
- Freeze-dried soups, commercially prepared combination dinners and desserts are not creditable for infants. Commercially prepared combination dinners and desserts include, but are not limited to: chicken-noodle dinner, beef-vegetable dinner, Hawaiian delight and peach cobbler.
- Children's Hunger Alliance must have a written note from a medical professional to verify the need for specially required foods.
- An infant menu must be completed for all meals claimed up to 1 year of age.

## Understanding Creditable Foods

The USDA has developed requirements for foods that should be served to children in the CACFP. These meal pattern requirements help children get the nutrients their

growing bodies need. To participate in the CACFP, a family child care provider needs to serve foods that meet these requirements at each snack and meal.

**A food is creditable (or allowed) based on:**

- The nutritional value of the food.
- How the food is served in a meal.
- USDA's decisions about the food.

Each **Breakfast** must include:

- One serving of **milk**.
- One serving of **grains or bread**.
- One serving of a **fruit or vegetable**.

Each **Lunch or Supper** must include:

- One serving of **milk**.
- One serving of **grains or bread**.
- One serving of **meat or meat alternative**.
- Two servings of a **fruit or vegetable**.

Each **Snack** must include:

- Two servings, one each from **two different food groups**.
- \* **Milk may not be served for snacks when juice or juice bars are the only other food group (the Fruit/Vegetable Group).**



## Child and Adult Care Food Program (CACFP) Food Groups

### Milk Group

Milk is an excellent source of protein, riboflavin, vitamin D, calcium and phosphorus, essential in building strong bones and teeth. In the CACFP, only liquid milk is creditable. Breakfast, lunch and supper each must include a glass of milk. Any type of liquid milk, flavored or unflavored, skim, 2%, whole or buttermilk counts as a serving from the Milk Group.

Many other foods that are usually considered milk products are in the **Meat and Meat Alternative Group** (see p44) for the CACFP. Examples of these would be cheese, cottage cheese and yogurt.

#### Some important things to know about the Milk Group:

- Milk must be served at **Breakfast, Lunch and Supper** to be credited toward the Milk Group.
  - Milk may not be served for snacks when juice or juice bars are the only other food group (**the Fruit/Vegetable Group**).
  - **Reconstituted dry milk does not meet USDA requirements** for liquid milk and cannot replace it in the meal.
  - Milk should be **fortified with Vitamins A and D**. Read the Nutrition Facts label to be sure the milk has been fortified with both of these vitamins.
  - **If a child is allergic to dairy products or is lactose-intolerant, then milk should not be served to that child.** Ask your Field Representative for the form that the child's doctor must complete to verify the allergy or intolerance.
- \* **Always list the milk you serve. If you do not list it, you cannot be reimbursed for the meal.**

#### Creditable Milk

- Acidified milk
- Buttermilk
- Cocoa and cocoa mix (when made with liquid milk)
- Cultured milk
- Homogenized milk
- Hot chocolate (when made with liquid milk)

- Lactose-reduced milk
- Low-fat milk
- Milkshakes (when made with one serving of liquid milk)
- Skim milk
- 2% milk
- UHT – Ultra High Temperature milk
- Whole milk

### Non-Creditable Milk

- Certified raw milk
- Cream
- Cream sauces
- Cream soups
- Custard
- Egg nog
- Evaporated milk
- Frozen yogurt
- Half and half
- Ice cream, ice milk
- Imitation milk
- Pudding, pudding pops
- Reconstituted dry milk
- Sherbet
- Sour cream
- Yogurt (counts as one snack serving from the Meat and Meat Alternative Group)

**For more information about these foods, please refer to the “*But What About...? Answers to Frequently Asked Food Questions*” section of this handbook (p51-59).**

### Grains and Bread Group

**Grains and bread are good sources of B vitamins, iron and fiber** (if they’re made from whole grains). Not only are these whole-grain foods rich in nutrients, but they are also **an excellent source of energy!** Foods in this group include breads, rice, pastas and cereals. Nuts, seeds and popcorn are not in this food group. While most grains and breads are low in fat and sugar, some foods in this group—such as cookies, doughnuts, piecrusts and pastries—have been made with a lot of fat and sugar. **Try to serve more low-fat and low-sugar foods; they’re healthier for you and the children in your care.**

#### Some important things to know about the Grains and Bread Group:

- Grains and breads must contain **whole grains or enriched flour or meal**. If not whole grain, they must be labeled “enriched” or “fortified”.
- Grains and breads must be served as a bread, pasta or cereal in the meal; not just as an ingredient, such as flour in pudding or thickening in gravy.
- Grains and bread must be served as **part of the main dish of Breakfast, Lunch and Supper**. If the grains and bread are served as part of the dessert, they are not creditable toward meals, even if they are enriched.

- Always **record the specific name of the cereal you serve** for breakfast. Offer a **variety** each week. Serving cereals that are low in sugar is recommended.
  - When enriched or whole grain flour is the main ingredient in coffee cakes, doughnuts, gingerbread, rice cakes, toaster pastries/pop tarts or granola bars, they can be served for Breakfast or Snacks but not for Lunch or Supper. As these foods are **high in sugar and fat**, they should be served only occasionally—**no more than twice a week**.
  - When enriched or whole grain flour is the main ingredient in bars, bread pudding, cookies, cereal bars, granola bars and rice pudding, they can be served for snacks but not meals. As these foods are **high in sugar and fat**, they should be served only occasionally—**no more than twice a week**.
  - **Potatoes** do not count toward the Grains and Bread Group bread in the CACFP; they **count as a vegetable in the Vegetable and Fruit Group**.
- \* **Always record the bread you serve. If you do not list it, you cannot be reimbursed for the meal.**

### **Creditable Grains and Breads**

- Animal crackers
- Banana nut bread
- Barley
- Bread stuffing
- Breading/batter (on meat products only)
- Bread pudding (Snack only)
- Brownies
- Cake (commercial or homemade)
- Cereal (whole grain/enriched/fortified; list by brand name)
- Chow mein noodles
- Coffee cake (Breakfast and Snack only)
- Cookies (Snack only)
- Corn chips and tortillas (only if whole grain)
- Corn dog breading
- Crackers
- Crepes
- Croissants
- Croutons
- Cupcakes
- Doughnuts (Breakfast and Snack only)
- Dumplings
- Egg rolls/won ton wrappers
- Fig Newtons (Snack only; not a fruit)
- Fruit breads
- Gingerbread (Breakfast and Snack only)

- Granola cereal (Breakfast and Snack only)
- Grits (enriched)
- Macaroni/noodle products (enriched)
- Melba Toast
- No-bake cookies (without egg)
- Pie crusts (main dish pie crust for meals/snacks; fruit pie crust for Snacks only)
- Pizza crust
- Pop Tarts (Breakfast and Snack only)
- Popovers
- Pretzels (enriched; Snack only)

**For more information about these foods, please refer to the “*But What About...? Answers to Frequently Asked Food Questions*” section of this handbook (p51-59).**

### **Non-Creditable Grains and Breads**

- Carrot cake
- Corn chips (Fritos)
- Nut or seed flours
- No-bake cookies (with raw egg)
- Pineapple Upside-Down Cake
- Potato chips or sticks
- Tapioca

## **Vegetable and Fruit Group**

**Vegetables and fruits are excellent sources of vitamins, minerals and fiber. Many are especially high in vitamins A and C.** Most vegetables and fruits are very low in fat and salt. Children should be gently encouraged to try a wide variety of these foods. Vegetables and fruits like avocados, olives and those that are prepared with heavy cream sauces are high in fat. Breakfast must include one serving of a vegetable or fruit. Lunch or Supper must include two servings from this group.

### **Some important things to know about the Vegetable and Fruit Group:**

- **100% fruit or vegetable juices are required;** be careful not to select a beverage that is less than 100% juice. Be sure to list the brand name of the juice on your menu.
- **Home-canned fruits or vegetables are not allowed.**
- Cooked, dry beans, peas, lentils and canned pork and beans may be counted in either the Vegetable and Fruit Group or in the Meat and Meat Alternative Group but may not be counted as both in the same meal.
- Canned, reconstituted soups such as bean, lentil and split pea are allowed. **1 cup of soup = ½ cup of vegetables.**
- When serving salads, **please describe the type of salad clearly** (i.e., bean salad, potato salad, macaroni salad, egg salad, garden salad, lettuce/tomato salad, etc.). If you do not correctly describe a salad, you cannot be reimbursed for it.

- **Sandwiches and tacos/burritos are combination dishes.** For important information about claiming casseroles/combo dishes, see the “But What About...? Answers to Frequently Asked Questions” section of this handbook (p51-59).
- Macaroni, pasta and rice salads count in the Grains and Bread Group and not the Vegetable and Fruit Group.
- **Cottage cheese counts in the Meat and Meat Alternative Group** and not in the Vegetable and Fruit Group.
- \* **Be sure to list all fruits and/or vegetables served. If you do not list it, you cannot be reimbursed for the meal.**

### Creditable Vegetables and Fruits

- Alfalfa sprouts
- Apple cider
- Apple turnovers (must contain at least 1/8 cup apples per child)
- Bean sprouts
- Canned pork and beans
- Coleslaw
- Cranberries (whole or jellied sauce)
- Dehydrated vegetables
- Dried beans
- Dried fruit
- Figs
- Fruit cocktail
- Fruit pie filling (1/2 cup commercial filling=1/4 cup of fruit)
- Fruit salad (List all fruits used.)
- Fruit sauces (when made with fruit or 100% juice)
- Fruitsicles (when made with 100% juice)
- Juice (Check the label to make sure it is 100% juice.)
- Knox Blox (made with 100% juice)
- Mixed vegetables
- Mushrooms
- Olives
- Onion rings
- Pimientos
- Potato skins
- Raisins
- Soup (tomato, vegetable or minestrone)
- Tomato paste or puree
- Tomato sauce
- V-8 juice
- Water chestnuts

## Non-Creditable Vegetables and Fruits

- Apple fritters and butter
- Chili sauce
- Chips and sticks (potatoes and corn)
- Coconut
- Corn chips
- Cranberry juice (if not 100% juice)
- Fig Newtons (count in Grains and Bread Group only)
- Fruit juices/drinks (if not 100% juice)
- Fruit-flavored powders and syrups
- Fruit punch
- Fruit Roll-Ups
- Home-canned foods
- Hominy
- Jell-O
- Jelly, jam and fruit preserves
- Juice drinks
- Ketchup/catsup
- Kool-Aid
- Lemonade
- Nectar
- Pickles or pickle relish
- Pop Tart filling
- Popsicles (if not made from 100% juice)
- Tang and Gatorade
- V-8 Splash
- Vegetable or fruit breads (count in Grains and Bread Group if made with whole grain or enriched flour)

For more information about these foods, please refer to the *“But What About...? Answers to Frequently Asked Food Questions”* section of this handbook (p51-59).

## Meat and Meat Alternative Group

Meat and meat alternatives are high in protein, B vitamins and iron. They include animal products like beef, pork, chicken, turkey and fish. Cheese and eggs are considered meat alternatives in the CACFP. The Meat and Meat Alternative Group also includes dried peas, beans and peanut butter. **This group is needed for muscle growth and good health.**

### Some important things to know about the Meat and Meat Alternative Group:

- Natural cheese and pasteurized cheeses are acceptable meat alternates.
- 1 ounce of natural or processed cheese = 1 ounce of meat alternate.

- **1 ounce of processed cheese food or processed cheese spread = ½ ounce of meat alternate.**
  - Canned pork and beans, cooked dry beans or peas may count either toward the Meat and Meat Alternative Group or toward the Vegetable and Fruit Group. They cannot be counted as both for the same meal.
  - Peanut butter may count as ½ a meat alternate serving. **Peanut butter must always be served with another food from the Meat and Meat Alternative Group at Lunch and Supper.** For example, a peanut butter sandwich could be served with a hard cooked egg, a slice of cheese or a cottage cheese salad to complete the meat/meat alternate requirement.
  - **Home-canned foods, game and tofu** cannot be used in the CACFP because they have not been inspected and have no standard of identity.
  - Be sure to **list the meat products separately** when you serve combination dishes, sandwiches and other menu items. See information about “Casseroles and Combination Dishes” in the “*But What About...? Answers to Frequently Asked Questions*” section of this handbook (p51-59).
- \* Always list the meat you serve and please be specific. If you create something out of the meat such as spaghetti sauce, you must list the meat you used. If you do not list it, you cannot be reimbursed for the meal.**

### **Creditable Meats and Meat Alternatives**

- Beef jerky
- Bologna and other canned and processed lunch meats
- Canadian bacon
- Canned pork and beans
- Cheese (natural or processed; 1 ounce = 1 ounce of meat)
- Cheese spread (1 ounce = ½ ounce of meat)
- Cheese food (1 ounce = ½ ounce of meat)
- Chicken nuggets
- Chicken wings
- Corn dogs
- Cottage cheese (½ cup = 2 ounces of meat)
- Crab
- Dried beans, peas, and lentils
- Eggs (must be cooked)
- Fish sticks
- Frankfurters/hotdogs
- Imitation crab and seafood
- Nuts and seeds (for older children)
- Parmesan and Romano cheeses (except the pre-grated or sprinkle kind)
- Pizza (with cheese, sausage or other meat item used as topping; you must list the cheese to get credit for it.)
- Peanut butter (must be served with another meat/meat alternative at Lunch or Supper)

- Refried beans
- Ricotta cheese (1/2 cup = 2 ounces of meat)
- Sausage
- Yogurt

### **Non-Creditable Meats and Meat Alternatives**

- Acorns
- Bacon
- Bacon bits and substitutes
- Cheese, powdered in boxed macaroni
- Chestnuts
- Chitterlings
- Coconut
- Cream cheese
- Eggs (raw, as in egg nog)
- Frozen yogurt
- Ham hocks
- Neck bones
- Neufchatel cheese
- Pepperoni
- Pig's feet
- Oxtails
- Side pork
- Sizzlean
- Soup bones
- Tofu
- Wild game

**For more information about these foods, please refer to the *“But What About...? Answers to Frequently Asked Food Questions”* section of this handbook (p51-59).**



## Meal Suggestions

### Breakfast

Breakfast must include one glass of milk, one serving from the Vegetable and Fruit Group and one serving from the Grains and Bread Group. Here are some suggestions:

<u>Milk</u>	<u>Vegetable/Fruit</u>	<u>Grains/Bread</u>
Milk	Orange or pineapple juice	Pancakes
Milk	Applesauce	Cinnamon toast
Milk	Orange slices	Bran muffin
Milk	Sliced bananas	Whole wheat toast
Milk	Raspberries	Corn flakes
Milk	Grapes	Rye bread toast
Milk	Stewed apples	Cinnamon toast
Milk	Grape juice	Whole wheat toast
Milk	Pineapple chunks	Toast
Milk	Mango slices	French toast
Milk	Apple slices	Waffles
Milk	Peaches	Grits
Milk	Rhubarb	Pancakes
Milk	Kiwi fruit	Oatmeal
Milk	Strawberries	English muffin
Milk	Baked apples	Pumpkin muffin
Milk	Sliced pears	Biscuit
Milk	Fruit Cocktail	Toast
Milk	Blueberries	Cheerios

### Lunch

Lunch must include one glass of milk, one serving each from the Meat and Meat Alternative Group and the Grains and Bread Group and two servings from the Vegetable and Fruit Group. Here are some suggestions:

<u>Milk</u>	<u>Meat/Alternative</u>	<u>Grains/Bread</u>	<u>Vegetable/Fruit</u>	<u>Vegetable/Fruit 2</u>
Milk	Pizza w/sausage	Crust	Three-bean salad	Apples
Milk	Hamburger	Whole grain bun	Lettuce/tomato	Bananas

			salad	
Milk	Fish sticks	Bun	Hashed browns	Grapes
Milk	Ham & cheese	Rye bread	Carrot sticks	Applesauce
Milk	Hot dog	Whole wheat bun	Scalloped potatoes	Cucumber salad
Milk	Grilled cheese	Wheat bread	Peas/corn	Oranges
Milk	Egg salad	Toast	Green beans	Pears
Milk	Wieners/beans	Cornbread	Applesauce	Lettuce salad
Milk	Cheeseburgers	Bun	Broccoli	Tomato salad
Milk	Hot dog & cheese	Bun	Celery & peppers	Grapes
Milk	Chicken breast	Wheat bread	Potato salad	Peaches
Milk	Turkey & cheese	Wheat bread	Corn	Fruit cocktail
Milk	Chicken noodle Soup (homemade)	Noodles in soup	Lettuce/tomato salad	Baked apples
Milk	Sub sandwich (turkey, ham & cheese)	Whole grain bun	Coleslaw	Cantaloupe
Milk	Fried egg sandwich	Bread	Hashed browns	Applesauce
Milk	Ham salad	Bun	Tomato salad	Orange slices
Milk	Goose liver	Wheat bread	Peas/corn	Pears
Milk	Egg salad	Toast	Carrot/raisin salad	Apple slices
Milk	Turkey & cheese	Wheat bread	Broccoli	Apricots
Milk	Kielbasa	Whole wheat bun	Corn	Pineapple
Milk	Roast beef	Bun	French fries	Plums
Milk	Ham & cheese	Rye bread	Coleslaw	Papaya
Milk	Tuna salad	Wheat bread	Broccoli	Apricots
Milk	Peanut butter sandwich w/cottage cheese	Wheat bread	Celery sticks	Pineapple
Milk	Meatballs	Spaghetti noodles	Zucchini	Pears
Milk	Chicken salad	Pita bread	Potato salad	Watermelon
Milk	Homemade macaroni & cheese	Macaroni	Side dish of peas	Tomato wedges
Milk	Chili w/ground beef	Crackers	Beans in chili	Cucumber salad

## Supper

**Supper must include one glass of milk, one serving each from the Meat and Meat Alternative Group and the Grains and Bread Group and two servings from the Vegetable and Fruit Group. Here are some suggestions:**

<u>Milk</u>	<u>Meat/Alternative</u>	<u>Grains/Bread</u>	<u>Vegetable/Fruit</u>	<u>Vegetable/Fruit 2</u>
Milk	Pork chops	Kaiser roll	Mashed potatoes	Apricots
Milk	Cube steak	Noodles & cheese	Succotash	Grapes
Milk	Baked fish	Hush puppies	Turnip greens	Coleslaw
Milk	BBQ chicken	Rice	Spinach	Plums
Milk	Bratwurst	Rolls	Mashed potatoes	Sauerkraut
Milk	Salmon patties	Risotto	Asparagus	Creamed peas
Milk	Roast beef	Corn muffins	Boiled potatoes	Carrots
Milk	Meat loaf	Mac & cheese	Green beans	Peaches

Milk	Chicken & noodles	Noodles	Lettuce/tomato salad	Strawberries
Milk	Ham	Rolls	Coleslaw	Sweet potato
Milk	Meatballs	Spaghetti	Caesar salad	Pears
Milk	Liver & onions	Wheat bread	Mashed potatoes	Peas
Milk	BBQ pork	Buns	French fries	Fruit cocktail
Milk	Pork tenderloin	Rye bread	Risotto	Broccoli
Milk	Baked ribs	Cornbread	Sliced tomatoes	Applesauce
Milk	Beef stew	Biscuits	Peaches	Potatoes & carrots in stew
Milk	Polish sausage	Buns	Tater tots	Cucumbers
Milk	Chorizo	Corn tortillas	Stuffed squash	Pineapple slices
Milk	Fried chicken	Rolls	Baked potato	Peas
Milk	Pizza w/mushrooms	Crust	Carrot sticks	Hot apples
Milk	Tacos w/beef	Taco shells	Pinto bean salad	Grapes
Milk	Fish sticks	Mac & cheese	Broccoli salad	Pear slices
Milk	Chicken cutlet	Rolls	Shredded lettuce	Banana slices
Milk	Grilled steak	Crescent rolls	Green beans	Honeydew
Milk	Sausage & eggs	Biscuits	Homefried potatoes	Corn
Milk	Chicken cutlet	Noodles	Baked potato	Hashed browns
Milk	Grilled steak	Biscuits	Green beans	Three-bean salad
Milk	Sausage & eggs	Buns	Mango slices	Green beans
Milk	Lasagna w/cheese & ground meat	Lasagna noodles	Mashed potatoes	Spinach salad
Milk	Turkey & gravy	Bread stuffing	Mashed potatoes	Corn
Milk	Hamburgers	Whole wheat bun	French fries	Carrots/celery
Milk	Turkey potpie	Pie crust	Peas	Cucumber salad

## AM, PM & Evening Snacks

Snacks must include one serving each from two of the food groups. Here are some suggestions:

- Cinnamon toast / applesauce
- Melon balls / cheese wedges
- Granola & peaches / milk
- Graham crackers / dates
- Bagel / orange juice
- Deviled eggs / grape juice
- Apple Surprise: apple filled with peanut butter
- Kebobs with cheese, turkey & fruit / milk
- Biscuit & jelly / milk
- Mini taco: meat, cheese, lettuce & tomato on 1/2 corn tortilla
- Veggies & cottage cheese dip
- English muffins with pizza sauce & cheese
- Tuna fish & wheat crackers

- Wiener wraps / grapefruit juice
- Ritz crackers / baked apples
- Chicken salad / toast
- Wheat crackers / carrot & raisin salad
- Toast / hard-boiled eggs
- Pita bread stuffed with peanut butter
- Waffles topped with fruit
- Mini veggie omelet
- Milk / corn bread & apple butter
- Pancakes & hot apple slices
- Raw cauliflower / ham rollups around a pickle
- Graham crackers / frozen grapes
- Milk / peanut butter & banana sandwich
- Graham crackers / apple rings
- Grilled pineapple / milk
- French toast & peanut butter / orange juice
- Milk / biscuits & cheese
- Lettuce rollups filled with cheese / orange juice
- Hashed browns / scrambled eggs
- Homemade granola bar / orange juice
- Milk / banana & apple chunks with peanut butter dip
- Finger sandwiches / orange juice
- Egg salad / wheat crackers
- Milk / Surprise Muffins: Put a little batter in a muffin cup, put a teaspoon of fruit preserves on top, top off with more batter and bake as usual.
- Quesadillas: Warm a flour tortilla in a skillet, top with cheese and another tortilla and grill/microwave/bake to melt cheese. Cut into wedges and serve.



## “But What About...?” Answers to Frequently Asked Food Questions

Please keep in mind that this list does not include all possible foods or situations. **When in doubt, call your Field Representative! Remember to name specific foods for each meal.** For instance, all cookies, meats, fruits and cereals should each be named.

### Food/Explanation

### Creditable?

#### A

<b>Animal Crackers</b>	<b>Yes</b>
<b>Apricot Nectar</b> Not 100% juice	<b>No</b>
<b>Awake</b> Not 100% juice	<b>No</b>

#### B

<b>Bacon</b> Too high in fat	<b>No</b>
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<b>Bag Lunches</b>	<b>Yes / No</b>
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**Yes** – If the lunch is prepared by the provider, meets all program requirements and is being used for an occasional picnic for all the children in care, then the bag lunch is creditable.

**No** – If the lunch is sent to school with the child, it is non-creditable.

<b>Beef Stew, canned</b>	<b>Yes</b>
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Be sure the stew has enough of the food group you plan to count. For example, is there enough meat to count as one serving? Be sure to list all creditable stew ingredients.

<b>Beans, dried</b>	<b>Yes</b>
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Any type of dried bean may be counted as a meat **or** a vegetable serving. Beans cannot count as a serving of both meat and vegetable in the same meal. Dried beans include pinto beans, kidney beans, garbanzo beans, refried beans, canned pork and beans, lentils, navy beans, peas and Great Northern beans. The provider must name the beans on the menu.

<b>Birthday Treats</b>	<b>Maybe</b>
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Meals and snacks claimed for reimbursement must meet meal pattern requirements. If the birthday treats meet the requirements, they are creditable. Non-creditable foods may be served but not in place of required foods. Birthday treats

that do not meet any part of the required meal pattern should be served after the meal.

**Bright and Early** **No**

Not 100% juice

**Breading (on chicken, fish, and hot dogs)** **Yes**

½ ounce of breading = 1 serving for 3-5 year olds

1 ounce of breading = 1 serving for 6-12 year olds

**Brownies** **Yes / No**

**Yes** – If the brownies have no frosting, they are creditable.

**No** – If the brownies have frosting, they are non-creditable.

**Bulghar Wheat** **Yes**

Counts as bread

**Burritos** **Yes**

Burritos usually contain meat, cheese, a burrito shell and some vegetable. If you wish to count burritos as two food groups, be sure to read the entry on **Combination Dishes** before sending in your claim.

## C

**Cake** **Yes**

The USDA's Child and Adult Care Food Program (CACFP) recommends that cakes, fruit pies, cookies and other sweets be served as part of a snack no more than twice a week.

**Casserole** **(See Combination Dishes.)**

**Catsup** **(See Ketchup.)**

**Cereal Bars** **Yes**

Cereal bars count as a bread. Serve only occasionally for snacks, no more than twice a week.

**Cider, pasteurized** **Maybe**

Cider must be 100% juice and be pasteurized in order to receive credit.

**Chicken Wings** **Yes**

3 wings, **or** 1 wing and 1 leg, **or** 1 wing and 1 thigh = 1 serving of meat for a 6-12 year old.

**Chitterlings** **No**

Not enough protein to count as meat

**Coffee Cake** **Maybe**

Coffee cakes counts as a bread if enriched flour or whole grain flour is the main ingredient. It can be served occasionally for snacks or breakfast, no more than twice a week.

**Combination Dishes** **Yes / No**

**Yes** – Combination dishes can be creditable. Casseroles, sandwiches and other combination dishes can count as two food groups as long as the required amounts of the two items are served. List the two food group items specifically on the menu; do not simply write “lasagna”, “chili”, “pot pie” or “sandwich”. Be sure to always offer enough additional foods so that those who either do not like the combination dish or cannot eat enough of it to meet requirements still have the opportunity to eat a well-balanced meal.

**No** – Commercially-prepared combination dinners for infants are non-creditable.

\* If an item appears to be a combination side dish it will be counted as such. If you serve a related item as a side dish, please label it SD for side dish. If the related item is considered a part of the combination dish and it is not listed as SD, it will be considered as part of the combination dish and not counted as a separate food group. For example: If you list spaghetti and tomato sauce as a combination dish and list “SD – Meatballs” you get credit for three food groups. If you list spaghetti, tomato sauce and meatballs, you get credit for two food groups.

**Corn Chips** **Maybe**

Corn chips count as a bread if enriched or whole grain flour is a main ingredient.

**Cookies** **Yes**

The specific name of the cookie must be listed on the menu. Serve occasionally, no more than twice a week.

**Crab Legs** **Maybe**

If served in sufficient quantity

**Cranberries** **Yes**

Whole cranberries and cranberry sauce are creditable.

**Cranberry Juice** **Yes/No**

**Yes** – If made from 100% juice

**No** – If sugar has been added

**Cream Puffs** **No**

Enriched flour is usually not the main ingredient

**Cupcakes** **Yes**

## **D**

**Dips** **Yes / No**

**Yes** – If the dip is made from creditable ingredients, it is creditable. A yogurt, bean, cottage cheese or peanut butter-based dip could count as a snack.

**No** – If the dip is not made with creditable ingredients, it is non-creditable. A dip with mayonnaise, sour cream or cream cheese as a base would not be creditable.

## **E**

**Eggnog** **Maybe**

Eggnog is usually made with raw eggs, which are not allowed in the CACFP; eggs must be cooked. If eggnog is made with eggnog flavoring and liquid milk, then it is creditable as a serving of milk. Be sure to list it that way on the menu.

**Egg Rolls** **Maybe**

Most commercially-prepared egg rolls can count as a bread; they do not count as a vegetable or a meat, however. Homemade versions count as a vegetable or a meat and a bread if enough of these foods are used. Be sure to list these as **HM** (homemade) on the menu.

## F

<b>Fig Newtons</b>	<b>Yes / No</b>
Yes – Fig Newtons can count as a bread if made with enriched flour and served as a snack.	
No – Do not contain enough fruit to count as a fruit if served at a meal.	
<b>Five Alive</b>	<b>No</b>
Not 100% juice	
<b>Fruit Cake</b>	<b>No</b>
Enriched or whole grain flour is not the main ingredient.	
<b>Fruit Leather/Fruit Snacks</b>	<b>Yes / No</b>
Yes – Fruit snacks count if made from 100% fruit.	
No – If any sugar is added, as in most store-bought versions, then it is non-creditable.	
<b>Fruit Smoothies</b>	<b>Yes</b>
Fruit smoothies count as a fruit and a milk if made with liquid milk and 100% fruit juice (or fruit). They count as one food group at a snack and for two food groups at a meal.	

## G

<b>Gatorade</b>	<b>No</b>
Not 100% juice	
<b>Gelatin</b>	<b>No</b>
Gelatin does not count as any food group. If fruits or vegetables are added, the fruit/vegetables count as one serving as long as the required amount of fruit or vegetable is available for each child.	
<b>Graham Crackers/Crust</b>	<b>Yes</b>
Count as a bread	
<b>Granola Bars</b>	<b>Maybe</b>
Granola bars count as a bread if whole grain or enriched flour is the main ingredient. Serve these only occasionally for snacks, no more than twice a week.	

## H

<b>Ham Hocks</b>	<b>No</b>
Not enough protein to count as a meat	
<b>Hawaiian Punch</b>	<b>No</b>
Not 100% juice	
<b>Hi-C</b>	<b>No</b>
Not 100% juice	
<b>Home-Canned Foods</b>	<b>No</b>
Home-canned foods have not been inspected.	
<b>Honey</b>	<b>No</b>
This is a substitute for sugar and should be used sparingly. <i>Honey should never be given to babies under 1 year.</i>	

## J

**Juice** **Yes / No**  
**Yes** – If it is 100% fruit juice, it is creditable. The provider must name the kind of juice served.  
**No** – If “juice drink”, “cocktail”, or “-ade” is part of the name or description, then it is not 100% fruit juice and therefore is non-creditable.

## K

**Ketchup** **No**  
Ketchup is not a vegetable.

**Knox Blox** **Yes / No**  
**Yes** – If it is made with 100% fruit juice, it is creditable. Be sure to list the kind of juice.  
**No** – If it is not made with 100% juice, then it is non-creditable.

**Kool-Aid** **No**  
Not 100% juice

## L

**Lemonade** **No**  
Not 100% juice

**Lentils** **(See Beans, dried.)**

## M

**Macaroni and Cheese** **Yes**  
Macaroni and cheese can count as a bread if enriched macaroni is used and it can be counted as a meat alternative if it is homemade (marked **HM**) and contains 1-1 ½ ounces of cheese for each 3-5 year old child. Packaged macaroni and cheese can count as a bread and meat (alternative) if enough cheese and another meat (or alternative) are added for each child; it is then considered homemade and must be marked **HM** (homemade). **Powdered, packaged cheese does not count as a meat alternative.**

**Mixed Fruits** **Yes**  
Mixed fruits, such as fruit cocktail, fruit salad, fruit cups and fruit kabobs are considered the same thing and count as 1 serving of fruit/vegetable

## N

**Nachos** **Yes**  
If made with enriched or whole grain flour

**Neck Bones** **No**  
There is not enough protein for neck bones to be counted as a meat.

## O

**Orange Plus** **No**  
Not 100% juice

## P

### **Parent-Supplied Food**

**Yes / No**

**Yes** – When a parent provides formula, breast milk or other medically-required foods for babies between 4 and 12 months **and** additional meal and snack requirements are provided by the provider, then the food is creditable.

**No** – Usually meals of food supplied by the parent cannot be claimed for reimbursement.

### **Peanut Butter**

**Yes**

Peanut butter is a meat alternative. CACFP counts peanut butter as only  $\frac{1}{2}$  of the meat alternative required for lunch or supper. Another meat or meat alternative must also be served in order to receive credit for the meal.

### **Peas**

**(See Beans, dried.)**

### **Pepperoni**

**No**

Pepperoni is highly processed and contains very large amounts of sodium.

### **Pickles**

**No**

### **Picnics or Cold Meals**

**Yes**

Picnics or cold meals are allowed as long as they meet program requirements and are prepared by the provider.

### **Pie Fillings, Fruit**

**Yes**

$\frac{1}{2}$  cup of commercial pie filling =  $\frac{1}{4}$  cup of fruit. Homemade pies are counted according to the amount of fruit used in the recipe divided by the number of servings.

### **Pie Crust**

**Yes**

When made with enriched or whole grain flour as the main ingredient, pie crust counts as bread. Pie crust in a main dish may count as bread for lunch or supper. Pie crust in fruit pie counts as a bread for snacks only. Serve pie and other sweets only occasionally for snacks, no more than twice a week.

### **Pig Tails**

**No**

Not enough protein to count as a meat

### **Pizza**

**Yes/No**

**Yes** – Only the crust and meat/meat alternative (cheese) are creditable. There are never enough vegetables to count as a serving.

**No** – The pizza is not creditable if purchased from a restaurant, carryout or home delivery.

### **Popovers**

**Yes**

Count as a bread

### **Popsicles**

**Yes/No**

**Yes** – Popsicles are creditable only if made from 100% juice. Be sure to list the fruit juice(s) used to make the popsicles.

**No** – Popsicles are non-creditable if commercially-prepared or if made with fruit drink or milk.

### **Pop Tarts**

**(See Toaster Pastries.)**

### **Potatoes**

**Yes**

Count as a vegetable. Does not count as bread.

**Pot Pies** **Yes**  
Commercial pot pies count as a bread only. If homemade and sufficient vegetable and meats were added, they could also count as a meat or ¼ cup of vegetables. Be sure to note the pot pie is **HM** (homemade) on the menu. If you wish to count homemade pot pie as two food groups, be sure to read the entry for **Combination Dishes** before sending your claim.

**Pudding, Bread** **Yes**  
Counts as a serving of bread if enriched flour is the main ingredient. Vegetables and fruit in the pudding do not count.

**Pudding, Rice** **Yes**  
Count as a bread for snacks only.

## R

**Ravioli** **Yes**  
Ravioli counts as a bread if made with enriched or whole grain flour. Ravioli does not count toward the Meat and Meat Alternative Group or the Vegetable and Fruit Group.

**Restaurant Meals** **No**  
Restaurant meals do not count.

**Rice Krispie Treats/Corn Flake Wreaths** **Yes**  
Even though they are considered no-bake cookies, they are acceptable as a cereal bar if the main ingredient is cereal and they contain no raw eggs.

## S

**Salads** **Yes**  
Salads must be named. Examples of creditable types of salads are lettuce, tossed, garden, macaroni, fruit, chicken, tuna, ham, etc. If they are in addition to another meal, they must be marked **SD** (side dish).

**Salsa** **Yes**  
Salsa counts as a vegetable.

**Sandwiches** **Yes**  
Sandwiches are creditable as up to two food groups.

**Side Pork** **No**  
Not enough protein to count as a meat.

**Soup, Homemade** **Yes**  
Be sure to note that the soup is **HM** (homemade) and list all the main ingredients. The creditable foods depend on the ingredients being used to prepare the soup. If you wish to count homemade soup as two food groups, be sure to read the entry on **Combination Dishes** before sending in your claim.

**Soup, Canned Chunky** **Yes**  
1 cup of beef, turkey or chicken soup = ¼ cup of vegetables and ½ ounce of meat

**Soup, Canned Bean, Lentil, Split Pea** **Yes**  
½ cup = ¼ cup of vegetables

<b>Soup, Canned Minestrone, Tomato with Rice or Vegetables, Tomato, or Vegetable</b>	<b>Yes</b>
1 cup = ¼ cup of vegetables	
<b>Soup, Noodle</b>	<b>Yes</b>
1 cup = ½ cup of noodles (Grains and Bread Group). Canned noodle soup does not count as a meat or a vegetable.	
<b>Spaghetti and Meat Sauce</b>	<b>Yes</b>
Spaghetti and meat sauce usually includes tomato sauce, meat and noodles. Other foods should be served to complete the meal requirements and offer children variety. Meat sauce must be homemade and marked with <b>HM</b> to be creditable. If you wish to count homemade spaghetti and meat sauce as two food groups, be sure to read the entry on <b>Combination Dishes</b> before sending in your claim.	
<b>Spaghetti-O's</b>	<b>Yes</b>
These count as a bread if made with enriched or whole grain flour. They do not count toward the Meat or Meat Alternative Group or the Vegetable and Fruit Group.	
<b>Sub Sandwich</b>	<b>Yes</b>
The sandwich must list the meats/cheeses (Meat and Meat Alternative Group) and the bread/bun (Grains and Bread Group).	
<b>Sunny-D</b>	<b>No</b>
Not 100% juice	

## T

<b>Tacos</b>	<b>Yes</b>
Tacos usually contain meat, cheese, a taco shell and some vegetable. If you wish to count tacos as two food groups, be sure to read the entry on <b>Combination Dishes</b> before sending in your claim.	
<b>Taco Shells</b>	<b>Yes</b>
Taco shells count as a bread if made with enriched or whole grain flour and meal.	
<b>Tang</b>	<b>No</b>
Not 100% juice	
<b>Toaster Pastries</b>	<b>Maybe</b>
Toaster pastries, if made with enriched flour, count as bread for breakfast and snacks. These products are high in sugar and fat and should be served only occasionally, no more than twice a week.	
<b>Tofu</b>	<b>No</b>
No standard of identity	
<b>Tomato Paste</b>	<b>Yes</b>
1 Tablespoon = ¼ cup of vegetables	
<b>Tomato Puree</b>	<b>Yes</b>
2 Tablespoons = ¼ cup of vegetables	
<b>Tomato Sauce</b>	<b>Yes</b>
¼ cup = ¼ cup of vegetables	
<b>Twinkies</b>	<b>No</b>
Sugar is the main ingredient.	

## V

- Vanilla Wafers** **Yes**  
Vanilla Wafers count as bread for snacks only if enriched flour is the main ingredient. Serve only occasionally, no more than twice per week.
- V-8 Juice** **Yes**  
Counts as a vegetable
- V-8 Splash** **No**  
Not 100% juice
- Vegetarian Meals** **Yes / No**  
**Yes** – Vegetarian meals are allowed if they meet program requirements. Meat Alternatives that are creditable include cheese, cottage cheese, eggs, cooked dry beans and peas, peanut butter or any combination of these. Peanut butter must be served with another meat item at lunch or supper.  
**No** – Vegetarian meals are non-creditable only if they do not meet program requirements. Meat alternatives must be served to ensure the children are receiving enough protein and a balanced, varied diet.

## W

- WIC Foods** **Yes / No**  
Yes, the meal can be claimed if the baby or child is between 4 and 12 months old and the family child care provider provides additional meal requirements.
- Wild Game** **No**  
Wild meats and poultry are not creditable on the CACFP.

## Y

- Yams** **Yes**  
Count yams as a vegetable, not count as bread.
- Yogurt** **Yes / No**  
**Yes** – Yogurt counts if plain or flavored, sweetened or unsweetened.  
**No** – Yogurt is non-creditable if it is frozen yogurt.