

Welcome to CACFP Nutrition Training!





WHO WE ARE

- o CACFP stands for Child and Adult Care Food Program.
- o Child Care Network of New York is your CACFP sponsor agency.
- o CACFP is managed and monitored in New York State by the NYS Department of Health.
- o CACFP is a federal subsidy (monetary assistance) for Child Care Providers provided by the USDA.

THE PROGRAM BASICS

o CACFP recognizes 6 different meal types:

- o Breakfast
- o AM Snack
- o Lunch
- o PM Snack
- o Dinner
- o Evening Snack

BASIC RULES

- o You can be reimbursed for up to:
two meals and one snack OR
two snacks and one meal.
- o Common meal combinations:
AM Snack, Lunch, Dinner OR
Breakfast, Lunch, PM Snack
- o There must be a minimum of 1.5 hours between a meal and a snack, and 3 hours between two meals (example: Lunch at 12pm and Dinner at 4pm).

Meal Time Examples:

- o Breakfast 9:00 am
- o Lunch 12:00pm
- o PM Snack 3:30pm

- o AM Snack 8:30 AM
- o Lunch 11:30 AM
- o Dinner 5:00 PM

LETS TALK FOOD!

- o There are 4 **categories** under CACFP:
 1. Grains (breads/cereal/pasta/rice)
 2. Fruits & Vegetables
 3. Meats/Meat Alternatives
 4. Milk (formula/breast milk/whole/1% Skim)

- o NOTE: For CACFP guidelines, potato is counted as a Vegetable and beans can be counted as a Meat Alternative or a Vegetable

Which MILK can I serve?

- o Milk must be served at breakfast, lunch and dinner.
- o Children age 1 to 2 must drink **WHOLE** milk.
- o Children age 2 and up must drink **1% or skim**.
- o If you have children in both age groups, you must have **both kinds** of milk.
- o Daycares that provide kosher meals may serve milk separately from meals that include a meat component.
- o You may serve a CACFP approved soy milk if the parent or Doctor submits a written request.
- o You may only serve flavored milk to children age 6 years and older.

SOY MILK?

- o There are 5 soy milk brands accepted by CACFP:
 1. 8th Continent Soy Milk
 2. Pacific Northern Ultra Soy Milk
 3. Pacific Northern Ultra Soy Milk, Vanilla
 4. Kikkoman Pearl Organic Soymilk Smart Creamy Vanilla
 5. Kikkoman Pearl Organic Soymilk Smart Chocolate

- o To serve soy milk, you must submit a parent's or doctors written request to Child Care Network of New York.

- o Tip: Children don't like the taste of 1% cow milk? Try alternatives such as Skim Plus or Over the Moon.

MEAT ALTERNATIVES

o Examples of meat alternatives:

Cheese

Yogurt

Peanut butter

Eggs

Beans – can be considered meat or vegetable!

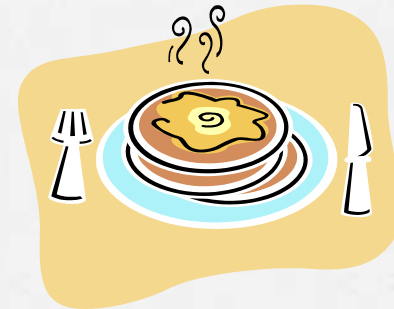
**Now that we know the
FOUR Categories,**

**let's discuss what are
creditable
meals and snacks
under CACFP guidelines**

BREAKFAST

o You need **Three (3) Components**
for a creditable Breakfast:

- Grain (cereal/bread/other)
- Fruit/Vegetable
- Milk



o Reimbursement amount:
\$1.31 per child/per day (Rates 2014-2015)

BREAKFAST

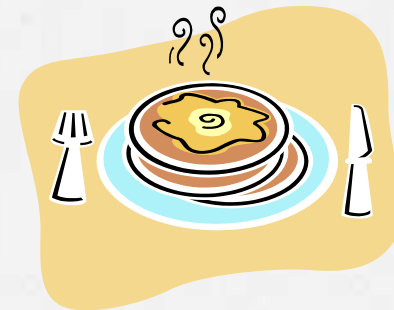
An example of a
creditable CACFP breakfast:

Pancakes

Sliced Bananas

Milk

(Whole / 1% depending on the age of the child)



LUNCH or DINNER

- o You will need **five (5) components**:

Grain (rice/pasta/bread)

Meat/Meat Alternative

2 Fruits or Vegetables

Milk

- o Reimbursement amount:

\$2.47 per child/per day (Rates 2014-2015)

LUNCH/DINNER

o A creditable CACFP lunch or dinner:

Baked Chicken (meat)

Rice (grain)

Sweet Peas (vegetable)

Grapes (fruit)

Milk (milk)



**NOTE: You can't serve 100% juice at meals –
Only at snacks and only once a day!**

SNACKS

- o You must include 2 of the 4 food categories
- o You can serve 100% juice!
- o One of the components must be a liquid
- o If the 2 components selected are both solids, you must add water.
- o Water is NOT counted as a meal component!
- o Reimbursement amount:
.73 cents per child/per day (Rates 2014-2015)

SNACKS EXAMPLES

Bagel and 100% grape juice

Bread, cheddar cheese and water

Hot oatmeal with milk

Unsweetened cold cereal with milk

Grapes, breadsticks, and water

Crackers and 100% apple juice

NOTE : 2 food group components is the minimum requirement for a creditable Snack.

You will not be penalized for serving more !!

BREAKING DOWN A MEAL

- o Separate your meals into individual components.
- o Example: Pizza:
 - Pizza Sauce = Vegetable component
 - Pizza Crust = Grain component
 - Low Fat Shredded Cheese = Meat component
- o Note: Pizza must be homemade – not delivered – to be creditable for reimbursement.
- o Do the same for spaghetti, soups, etc.

SERVING RESTRICTIONS

- o Fried vegetables **may not** be served more than once a week.
- o Sweetened cereals (ex. Honey Nut Cheerios, Frosted Flakes) **may not** be served more than twice a week or at lunch or dinner. Sweet grains like cake or cookies are **not** creditable.
- o Processed meats (ex. Hot dogs, chicken nuggets) **may not** be served more than twice a week.

SERVING RESTRICTIONS

- o Lettuce and tomato on a sandwich or hamburger are **not** creditable as a full serving of vegetables.
- o Due to low nutritional value, lettuce **cannot** be claimed as a vegetable by itself, but is acceptable with other vegetables as part of a salad.
- o Onions are also **not** creditable as a vegetable due to low nutritional value.
- o Raisins in oatmeal are **not** creditable food components since the quantity is too small to count for a complete serving.
- o You **may not** serve THE SAME EXACT meal twice in one day, but you may serve two SIMILAR meals.

CLAIMING INFANTS

- o Infants are children 6 weeks to 1 year old.
- o Until the child is 7 months old, you get reimbursed even if the parents are providing the breast milk or formula.
- o At 8 months, you must provide the infant's solid food to receive reimbursement.

CLAIMING INFANTS

- When an infant is 6 weeks to 7 months, you only need to enter the milk/formula if you are claiming online.
- If you are submitting paper claims, you are not required to submit a menu for infants 6 weeks to 7 months, but you must include them on your attendance form.
- At 8 months you must claim milk/formula, a cereal or protein, and a fruit or vegetable.

THINGS TO REMEMBER

- o You will never be penalized for serving too much food – only for serving too little.
- o Your mission is to OFFER nutritious foods to children – Remember: by giving children variety and opportunities to trying new things you expose them to healthy eating habits! We can combat infant obesity one child at a time.

WHO CAN YOU CLAIM?

- o All children enrolled in your daycare between the ages of 6 weeks and 13 years are eligible to participate in the food program.
- o You can claim your own/foster children as long as there are other daycare children present for the meal.
- o After school children who normally attend in the afternoon can be claimed all day when school is closed.

MAXIMIZE YOUR REIMBURSEMENT

- o Save time by only recording the three meals you can claim (even if you serve more meals!).
- o Thrifty shopping – use circulars and don't buy fruit out of season.
- o Pay attention to serving sizes – don't serve kids more food than they should eat for their age.
- o Save time and money by planning menus ahead of time.
- o Multi-options – you can claim after school kids for different meals than full time kids.

EXAMPLE OF A MULTI-OPTION

- o Breakfast @ 7:00 am – after-schoolers
- o AM Snack @ 9:00 am – full timers
- o Lunch @ 12:00 pm – full timers
- o PM Snack @ 3:30 pm – after-schoolers
- o Dinner @5:00 pm – everyone

For this example, the after-schoolers eat two meals and one snack, and the full-timers eat two meals and one snack.

SUBMITTING YOUR CLAIM

- o Claims are submitted once a month.
- o You must submit menus AND attendance.
- o Submit your claim by the **third day** of the following month to be on time.
- o Your first claim will have a processing period of 30 to 60 days.
- o Forms can be submitted electronically through Minute Menu or kept on paper and faxed to the office.

SUBMITTING YOUR CLAIM

EXAMPLE

You start the CACFP program on Oct 12th

You submit your first claim on Nov 1st

This first claim will include all claimed meals
from Oct 12th to Oct 31st

CHILD ENROLLMENT FORMS

- o Every child in your care needs a completed parent signed & dated enrollment form to be eligible.
- o Enrollment forms must be faxed to the office **BEFORE** you submit your monthly claim.
- o Infant enrollment forms must include a feeding statement – who is providing the formula/food; what brand of formula.
- o ALL CHILDREN IN YOUR CARE MUST BE ENROLLED IN THE FOOD PROGRAM.

MONITORING VISITS

- o A monitor will visit your daycare 5 times during your first year. Monitors must complete a minimum of 3 unannounced visits every year.
- o A monitor must observe a meal at least once a year.
- o During inspections, monitors will ask to see your CACFP menus. You must have records updated until the day before the inspection.
- o During inspections, monitors will take down the names and ages of the children present.

During the Visit ...

- o During inspections, monitors will observe the meal you are serving. If the monitor arrives after the children have eaten, you may be asked to show leftovers or dirty dishes.
- o During inspections, monitors will check your fridge to be sure that you have the correct milk and the right temperature.
- o Monitors will also be on the lookout for health and safety violations.

The Day of the Visit

- o Visits are usually unannounced and during business hours.
- o When monitors attempt a visit, they will ring your doorbell and knock on your door. If you do not answer, they will call every phone number that Child Care Network has on file for you.
- o Please report your closures and field trips in advance to help us avoid sending monitors when you aren't home.

You are responsible for ...

- o If your daycare will be closed, you must report this closure in advance to Child Care Network. Closures can also be recorded in your Minute Menu software using your Provider Calendar option.
- o When you will be away from the daycare (ex. going on a trip with the children), you must leave a sign in your door/window or report it to Child Care Network. Trips must be recorded in your Minute Menu Provider calendar.

DISALLOWANCES

- o A disallowance means that you have not been reimbursed for a particular meal.
- o You are disallowed for not following a CACFP or Child Care Network of NY guideline. For example:
 - o Not keeping your menus and attendance current and up to date.
 - o Not serving a creditable meal or snack
 - o Not submitting a new child's enrollment form

CIVIL RIGHTS

- o The US Constitution and Acts of Congress grant the right to fair and equal protection of the laws and freedom from discrimination to all participants of CACFP. This includes you – the childcare provider – as well as the children in your care who receive meals and snacks.
- o All CACFP participants must be treated equally without regard to their race, color, national origin, sex, age, or disability.

CIVIL RIGHTS

- o New York state law also prohibits discrimination based on sexual orientation and gender identity and protects the rights of breast feeding mothers.
- o Any CACFP participant has the right to file a civil rights complaint within 180 days of the action.
- o A complaint may be written, verbal or anonymous and **must** be based on race, color, national origin, sex, age, or disability.

CIVIL RIGHTS

- Written civil rights complaints should be sent to the USDA Office of Civil Rights:

USDA

Director, Office of Civil Rights

1400 Independence Ave, S.W.

Washington D.C. 20250-9410

- Or call (866) 632-9992 (voice)
or (800) 877-8339 (TDD)

QUESTIONS? CONTACT US!

- o Phone: 347-468-7488
- o Fax: 347-772-3038
- o Email: Cacfp@ccnNY.org
- o Mail: Child Care Network of New York
63-70 Woodhaven Blvd, 2nd Floor
Rego Park, NY 11374

Thank You
for completing
the CACFP Training!
Please **print** the CACFP Quiz,
complete it,
and **hand it** to your Monitor
at the time of the visit.