

Annual Child and Adult Food Program Training



Fiscal year 2024-2025

Welcome Mandatory Training Topics

CACFP regulations require that all providers receive a yearly training to discuss material that is critical in remaining in compliance with the CACFP.

The training will be based on the following topics

- Meal Pattern Requirements
- Milk Requirements
- Monitoring Visits
- Serious Deficient Process/Training
- Meal Count/ Attendance/ Menu Recording
- Review / Submission/ Claim Processing
- Standards Agreement/Rules and Regulations
- License Capacity
- Nutrition Topics
- Food Safety and Sanitation
- Civil Rights
- WIC



Although you are probably fully aware of each area, it is important that each provider is confident in their knowledge of the program and to remain in compliance with regulations.

Infant Meal Pattern Chart Reminders

Encourage and Support breastfeeding:

- Providers may receive reimbursement for meals when a mother comes to the daycare and breastfeeds her child.
- From 0 through 5 month old, only breastmilk and/or formula are required to be served.
- **Providers can claim meals if parent supplies formula/breast milk**

Developmentally appropriate meals:

- At age 6 months solid foods are to be gradually introduced, as developmentally ready.

More Nutritious Meals:

- It is recommended that you offer a **Veggie and/or Fruit** at snack time for infants 6 through 11 months.



Infant feeding best practice

As a best practice, the CACFP encourages you to offer a quiet, private area that is comfortable and clean for the mother to breastfeed her baby. As a CACFP provider, you will still receive reimbursement for meals and snacks when the mother has provided pumped breastmilk or has breastfed her baby at your child care site even after the child's first birthday.



Infants and Required Infant Formula



Requirements

- On the initial enrollment, Provider must specify which house formula he/she provides and which Iron Fortified Formula parent provides or Breast Milk.
- Formula provided must always state “**Iron Fortified.**”
- If a child cannot have Iron fortified formula we would need a medical statement.

Infant Meal Pattern Chart

Infant Meal Pattern Food Components:		Age Group and Serving Size:	
		Birth – 5 months:	6 – 11 months:
Breakfast and Lunch/Supper	Breastmilk ¹ or formula ²	4-6 fl. oz.	6-8 fl. oz.
	<i>*And one or more of the following:</i>		
	Infant cereal ^{2,3,5} , meat, fish, poultry, whole egg, cooked dry beans/peas		*0-4 Tbsp.
	Cheese		*0-2 oz.
	Cottage cheese		*0-4 oz. (volume)
	Yogurt ⁴		*0-8 oz. (1 cup)
	<i>*And:</i> Vegetable or fruit, or a combination of both ⁷		*0-2 Tbsp.
Snack	Breastmilk ¹ or formula ²	4-6 fl. oz.	2-4 fl. oz.
	<i>*And one or more of the following:</i>		
	Bread ^{3,5}		*0-1/2 slice
	Crackers ^{3,5}		*0-2
	Infant cereal ^{2,3,5} or ready-to-eat cereal ^{3,5,6}		*0-4 Tbsp.
	<i>*And:</i>		
	Vegetable or fruit, or a combination of both ⁷		*0-2 Tbsp.

Introduce Fruits and Veggies at 6-11 months

Infant Meal Pattern Chart

What if a Baby is Still Hungry?

Talk to the baby's parents.
You can:

- Encourage them to bring in a back-up supply of breastmilk.
- Ask if they would like you to offer iron-fortified infant formula to their baby.



Feed Babies On Demand

Feed a baby when he or she shows signs of hunger:

- Makes sucking noises
- Sucks on hands, fingers, toes
- Reaches for a bottle
- Rooting
- **Crying is a late sign of hunger**



Reading Signs of Fullness

Stop a feeding when you see one or more of these signs:

- Stops sucking or slows down sucking
- Falls asleep
- Turns head away
- Seals lips together
- No longer pays attention during the feeding



Breastfeeding On-Site

- Offer mothers a clean, comfortable, and quiet place to breastfeed her baby.
 - Small room
 - Corner of a classroom
 - Office
- The space may include:
 - A pillow for mom to support baby
 - A foot stool
 - A comfortable chair



Avoid Choking Hazard Foods



Should I eat
that?

Solid Foods are allowed when developmentally appropriate for the infant.

Avoid foods like

- Hotdogs
- Grapes
- Candy/Taffy/Gum
- Popcorn

Finger Food Ideas



When little ones want to feed themselves, it's a perfect time to introduce and keep serving healthy, fresh foods to make the most of their enthusiasm for meal times!

Fruits and veggies, whole grains, meats, fish, beans, and more are healthy finger foods that can help your baby and toddler learn to like these foods from an early age. They are also foods that are easy to pick up and eat with those little fingers.

Older Children Meal Pattern Chart

BREAKFAST MEAL PATTERNS Serve Milk, Grains*, Vegetables or Fruit

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetables, Fruit or Both	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

* Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week. oz eq = ounce equivalents

LUNCH & SUPPER MEAL PATTERNS Serve all 5 components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup*
Meat & Meat Alternates	1 oz	1 1/2 oz	2 oz	2 oz
Vegetables	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruit	1/8 cup	1/4 cup	1/4 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

*A serving of milk is not required at supper meals for adults

oz eq = ounce equivalents

SNACK MEAL PATTERNS Serve 2 of the 5 components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	1/2 cup	1 cup	1 cup
Meat & Meat Alternates	1/2 oz	1/2 oz	1 oz	1 oz
Vegetables	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Fruit	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq

oz eq = ounce equivalents

- 100% Juice is ONLY allowed once per day ages 1 - 13.

Milk Requirements

NO 2%
MILK



No 2% MILK

According to The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, Section 221.17[5]; USDA Policy Memo CACFP 21-2011-REVISED; USDA Policy Memo CACFP 04-2010. The 2010 DGA recommends that persons over two years of age consume fat-free (skim) or low-fat (1 percent) fluid milk. Therefore, effective immediately, fluid milk served in the CACFP to participants two years of age and older must be: 0 Fat free or low-fat milk or Fat-free or low-fat lactose reduced milk or Fat-free or low-fat lactose free milk or Fat-free or low-fat buttermilk or Fat-free or low-fat acidified milk 2.

EFFECTIVE 10/2017

Vegetables and Fruits

- CACFP requires that a veggie be served for Lunch and Dinner.
- It is required that two different veggies or a veggie and a fruit are served at lunch and dinner.



Whole Grains

USDA/CACFP requires that at **least one whole grain / wheat be served at least once a day.**

Definition of Whole Grain-Rich

- Foods that contain 100% whole grains or at least 50% whole grains and the rest are enriched.

What to look for

- First Ingredient: **WHOLE Wheat or WHOLE Grain.**



Adding Whole Grains to your Menu

USDA
United States Department of Agriculture

Growing a Healthier Future With the CACFP

Every day, more than 4 million children get meals and snacks through USDA's Child and Adult Care Food Program (CACFP). Thanks to recent updates to the CACFP meal patterns, you now have even more opportunities to help kids get the nutrition they need to **learn, grow, and play**.

Fueling Up With Veggies

Vegetables and fruits are now two separate components at lunch, supper, and snack. This means you can serve vegetables and fruits more often and help kids develop a taste for healthy foods from the start.

Fewer than 10% of 4- to 8-year-olds eat enough vegetables.

Starting Kids Early With Whole Grains

Kids ages 1 to 13 years old eat up to **twice the amount** of refined grains that they should, but not enough whole grains.

Whole Grains

Refined Grains

once a day. Whole grains give kids vitamins, minerals, and fiber to help them be strong and healthy.

Lowering Added Sugars

On average, kids 9 to 13 years old eat between 17 to 22 teaspoons of added sugars every day.

By limiting sugar in yogurts and cereals, and not counting cookies, cakes and other grain-based desserts toward the grains requirements, meals served in CACFP will give kids the chance to try—and like—new, healthy foods.

Baby Talk: Updates to the Infant Meal Patterns

The updated infant meal patterns support the health of CACFP's youngest participants by:

- Reimbursing meals when moms breastfeed onsite
- Including a wider variety of foods for babies to try during their first year of life

TEAM

Food and Nutrition Service
FNS-631
April 2017
<https://teamnutrition.usda.gov>
USDA is an equal opportunity provider, employee, and lender.

Sources:
<https://health.gov/dietaryguidelines/2015/>
https://nrc.grants.cancer.gov/data/usualintake.aspx/2007-11/table_4d4.html
https://nrc.grants.cancer.gov/data/usualintake.aspx/2007-11/table_4d4.html

Kids ages 1 to 13 years old eat up to **twice the amount** of refined grains that they should, but not enough whole grains.



Whole Grains



Refined Grains

Whole Grain Shopping List

Most Common Products

- ✓ Brown or colored rice
- ✓ Muesli
- ✓ Oats and Oatmeal
- ✓ Whole grain barley
- ✓ Whole grain cereals
- ✓ Whole grain cornmeal
- ✓ Whole corn tortillas
- ✓ Whole grain crackers
- ✓ Whole wheat pasta
- ✓ Whole wheat or whole grain bread, pita, buns, and rolls
- ✓ Whole grain noodles
- ✓ Whole grain tortillas

Less Common Products

- ✓ Amaranth
- ✓ Buckwheat
- ✓ Bulgur (cracked wheat)
- ✓ Millet
- ✓ Quinoa
- ✓ Sorghum
- ✓ Triticale
- ✓ Whole rye
- ✓ Wild rice



Grains at Breakfast, Snack, Lunch or

Whole Grain is required at least one meal:

- Breakfast
- Lunch
- Snack
- Supper

If you only serve one meal or snack per day, then grains served **must be whole grain rich.**



Using Ounce Equivalents for Grains

Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

How Much Is 1 Ounce Equivalent?



20 cheese crackers
(1" by 1") = 1 oz. eq.



12 thin wheat crackers
(1 1/4" by 1 1/4") = 1 oz. eq.



5 woven whole-wheat crackers
(1 1/2" by 1 1/2") = 1 oz. eq.

Using the Grains Measuring Chart

The Grains Measuring Chart on pages 2-4 tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements. To use this chart:

- 1 Find the grain you want to serve under the "Grain Item and Size" column.
- 2 Check if the chart lists a size or weight by the name of the grain. If the chart:

Lists a weight for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.

Does not list a weight or size for the grain, then you do not need to check the size or weight of the product before using the chart.

Lists a size for the grain, such as *about 1 1/4" by 1 1/2"*, then check if the item is the same size, or larger than, this amount. See page 6.

- 3 Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

 Grain Item and Size	
Pita Bread/Round (whole grain-rich or enriched) (at least 56 grams*)	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack Serve at Least 1 1/2 oz. eq., which equals about...
Popcorn	1/4 pita or 14 grams
Pretzel, Hard, Mini-Twist (about 1 1/4" by 1 1/2")	1 1/2 cups or 14 grams
	7 twists or 11 grams

Click on the link Below to access the Grain Measuring Chart

<https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFPworksheetGrainsOzEq%20.pdf>

Grain-Based Desserts

Grain-Based Desserts in the Child and Adult Care Food Program

Kids need the vitamins, minerals, and other nutrients in foods such as fruits, vegetables, whole grains, low-fat dairy, and lean protein foods. Too often, kids are filling up on foods high in added sugars and low in nutrients.

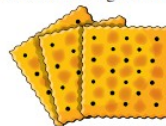
As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.



What Are Grain-Based Desserts?

The chart below lists some common grain-based desserts:

Grain-Based Desserts (Not Reimbursable in the CACFP):	Not Grain-Based Desserts (Reimbursable in the CACFP):
<ul style="list-style-type: none">• Brownies• Cakes, including coffee cake and cupcakes• Cereal bars, breakfast bars, and granola bars• Cookies, including vanilla wafers• Doughnuts, any kind• Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies• Gingerbread• Ice cream cones• Marshmallow cereal treats• Pie crusts of dessert pies, cobblers, and fruit turnovers• Sweet bread puddings• Sweet biscotti, such as those made with fruits, chocolate, icing, etc.• Sweet croissants, such as chocolate-filled• Sweet pita chips, such as cinnamon-sugar flavored• Sweet rice puddings• Sweet scones, such as those made with fruits, icing, etc.• Sweet rolls, such as cinnamon rolls• Toaster pastries	<ul style="list-style-type: none">• Banana bread, zucchini bread, and other quick breads• Cereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortified• Cornbread• Crackers, all types• French Toast• Muffins• Pancakes• Pie crusts of savory pies, such as vegetable pot pie and quiche• Plain croissants• Plain or savory pita chips• Savory biscotti, such as those made with cheese, vegetables, herbs, etc.• Savory bread puddings, such as those made with cheese, vegetables, herbs, etc.• Savory rice puddings, such as those made with cheese, vegetables, etc.• Savory scones, such as those made with cheese, vegetables, herbs, etc.• Teething biscuits, crackers, and toasts• Tortillas and tortilla chips• Waffles



Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.

List of Approved Cereals

Breakfast Cereal cannot contain more than 6 grams of added sugar per dry ounce

Providers Choice Approved Cereal List

The cereals listed below meet the Child and Adult Care Food Program (CACFP) meal pattern requirements.

Cereals must contain no more than 6 grams of sugar per dry ounce. Please contact Providers Choice with questions.

Whole Grain-Rich



ounce

Within Sugar Limit but NOT Whole Grain-Rich



Hot Cereals



Granola



Store Brands (Whole Grain-Rich)

Bran Flakes	Toasted Oats or Tasteos	Oatmeal (plain)
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Approved Store Brands:
Always Save, Best Choice, Clear Value, Essential Everyday, Fareway, Food Club, Great Value, Hospitality, HyTop, Hy-Vee, IGA, Market Pantry, Our Family, Ralston, Shurline, Valu Time



Choose Breakfast Cereals That Are Lower in Added Sugars in the Child and Adult Care Food Program

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must contain no more than 6 grams of added sugars per dry ounce.

There are many types of cereal that meet this added sugars limit. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list. You can also find cereals that meet the added sugars limit by using the Nutrition Facts label and following the steps below:

- 1 Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.
- 2 Find the **Added Sugars** line. Look at the number of grams (g) next to Added Sugars.
- 3 Use the serving size identified in Step 1 to find the serving size of the cereal in the table below.

Serving Size*	Added Sugars
If the serving size is:	Added sugars must not be more than:
12–16 grams	3 grams
26–30 grams	6 grams
31–35 grams	7 grams
45–49 grams	10 grams
55–58 grams	12 grams
59–63 grams	13 grams
74–77 grams	16 grams

Yummy Brand Cereal

Nutrition Facts	
15 servings per container	
Serving size ¾ cup (30g)	
Amount per serving	100
Calories	
% Daily Value*	
Total Fat 0.5g	1%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 140mg	6%
Total Carbohydrate 22g	7%
Dietary Fiber 3g	11%
Total Sugars 5g	
Includes 4g Added Sugars	8%
Protein 3g	

Replacing Grains with a Meat and Meat Alternate at Breakfast

Breakfasts in the Child and Adult Care Food Program (CACFP) include milk, vegetables and/or fruits, and grains. You can also serve meat and/or meat alternatives instead of grains at breakfast up to 3 times per week. This option gives you more choices for menu planning.

Here's how to include meat or meat alternates as part of a reimbursable breakfast meal:

- Substitute **1 ounce equivalent** of meat/meat alternate for 1 serving of grains; or
- Substitute **1 ounce equivalent** of meat/meat alternate for 1 ounce equivalent of grains.

Ounce equivalents are a way to measure amounts of food. In the CACFP, 1 ounce equivalent of a meat or meat alternate is equal to 2 tablespoons of peanut butter, $\frac{1}{2}$ of a large egg, or 1 ounce of lean meat, poultry, or fish. If you want to serve meat/meat alternates more than 3 days a week, you must offer them as additional foods, which do not count toward the reimbursable meal.



Meat and Meat Alternates

Guess what else can be served as a meat alternate!

- Whole Eggs, Cheese, Cottage Cheese and Yogurt are allowed to be served as meat alternatives.



- Cheese food and cheese spreads are not allowed due to their high sodium content.



Meat and Meat Alternates



You can serve a meat or meat alternate as a standalone item, such as eggs, yogurt, cottage cheese, turkey sausage, and ham. As a best practice, choose foods that are lower in saturated fat and sodium. Meat and meat alternates can be served together, such as eggs (a meat alternate) and ham (a meat). Meat and meat alternates can also be served in a dish mixed with other foods, such as apple slices spread with peanut butter, yogurt topped with fruit, or a tofu scramble with vegetables.



Bacon, Spam, imitation bacon products, scrapple, and salt pork are not creditable in the CACFP.



Turkey bacon, Canadian bacon, and some types of sausage are creditable only if the product has a Child Nutrition label, or if you have a Product Formulation Statement (PFS) signed by the manufacturer. For more information on crediting foods in the CACFP, please see the Crediting Handbook for the CACFP and the Food Buying Guide for Child Nutrition Programs at <https://www.fns.usda.gov/tn/crediting-handbook-child-and-adult-care-food-program>

Meat and Meat Alternates Yogurts

Calculating the Added Sugars Limit for Yogurt in the Child and Adult Care Food Program

All yogurt served in the Child and Adult Care Food Program (CACFP) must not have more than **12 grams of added sugars** per 6 ounces (2 grams of added sugars per ounce).

Here are **two ways** to tell if a yogurt meets the added sugars limit.

Option 1*: Check out USDA's chart that shows **common serving sizes** of yogurt and the **maximum amount of added sugars** they can contain. Find the chart in the CACFP training worksheet, "Choose Yogurt That Is Lower in Added Sugars in the Child and Adult Care Food Program" at [fns.usda.gov/tm/meal-pattern-training-worksheets-cacfp](https://www.fns.usda.gov/tm/meal-pattern-training-worksheets-cacfp).



Yogurts served must not contain more than

12 grams of added sugar per 6 oz.

Option 2: Use the information on the yogurt's Nutrition Facts label, and follow the steps below:

- Find the **Serving Size**, in ounces (oz) or grams (g).
Write the number of ounces (oz) here: _____
If weight in ounces is **not available**, write number of grams (g) here: _____
If the serving size is "one container," check the front of the package to find out how many ounces or grams are in the container.
- Find the **Added Sugars** on the Nutrition Facts label. Write the number of grams (g) of added sugars here: _____
- Divide the grams of **Added Sugars** by the **Serving Size**.
_____ grams Added Sugars \div _____ Serving Size = _____
- Compare the answer in Step 3 with the numbers below. The yogurt meets the added sugars limit for yogurt in the CACFP if:
a. For **ounces** of yogurt, the answer is **2 or less**.
b. For **grams** of yogurt, the answer is **0.0702 or less**.

Nutrition Facts	
7 servings per container	
Serving size 6 oz (170g)	
Amount per serving	
Calories	130
% Daily Value*	
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 65mg	5%
Total Carbohydrate 17g	6%
Dietary Fiber 0g	0%
Total Sugars 14g	20%
Includes 10g Added Sugars	20%
Protein 14g	28%

Test Yourself:

Does the yogurt above meet the added sugars limit?

(Check your answer below)

Serving Size: _____

Added Sugars: _____

☐ Yes ☐ No

*Due to rounding, you may get a slightly different result when using the charts in Option 1 and doing the full calculation in Option 2. If either of these methods indicates that the yogurt is within the added sugars limit, then the yogurt may credit towards a reimbursable meal.

Combination Foods

Combination dishes may be credited for **only one or two** meal pattern components.

This is to ensure children do not go hungry when a dish is disliked. Below are some commonly served combination foods:

Tacos

Pizza

Stew

Lasagna

Soups

Pot pies

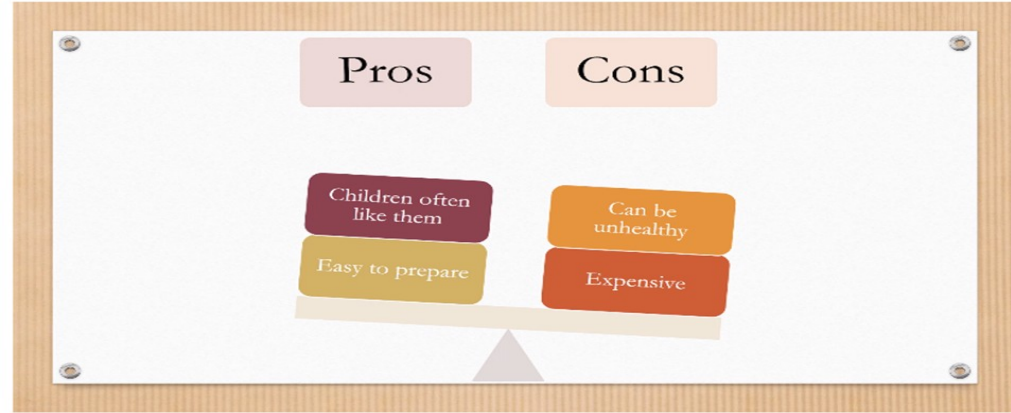
Casseroles

Sandwiches



Processed Foods vs. Home-Made

It is recommended that providers offer home-made food items vs. store bought.



SOLANO FAMILY & CHILDREN'S SERVICES

Non-creditable Commercially Prepared Foods

You cannot claim any commercially prepared foods containing a meat/protein unless they have a CN label on the package. Or you can call the 1-800 number on the package and ask them to send a "Product Specification Sheet" or a "Manufacturer's Analysis Sheet". CN labels are only available for processed products which contribute at least 0.5 ounce equivalents to the meat/protein component of the meal pattern.

We have **not** been able to find CN Labels
for these foods

- Corn Dogs (CN) (Child Nutrition)
- Chicken Nuggets (CN)
- Fish Sticks (CN)
- Corn Dog Wrap (CN)
- Pie Crust, Meat/Alt. Pie Only (CN)
- Ravioli (CN)

The following are claimable and similar foods

- Instead of Corn Dogs, use: Beef, Chicken, or Turkey Franks
- Instead of Chicken Nuggets, use: Chicken Tenders
- Instead of Fish Sticks , use: Fish Fillets
- Instead of Corn Dog Wrap, use: Cornbread or Croissants
- Instead of Pie Crust CN, use: Pie Crust HM
- There is no alternative to Ravioli (CN) at this time

The CN label is authorized for 5 years.

Make Water Available

Making Water Available

You can make water available throughout the day by:

- Placing closed pitchers of water and cups where program participants can reach them. Use pitchers that are small enough for children to lift and pour.
- Putting cups beside a sink, water fountain, or other source of drinking water. Or, pour and offer cups of water to children throughout the day.
- If drinking fountains are too tall for children, use a sturdy stool to allow children to reach them.
- Making class trips to the water fountain after active play.



Note: When self-serve water stations are not recommended, such as during a public health emergency or pandemic, try offering cups of water to children regularly throughout the day. Always follow local health department safety guidelines.



Monitoring Visits

The Day Care Home will be monitored, announced or unannounced, at least three (3) times a year. During this visit your monitor will observe children, meals, and records. Your monitor will also provide training and answer any questions you may have. In the event that only the assistant is available, the assistant must be trained and have access to all records. Failure in record keeping can result in a meal disallowance and corrective action.

If during a review your monitor observes less children than what is normally claimed, the provider may be subjected to an escalated review that may include parent contact and loss of meal privileges.

By regulation: **Provider MUST notify the sponsor when day care will be closed by using calendar in KidKare or calling the office at extension 131.**

Notifying the sponsor avoids the chance that the Monitor will arrive for an unannounced visit and find no one at home. Meals normally claimed during that day would then be disallowed and provider may be found as serious deficient.



Record Keeping

- Record keeping **MUST** be entered **DAILY**.
- It is the provider's responsibility to keep and save copies of all records for a period for **3 years plus the current year**.
- Providers must keep signed copies of child enrollments. Copies must be signed by parent and provider.
- We may ask for menus during our visits.



Seriously Deficient Warnings:

You could be found **Seriously Deficient:**

- Menus and/or Attendance are not up to date
- Failure of retention of records
- Not notifying sponsor when daycare closed
- False Claiming
- Claiming children not in attendance
- Pre Claiming
- Not meeting meal pattern requirements
- Over capacity
- Failure to complete an annual online training
- Not following Meal service times
- Altering records after review
- Missing enrollments
- Meal observed different from what was claimed
- Failure of notifying sponsor of license status



Claims

Claims MUST be submitted by the 5th of the following month.

- Review for accuracy.
- Keep daily records in KidKare.
- If you are unable to input daily records, **submit** your digital or handwritten tracking documents for meals and attendance to SFCS at the end of the month, once all meals have been documented in KidKare.
- Claiming and receiving reimbursement for children not in provider care is **fraud and will result in being declared Seriously Deficient with the Department of Social Services and funds to be retracted.**

Claiming Whole Grains

CACFP requires that whole grain/wheat be claimed at least once a day.

Effective 10/01/2018 If a whole grain is not served, the lowest reimbursement meal/snack will be disallowed.

How to avoid this disallowance??

Menus

SaveDelete

+ Create MyMenu

Meat/Alternate	Beef Ground (002)
Bread/Alternate	Wheat Bread (035)
Is this whole grain-rich?	Yes <input checked="" type="radio"/>
Vegetables	Kale (236)
Fruit/Vegetable	Broccoli (161)
Milk	Milk (1% - Fat Free) *Whole 1yr Olds Only (0)

Mistakes often made

Our goal is for all providers to receive the best benefit and reimbursement possible. The best way to reach that goal is by eliminating common errors and disallowances.

Error #46 • A child was claimed but is under “pending or unknown status.”

Solution: Send signed enrollment form to our office within 5 days of the child's enrollment in the food program.

Error #75 • A child was served after the child's enrollment form expired.

Solution: Submit updated enrollment form before the child's enrollment expiration date. KidKare notifies you of upcoming expiration dates or if a child's enrollment has expired.

Error #91 • School Aged Child Served a Meal When Child Should have Been in School

Solution: When claiming a school aged child for **AM Snack or Lunch** mark **“School Out” or “Sick”** by clicking the 3 lines next to the child's name.

Error #110 • A child's enrollment file indicates the child does not normally attend given meal.

***WARNING**

Solution: If you have a child who's hours have changed when he/she is in your care, or their current enrollment form doesn't state all the meals he/she is present for: print a new enrollment form, have the parent hand write the changes, sign, date, and submit the form to our office.

Post Menu Sample

It is a best practice according to USDA requirements for Family Day Care Homes (FDCHs) to have a planned menu available and posted for all parents and guardians to view. (meal patterns referenced in [Title 7, Code of Federal Regulations \(7 CFR \), Section 226.20](#).

[Per 7 CFR, Section 226.105\(e\)\(10\).](#))

Menus must clearly list

- Specific food components for each meal.
- Document all menu substitutions. For example, if broccoli is listed on the menu but carrots were substituted, this substitution must be documented on the menu.
- Clearly show **date, month and year**.

Menu Sample can be found online or you may create your own.

DAY 1	DAY 2	DAY 3	
Breakfast 1% or fat-free milk Oatmeal Diced apple	Breakfast 1% or fat-free milk Whole-wheat bagel Egg omelet Blueberries	Breakfast 1% or fat-free milk Waffles Peaches	B 15 W R
Snack Strawberries Vanilla yogurt Water	Snack Broccoli/cauliflower florets Cottage cheese ranch dip Water	Snack Pretzel rods Cheddar cheese cubes Water	S C W W
Lunch/Supper 1% or fat-free milk Hot turkey sandwich on whole-wheat bread Green beans Plum	Lunch/Supper 1% or fat-free milk Cod fillet Brown rice Garden salad Cantaloupe	Lunch/Supper 1% or fat-free milk Chicken breast Whole-wheat roll Mashed potatoes Cherries	L 15 R B B F

DAY 6	DAY 7	DAY 8	
Breakfast	Breakfast	Breakfast	B

How to Print an Enrollment Form

How to Print an Enrollment Form in KidKare

1. Log into KidKare

Visit www.kidkare.com and log in with your username and password.

2. Go to the “Children” Tab

From the left-hand menu, click on the “Children” tab.

3. Select the Child

Click on the name or initials of the child whose enrollment form you need to print.

4. Click “Enrollment Form”

Under the child’s photo, click on the “Enrollment Form” link to open and print the form.

5. Make Any Necessary Changes by Hand

*If needed, you can write in updates directly on the printed form—please use blue or black ink.

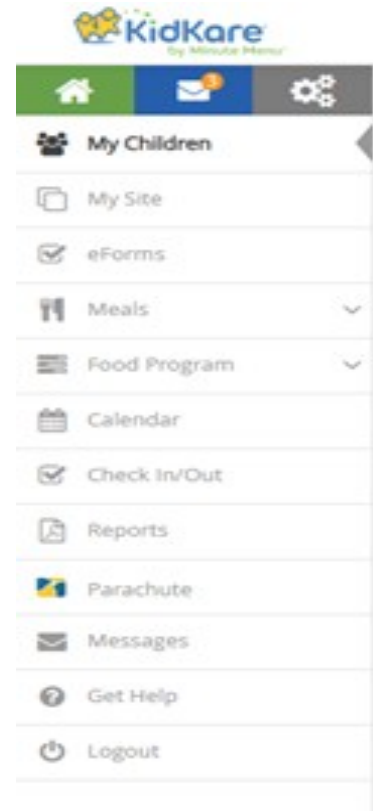
6. Submit the Form

Return the completed form to SFCS by mail, email, or drop-off.

Email to: Foodprogramenrollmentforms@solanofamily.org

7. Repeat for Each Child

Follow steps 1–6 for each child you need to print a form for.



How to mark closed days into KidKare

How to mark closed days into KidKare:

1. Log in to KidKare and click on "Calendar" in the left-hand menu.

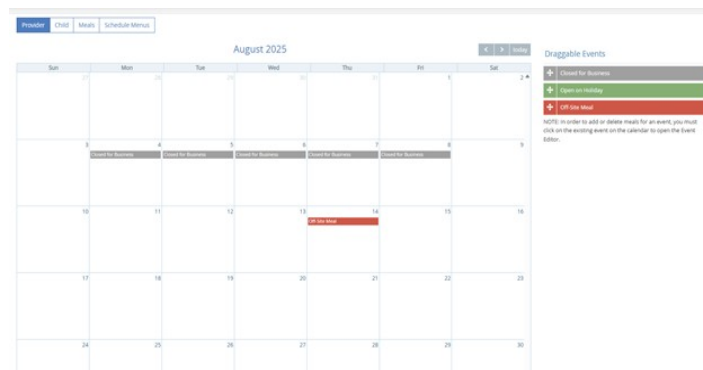
2. Locate Draggable Events: Once the calendar loads, be sure the button "Provider" is highlighted in blue. You will see a section on the right-hand side labeled "Draggable Events" and a list that includes **closed for business, open on holiday and off-site meal**.

3. Drag and Drop: To mark a day when your daycare is closed or you have no children in attendance, click and drag "Closed for Business" to the specified date(s). (Follow the same steps for other events like off-site meals or being opened on a holiday.)

4. To delete an event, click on the specified event on the day and a box will appear. Click "delete". To edit an event, click the specific event and the same box will appear. If you will only be closed for a few meals unclick the meals you will be in the facility. (Closed meals will appear in blue.)

5. Confirm: Ensure the closed days are correctly reflected on the calendar.

*As per your sponsor agreement you are to notify the office when your daycare will be closed, when you have no children in attendance or when you are serving a meal off-site (ex. field trips). Not alerting the office to closures or off-site meals can result in serious deficiency. Using your KidKare calendar is the best way to alert us of these events.



Review of Rules and Policies

Returning Children

- When a child has been withdrawn and returns to your care, call the office to have the child reinstated.
- DO NOT RE-ENROLL THE CHILD. The child is still in the system and just needs to be reactivated.

Recording Meals

- Daily record keeping is mandatory.
- Reimbursement is for **2 main meals and 1 snack or 2 snacks and 1 main meal per child.**

Meal Times

- Breakfast before **9:00 AM.**
- AM Snack between **9:00 AM - 11:00 AM.**
- Lunch starting after **11:00 AM and ending by 1:30 PM.**
- PM Snack between **1:30 PM - 5:00 PM.**
- Dinner between **4:00 PM and 7:00 PM.**
- Meals must be served at scheduled meal times. Snacks may be served between main meals if **at least two (2) hours** are between the main meal and the snacks. **There must be at least (3) hours** between meal service when no snacks are served.

Review of Rules and Policies

Meals must be prepared and served at the licensed child care facility in order to be claimed.

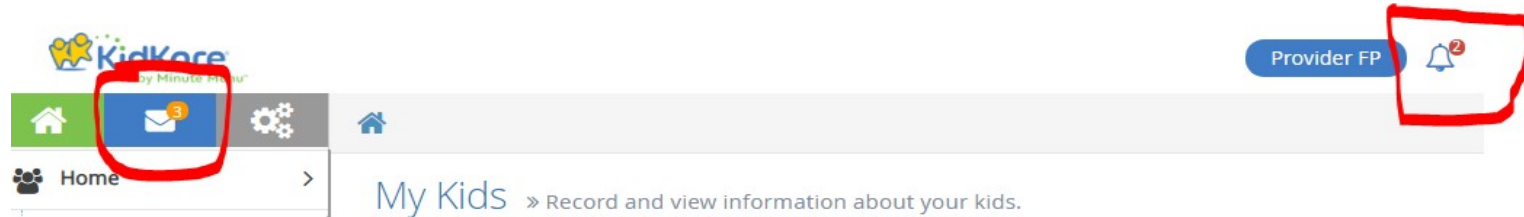
Meals that are prepared, delivered, or served at another location—including fast food or restaurant meals—are not eligible for reimbursement, as the creditable components cannot be accurately measured.



Important Messages and Notifications

We regularly send important messages to your mailbox. Kidkare and Electronic Mailbox.

To avoid delays in your refunds, it is important that you check these messages daily.





Solano Family and Children's Services
Child and Adult Care Food Program

2025 Payment Schedule

Monthly claims must reach our office no later than the 5th day of the following month. This includes enrollments for any new children you are claiming that month and source documents if not recording menus and meal counts daily. Any late claim submissions will generate a late reimbursement payment and **pending enrollments cannot be paid.**

Remember: Any late claims received after the "Late claims" deadline cannot be reimbursed.

Claims for the month of:	Due in office by 5pm on:	Will be paid in the month of:	Late claims received by:	Will be paid in the month of:
January	February 5	March	February 25	April
February	March 5	April	March 25	May
March	April 7	May	April 25	June
April	May 5	June	May 27	July
May	June 5	July	June 25	August
June	July 7	August	July 25	September
July	August 5	September	August 26	October
August	September 5	October	September 25	November
September	October 6	November	October 27	December
October	November 5	December	November 25	January 2026
November	December 5	January 2026	December 26	February 2026
December	January 5, 2026	February 2026	January 26, 2026	March 2026

The Child and Adult Care Food Program (CACFP) operates on the Cash Reimbursement System. Your reimbursement will be paid two months after the claim month. (You will receive your reimbursement for April in June). It takes the California Department of Social Services (CDSS) approximately 45 days to disburse the funds to us, and we have 5 working days to issue the payment to you. **There is no set date that the funds must be paid.** To check the most recent payment information, you can message in KidKare. It will be updated when the funds are available.

Schedule changes

- Whenever there is a change in the hours of care for a school-age child, you must notify the sponsor by calling or emailing. Additionally, you need to send an updated enrollment form with handwritten changes, signed by both the parent and the provider. When a child transitions to kindergarten or school age, you must update their enrollment form to include their school information.
- Providers must remember to check off "Sch Out" or "Sick" anytime the school age child is out of school and in your care.

**CAPACITY REQUIREMENTS
FAMILY CHILD CARE HOMES**

**SMALL
FAMILY CHILD CARE HOME**

4 infants ONLY
(Newborn to 2 years)



OR



6 children

No more than 3
May be infants



OR



8 children

No more than 2
May be infants



AND



One at least age 6
One enrolled and
Attending Kindergarten

- ✓ Landlord permission required
- ✓ Parent notification required

**LARGE
FAMILY CHILD CARE HOME**

12 children



No more than 4 infants
(Newborn to 2 years)



With a qualified assistant
14 years of age or older



OR



14 children

No more than 3 infants



2 school-age children



One at least age 6
One enrolled in and
Attending Kindergarten

With a qualified assistant
14 years of age or older



- ✓ Landlord permission required
- ✓ Parent notification required

Home Daycare License


Did you forget something?

- Provider must notify the sponsor of any changes made to the providers day care license. Provider must relicense when moving = facility and person licensed.

This may include:

- License capacity increase or decrease
- Name change
- Address change

Failure to notify may place provider on Seriously Deficient Status.


State of California
Department of Social Services

Facility Number: 434404118
Effective Date: 03/16/00 Total Capacity: 14

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the Department of Social Services hereby issues **this License to**
KIMETA & ADZIJA METOVIC

to operate and maintain a FAMILY DAY CARE

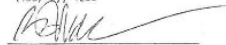
Name of Facility
METOVIC, KIMETA & ADZIJA
2317 DOWNING AVENUE
SAN JOSE CA 95128

This License is not transferable and is granted solely upon the following:
MAX. CAP (WHEN THERE IS AN ASSISTANT PRESENT): 12 - NO MORE THAN 4 INFANTS. CAP 14 - NO MORE THAN 3 INFANTS. 1 CHILD IN KINDERGARTEN OR ELEMENTARY SCHOOL AND 1 CHILD AT LEAST AGE 6.

Client Groups Served: CHILDREN/INFANT

Complaints regarding services provided in this facility should be directed to:
SAN JOSE-DAY CARE DISTRICT OFFICE (408) 277-1285

Jo Frederick
Deputy Director,
Community Care Licensing Division


Authorized Representative
of Licensing Agency

Meal Benefit Form

Claim your own Children

A Meal Benefit Form enables a provider to claim meals for their own child, a foster child, or a residential child under the age of 13, or a special needs child of any age, if provider meets the California Department of Education's income eligibility requirements.

Click [HERE](#) to download

- Once meeting income guidelines you will be eligible for **reimbursement for 1 year**.
- Remember an enrollment application must also be completed and submitted.

The scale below is for determining the participant's eligibility category for federal meal reimbursement if they are not recipients of any of the previous programs. Participants from households with total gross incomes at or below the following levels may be eligible for Tier I reimbursement rates.

Household Size*	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 27,861	\$ 2,322	\$ 1,161	\$1,072	\$ 536
2	\$ 37,814	\$ 3,152	\$ 1,576	\$ 1,455	\$ 728
3	\$ 47,767	\$ 3,981	\$ 1,991	\$ 1,838	\$ 919
4	\$ 57,720	\$ 4,810	\$ 2,405	\$ 2,220	\$1,110
5	\$ 67,673	\$ 5,640	\$ 2,820	\$ 2,603	\$ 1,302
6	\$ 77,626	\$ 6,469	\$ 3,235	\$ 2,986	\$ 1,493
7	\$ 87,579	\$ 7,299	\$ 3,650	\$ 3,369	\$ 1,685
8	\$ 97,532	\$ 8,128	\$ 4,064	\$ 3,752	\$ 1,876
For each additional family member, add:	\$ 9,953	\$ 830	\$ 415	\$ 383	\$ 192

Medical Statement & Milk Substitution

When is a Medical Statement needed:

- A medical statement is required for non-dairy substitutions due to a disability that does not meet the nutritional standards of cow's milk such as **Almond Milk and Rice Milk**. The medical statement must be completed and signed by a licensed physician, nurse practitioner or physician's assistant.
- A medical statement is required when a child cannot tolerate 1% or fat free milk.
- Food Allergies (Contact your monitor for food allergies guidance)

This form is used by parents/guardians to have a medical authority prescribe special meals or accommodations during meals.

[Click HERE to download](#)

When is a Milk Substitution Form needed:

Used by Parents to request a fluid milk substitute due to: Special Dietary needs, Personal Preference, Religious Reasons.

- Non dairy substitute such as Soy Milk or Lactose Free Milk must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk.
- Milk Substitutions are at the providers expense.
- This form is not to be used for disability reasons (refer to Medical Statement Above)

[Click HERE to download](#)

Methods for Healthy Cooking

Methods for Healthy Cooking

How a food is cooked can make a difference in how healthy it is. Try some of the cooking methods below instead of deep-fat frying. Cooking with oils instead of butter or lard can be better for heart health.



Roast, Bake, or Broil:

Cooking foods, usually at high heat, in the oven.



Sauté, Pan Fry, and Stir-Fry:

Cooking foods with a small amount of hot oil over medium or high heat.



Grill: Cooking foods by placing them on a pre-heated metal grill, or grill pan, with high heat coming from below the food.



Oven-Fried Chicken gives the crunch kids love, but in a healthier way.

As of October 1, 2017,

foods that are deep-fat fried onsite cannot count toward a reimbursable meal in the Child and Adult Care Food Program (CACFP).

- Deep-fat frying means cooking by fully covering (submerging) food in hot oil or other fat.
- “Onsite” means at your child care center, family child care home, or your child care center’s central or satellite kitchen.



Civil Rights

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
- Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through Federal Relay Service at (800) 877-8339.
- To file a program discrimination complaint, a Complainant should complete a form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:
- <https://www.usda.gov/sites/default/files/documents/ad3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the Complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave, SW
Washington DC , 20250-941 O; or E-mail: program.intake@usda.gov
This institution is an equal opportunity provider.

You must not discriminate against any child in your care on the basis of race, color, national origin, age, disability, sex, gender identity, religion, familial or parental status, or sexual orientation or any other reason.

Complaints

If you wish to file a program or Civil Rights complaint of discrimination, please contact one of the following:

California Department of Social Services, CACFP Branch, 744 P Street, MS 9-13-290, Sacramento, CA 95814, phone number (833) 559-2418, or (916) 651-5400, or email:

CACFPCivilRights@dss.ca.gov.

or

Complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested on the form. Send your completed complaint form or letter by mail to the USO address listed above.

Resources

WIC - Special Supplemental Nutrition Program for Women, Infants and Children (WIC)



CDSS - California Department of Social Services

Get Resources Specific to You



Families

Find information on choosing child care, getting help paying for child care, or other resources.

[Learn More](#)



Providers

Do you work with children, or would you like to? Find free trainings about child development, health & safety, trauma-informed care, and more.

[Learn More](#)



Policy

We advocate for policies that support working families and their children's healthy development.

[Learn More](#)



Research

Our research team collects, analyzes, and publishes data on the supply, demand, and cost of child care in California.

[Learn More](#)

Additional Resources

California WIC Authorized Food List



Family Style Meal Service with Children



To start the quiz, either click the link below or scan the QR code.

Para comenzar la cuestionario, haga clic en el enlace a continuación o escanee el código QR.

<https://forms.office.com/r/DtdycddSEP>

Annual Child & Adult Care Food
Program (CACFP) Training for
Provider 2025

