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|--|-------------------------------------|----------------------------|----------------------------------|---------------------|
| GRAINS Make half your grains whole! | VEGETABLES Eat different colors! | FRUITS Focus on Fruits! | MILK Your bones need calcium! | PROTEIN Go lean! |
|--|-------------------------------------|----------------------------|----------------------------------|---------------------|

HELPING HANDS, INC. PROVIDER TRAINING MANUAL



USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, 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, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or contact USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact the USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.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:

(1)

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) Fax: (202) 690-7442 or (833) 256-1665; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.



HELPING HANDS, INC.

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Welcome! The Food and Nutrition Service of the U.S. Department of Agriculture (USDA) is happy to have you in the Helping Hands, Inc. Food Program. This guide explains what you must do while your family day care home participates in the program. It explains how you can plan balanced nutritious meals that meet USDA requirements. This guide also lists the number of meals you should serve and the required servings per day each child should receive. We hope your participation in this program will be of great benefit to you and your day care children.

Administrators and Office Staff:

Susan Ison
Executive Director

Olga Contreras
Office Manager

Evelyn Lopez
Receptionist

Monitoring Staff:

Natalia Cagliani

An Nguyen

Patricia Sanchez

General Office Hours: 9:00 AM to 4:30 PM, Monday - Friday (closed holidays)

We do appreciate messages left on our voice mail.

Meals Allowable: Each provider may be reimbursed for up to a maximum of
TWO main meals and **ONE** snack, or
TWO snacks and **ONE** main meal.

****IMPORTANT****

All of the sponsorships in Utah pay exactly the same amount. This is a Federal Program that is operated throughout the United States. The reimbursement rates, regulations and requirements are the same and are regulated under the direction of the Utah State Board of Education. The rates are adjusted by the United States Department of Agriculture each July.

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The Child and Adult Care Food Program (CACFP)



The CACFP began as a pilot study in the 60's and became fully funded and accessible to all by the late 1970s. The CACFP is a part of the same department that furnishes school lunch, summer food program, and the after school food program. The purpose is to provide quality meals to growing children. It has been proven that children who receive good quality, nutritious meals in sufficient quantities from birth through school age begin school with a distinct advantage over those children who have not had such meals available. The children learn faster, retain the information longer and have fewer behavioral problems. The CACFP also allows day-care providers to provide these kinds of meals to their day care children at no additional cost to them—in fact it may even reduce the cost of providing day care!

This page and the following pages contain information that will aid you, the day care provider, to successfully participate on the CACFP.

Licences, Certifications, and Approval Types

There are a several types of child care that would qualify a family home day care provider for the food program . There are important differences between the types of licensing, and you need to understand them. To make it even clearer, below is a visual chart of how many children can be cared for under each type of license.

Residential Certificate & State Day Care License— this is a state license monitored by the state Dept. of Health. It may take up to 8 weeks to complete and allows you to care for up to **8 children** (not counting your own children over 3 years of age), with a maximum of 2 babies (1 additional baby may be added if one of the babies is at least 18 months old). The license capacity may be increased to 16 if there is a second caregiver present. The license requires at least 10 –20 hours approved training per year, including the 2 hours of nutrition training required by the CACFP. There must be a background check, current CPR certification, First Aid Training, Food Handler's Permit, Kitchen Health Inspections and an initial orientation class.

DWS Approval (Friends and Family)— Any non-licensed or certified day care provider who cares for at least one child who qualifies for state child care assistance is considered a DWS approved provider and as such is eligible for the food program. This is effective as long as there is at least 1 subsidized daycare child enrolled. If the qualified child/children are withdrawn from care or lose their child care subsidy, then the provider no longer qualifies for the food program. DWS approval allows the provider to care for up to **8 unrelated** or **related children** (counting own children under the age of 13).

Relative Care Approval & Alternate Care—For either up to **8 children**, counting your own children 3 and under, can be in care. In order to qualify for Relative Care you must **ONLY** care for the following related children in addition to your own: siblings 12 or under who live in a separate home, nieces/nephews, great-nieces/nephews, grandchildren, and/or great-grandchildren. Alternate Care can have related or non-related kids in care. These approvals requires a background check for everyone 12 years or older in the household (conducted by the department of child care licensing) a current CPR and First Aid certification, an online new-provider training video and a home inspection done by a Helping Hands monitor.

DWS (Friends & Family), Alternate & Relative Care Approval (includes own children under 4 years of age or own kids under 13 years of age for DWS)



8 kids (including up to 2 babies)

Residential Certificate (includes own children under 4 years of age)



**8 kids (including up to 2 babies)
1 additional baby 18 months or older.**

Family Child Care State License (includes own children under 4 years of age)



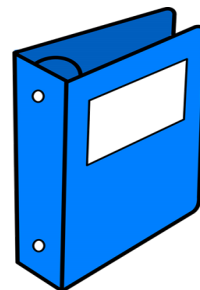
**Up to 16 kids (including up to 4 babies)
2 additional babies 18 months or older.**

****There must be a second day care provider (at least 18 years old) present whenever there are more than 8 children or 2 babies present.****

Required Records

Because this program is federally funded, paperwork is, unfortunately, necessary. Here is a list of forms and records you must have always available, use the binder provided by Helping Hands, Inc.—or use a filing cabinet, it doesn't matter, it just needs to be accessible. **Keep copies of all of your records for a minimum of four years.** According to State Regulation A4.1-6.4, if you are terminated from the program, or quit the program and your records are unauditable, you may be required to pay all claimed items at 100% of the payments made.

1. Sponsor/provider agreement. (This form needs to be kept as long as you are on the program)
2. Provider FDCH Application. All schedule changes should also be retained. (This form needs to be kept as long as you are on the program). As a part of the application form, you have the opportunity to let us know what days of the week you will be caring for children and what meals you will be serving them. The time you will be serving the meals is also set at this time. Be careful and fill these sections out correctly. This information will determine what meals you will be able to claim and when you will be reviewed, your monitor will review meals according to the dates/times on this form. Any time you need to change the times/days you offer meals, simply call the office and report your new times/days.
3. Menus (own and/or cycle menus from Helping Hands), including infant menus. Those who claim online using KidKare will have their menu information stored automatically and will only be required to have a week at a time posted for the parent's information, but not permanently stored.
4. Monthly claim form copies and attendance records (sign in/out sheets).
5. Home review summary sheet; these are completed at least 3 times a year by a staff member
6. Enrollment form for each child—even inactive children (including annual reenrollments)
7. State license, residential certificate or Relative Care certificate (including background checks)
8. Suggested: Monthly newsletters, training certificates and miscellaneous correspondence from the office.



Home Reviews

On the list above #5 states “home reviews” everyone receives these regularly, here is an explanation as to what to expect:

- ➔ An initial 4 week review is done within the first 4 weeks of program participation. This is the perfect opportunity to go over any areas that need further clarification.
- ➔ Approximately 3 times a year after this initial visit (maybe more frequently) A Helping Hands monitor will come into your home and check the following:
 - 1) She will check the claim form, claim information form (CIF) and sign in/out sheets to see if they are current and are being completed daily (for providers using KidKare online, only sign in/out sheets will be reviewed),
 - 2) Check the cleanliness and safety of your home - especially the kitchen, serving and eating areas.
 - 3) Watch you prepare and serve a meal and check to see if you are serving the food that is specified in your menus and if your substitutions used are credible (all substitutions must be documented on your monthly CIF).
 - 4) She will also check to make sure your records (see the list above) are current and organize, and all of the children present have signed enrollment forms.
 - 5) She will check your refrigerator for cleanliness and temperature,
 - 6) Check to make sure you have working smoke detectors, a fire extinguisher, and a first aid kit
 - 7) She will also provide ongoing training, meal ideas, nutritional suggestions, etc.



The average review can last from 45 min. to 1½ hours. At least two of the home reviews done each year will be unannounced; the monitor (monitors rotate assignments, so you will get to know a variety of our monitors) will come during the hour you specified you serve a particular meal on a day normally claimed by you (for example, if you usually claim Saturday lunch or Sunday dinner, you could receive a visit during one of these). All Helping Hands, Inc. monitors have identification. Please do not allow someone inside your home without proper identification. The State Board of Education will come to review our program periodically and will make visits to many of our provider's homes, we do not know when they will take place.

Training

2 hours of nutrition training (usually 1 class) are required every year. This training class must be given by Helping Hands, Inc. or another food sponsor (a list is available from the office of all Utah food sponsors). There is no charge for any training class given by Helping Hands, Inc. There are options for online training. Please contact the

office for information and to authorize the online class (not all are allowable). Send the office the online certificate emailed to you and the completed questionnaire for full training credit. It is important that this training—whether with us, another food sponsor, or online, be done annually. To neglect this puts your future participation in the food program in serious jeopardy (see the section on Seriously Deficient). The training must be completed between October 1st and September 30th of the following year.

****Please note that much information—License / Residential Certificate expiration date, training dates, children enrollment expiration and Income Eligibility expiration dates will show up on the AccuTrak website. This should help you have more than enough time to renew the item and keep you in good standing with the program.**

Monthly Newsletters (Policy & Regulation changes)

Each month you will receive a newsletter either through regular mail or through email. These letters are very important, and you should read them carefully. They contain any policy or regulation change we may have received from the Office of Education or from the USDA. You will be responsible for any change, whether you read it or not—so take 5 minutes and read them. It is also a very good idea to file them in your folder, especially the newsletters with regulation or policy changes.

Holiday Care

If children are cared for on holidays, they can be claimed. A preauthorization notice is required for the following holidays. Preauthorization can be submitted in writing, voicemail, a phone call to the office, or email *at least 2 business days* in advance, or noted on the CIF the *previous* month. These holidays are: **President's Day, Independence Day*, Memorial Day, and Labor Day** *or the day nationally recognized, if the holiday falls on a weekend

There are four holidays that cannot be claimed (we do not monitor on these holidays): **New Year's Day, Easter, Thanksgiving and Christmas**

Change of Address and/or Phone Number

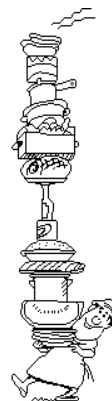
An active provider must inform the office before she moves or changes apartments. Keep in mind that once a provider moves the license/certification/approval automatically expires she can only become eligible to continue in the program once we have received a new License / Residential Certificate with her new address listed on it, or the new home has been inspected by one of our monitors.

If a provider changes her phone number she must notify the office immediately. If the office tries to contact her and finds a disconnect notice, her participation in the program is immediately suspended and her claim will not be processed. It is Federal law that you have a working telephone. A cell phone is allowable, but be careful—it must be stay at all times with the children (if it is taken to the store by a family member and you are left home without a phone, you will be out of compliance—and possibly putting the children's safety in jeopardy with no way to contact emergency care, if it is needed).

For your information: If you do not move, your residential certificate, state day care license or relative care certificate is good for one year. If you allow your certificate or license to expire before renewing it you may not claim until it is renewed. **You are responsible for renewing your license, residential certificate, or relative care certificate, the office may or may not remind you that your license renewals are due.**

Picnics and Field Trips

Planning on gathering all the kids together and taking them to the nearby park? Do you also want to give the children lunch—and claim it? This is completely possible *but* you must first call the office to let us know you will be away from your home during a meal. This must be done *at least 24 hours in advance* of the outing. If you are going to take the children to the park, you must make sure that all components of the meal are present (including milk and 2 vegetables/fruits). A child's meal at a fast food chain only contains 3 of the 5 required components and therefore, is not allowable. If your Monitor makes an unannounced visit and neither you nor the children are at home and you have not advised Helping Hands in advance that you would be away for the meal- it will be disallowed, and you may be placed on Corrective Action (See explanation for Corrective Action on the preceding page). You *must write on the back of the CIF* that you had an outing, and what you served the kids. If you wish to take the children out, and do not plan on claiming that meal you still must inform the office that you will be away from home during that mealtime—this allows us to inform your Monitor, just in case they were planning on conducting an unannounced review during that mealtime.



“Day Care” vs. “Family Gathering”

Be careful about claiming meals for your day care kids if their parents (parent) are present for that meal. This program is constructed to help lower the cost of day care for you and for the children’s parents. A family gathering, or party, is not considered “day care”, and that meal cannot be claimed. “Day care” is when neither parent is present in the home and you are caring for their child(ren) until their return. A holiday dinner held at your home for all of the family is not claimable.



Taxes and the I.R.S.



According to the I.R.S (See Publication 525), the Food Program is counted as a reimbursement only. This means that what you receive each month from the program is only repaying you for what you have already spent on food for the past month. Therefore, the I.R.S. does not consider it as income and it does not even need to be claimed when you file your annual tax report.

However, there is the option to claim the food reimbursement as income and then claim all of the expenses, including the food purchased for the children in care. Consult with your tax accountant if this route might benefit you financially. This option (claiming day care expenses) can only be done if you are charging for day care. Therefore, if you are caring for related children and not charging for the care, claiming the reimbursements as income may not be in your best interest. Again, we recommend that you consult with a tax professional about this.

Create your Own Menu!

If this is something you would be interested in, we’d love to help you write a cycle-type menu that would fit your day care’s needs. It is a project, however, that should not be undertaken without some advice or help from your Monitor or from the office. You must make sure that you are serving EVERY component at EVERY meal (see pages 13 & 14 for necessary components and serving sizes). Please pay special attention to page 19 (disallowed foods). These foods cannot appear anywhere on your menus - nor can you serve them to your day care kids.

You can put your own menus in AccuTrak. It will guide you to the components needed and the food items that are allowable. Please ALWAYS choose from the food list and do NOT type in your own food item. This will help assure that all the food served is allowable.

Meal Times

To be claimed, meals must be served at the approved site and during the hours and days agreed upon in the FDCH application. Meals must be served within USOE guidelines: (the meals must *begin* no earlier or later than these times)

| | | | | | |
|-----------|------------------|----------|------------------|---------------|-----------------|
| Breakfast | 6:00 am—9:30 am | Lunch | 11:00 am—1:30 pm | Dinner | 4:00 pm—7:00 pm |
| AM Snack | 9:00 am—11:00 am | PM Snack | 2:00 pm—4:30 pm | Evening Snack | 6:30 pm—9:00 pm |

At least 2 hours must elapse between beginning times of meals or snacks. Remember, you must contact Helping Hands, Inc. in advance when planning to be out of home during a meal service period.

Tiers and Tiering

First, it is important to realize that EVERY qualified day care provider is qualified for reimbursement on the Food Program. The level of reimbursement received monthly is determined by which Tier a provider belongs to (I or II). Tiering was instituted by the USDA and Congress to assure that those day care providers who fall within the national guidelines of poverty received a higher reimbursement than those whose household income placed them above the poverty level. There are 3 methods of determining Tier levels.

1) By area - All elementary schools, with more than 50% of their students who apply qualify for free or reduced school lunch, become qualified school areas. Any day care provider who lives within a qualifying school area is automatically classified Tier I (higher reimbursement) for their day care children (they must still qualify using household income in order to claim their own children on the program).

2) By census data - Using the most current census information, if a household lives within a “pocket of poverty” where the majority of households are living within 185% of poverty, then that area qualifies as Tier I.

3) By income - if a day care provider does not qualify by area or census, she can try to qualify by income. This is a total of household gross income (before taxes and deductions). If the total income falls below the maximum guidelines for household size, then that provider is qualified as a Tier I provider (the guidelines are established every July 1st by the USDA).

Any provider that cannot qualify by one of these three methods will be classified as Tier II (about 60% less reimbursement than Tier I). But even then, if she is classified as Tier II and takes care of children from Tier I households (lower economic), she can choose to be a **Mixed Tier** home. We can then try to qualify each day care child’s own household. If their income qualifies as Tier I, she will be reimbursed for that child at the higher Tier I rate. If this is something of interest, call the office and inform us, we will then start the process.

Vacations, Absences, or No Children Attending

At times it will be necessary to close your day care. There are many reasons for this. It could be that the children will not be attending one day, or that they will be away with their parents for a few days. Maybe you will be taking the day off or are planning on a vacation. Whatever the reason, if you will be closed for ANY amount of time, from just one meal to an entire month, the process of notification is the same. If you will be away from your home, or have no children attending you must notify the office ahead of time. Any type of notification is acceptable. We have dedicated fax and texting numbers that you can use 24 hours a day, as well as voicemail and email.



One of Helping Hands' responsibilities is to validate our provider's claims to the Utah State Board of Education for reimbursement; therefore, we must be able to find both the provider and the day care children at home during the hours stated on their application. If your monitor arrives to conduct a home review and cannot find you and/or the children at home during a meal time, the meal will automatically be disallowed. Several unsuccessful review attempts will result in a corrective action, and if not corrected may result in serious deficiency and maybe even termination.

Corrective Action & Serious Deficiency

Every once in a while in-home and office training may not be enough, and a provider may, for one reason or another, may not be complying with the regulations she needs to follow. We give as much support and training as we can to help such a provider, but if she consistently does not or can not follow the guidelines—see the list below under “Seriously Deficient” (for example, does not fill her claim out daily, or claims meals for children not in care), then it may be necessary to place her on corrective action. It is hoped that this greater level of oversight will help her understand the mistakes she is making and enable her to be able to permanently correct them.

If the Corrective Action can not or does not completely and permanently correct the issue or error, then it may be necessary to move to the next level. Serious Deficiency is used as a learning tool to help providers who are either consistently having a difficult time understanding, following and/or learning the regulations or simply refuse to do so. When a provider is found seriously deficient, he/she must follow a plan of corrective action designed to help her understand and follow the program more closely. She will also receive more intensive training in the area in which she has shown a weakness. This is necessary due to the nature of this program. Because 100% of the funds that reimburse the meals served by the providers, as well as the funds needed to staff and run the Helping Hands, Inc. office, come from the Federal Government, we must provide documentation that we are overseeing the program in a way to minimize fraud and other illegal actions.

There are several reasons a provider may be considered seriously deficient, these may include:

- Not present when a Monitor comes to do an unannounced home review (and yet that meal is claimed anyway) .
- Claiming meals for children that were not observed in care during a home review
- Not keeping the claim filled out up-to-date
- Falsifying income information
- Falsifying child enrollment information
- Perpetual violation of license capacity
- Fraudulent practices
- Not attending provider training classes on an annual basis
- Observed dangers to the health and welfare of the children*
- Unexplained unusual claiming patterns (same number of kids every day, never a sick day or vacation, but drop in reviews do not find the same number of kids present, etc.)
- Claiming with two or more sponsors at the same time

Those items noted by an asterisk (*) can also be items eligible for immediate suspension from the program.

If a provider is found seriously deficient, she will be visited various times, unannounced. If the problem persists, the provider is then eligible for immediate termination for cause. Or in the case of not attending training classes, the provider will be given at least 4 weeks to attend a training before being terminated.

Termination for cause - If a provider is terminated for cause, she will be unable to rejoin Helping Hands, or any other child food program sponsor in the United States for at least 7 years (This is a drastic step measure we hope we never have to use!). There is an appeal process available for those who feel they may have been terminated erroneously. Contact the office for further details.

Child Enrollment Process

In order to participate on the food program, a child, whether he/she is your own or a day care child, must be enrolled and be under 13 years of age (unless there is a documented serious disability, then they may qualify after the age of 13). Helping Hands, Inc. has enrollment forms available whenever you need one. If a child is not enrolled, he/she cannot be claimed. The enrollment form needs to be filled out completely, and signed by a parent or guardian (the parent's signature *must* be on file in the office giving that child permission to participate in the food program). It should be sent in to the office within one week of enrollment or by the end of the month, whichever comes first. The enrollment must be submitted in the month the child first attended, any late enrollments will be counted for the current month only, and that child will not be allowed to be claimed for any previous month, regardless of the date on the form itself. If the form is not filled out completely, it will be returned to you to be completed, and the meals for that child might need to be disallowed.

Be careful when completing this form. You will only be able to claim the meals applied for on the days and during the times applied for. If a parent changes a work schedule and you need to change the child's schedule, this change must be submitted in writing and be signed by a parent or guardian.

You will receive annual re-enrollment forms.

Use these forms to update any child's enrollment or parent information. Once you receive it, sign it, have the parent sign and update it, and return it to the office as soon as possible.

If using Accutrak, then you will be able to enroll each child yourself online and start claiming them immediately. Once they are enrolled, please print off the enrollment form and have the parent sign it, and send or bring it to Helping Hands.

If using the paper form, here are instructions on how to complete it:

Filling Out the Enrollment Form - Specific Instructions

To fill out the form, go step by step through each section shown. Multiple children can be enrolled on the same form as long as they have the same parent and live at the same address:

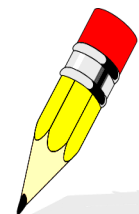
1. PROVIDER / PARENT INFORMATION

The first section is where all of the needed provider and parent information is given. Please fill it out completely, pay special attention to the parent's name, address and phone number. We send a letter to every parent, and if this information is incorrect, the enrollment will be considered incomplete and can not be finalized (the children will not be reimbursed).

2. CHILD(REN) INFORMATION

As in section 1, it is very important that the child information in this area be complete and correct. The first column is the Child #, this will be explained on the following page. The child's name must be written out including first and last names and any nicknames, if they are commonly used. Then put in the birth date, the sex and the relationship of the child. If the child is related to you, but does not live in your home, you **MUST** note what the relationship is in the area below the child(ren)'s name. *If you are a Relative Care only provider, remember, you must have proof of the child's relationship to you available should the monitor request to see it.*

| FDCH Child Enrollment | | | | | | | | | |
|--|--|--|---|--------------------------------|---|--------------------------------|--|-------------|--|
| Provider Name _____ | | | Phone Number _____ | | | | | | |
| Parent/Guardian Name _____ | | | Phone Number _____ | | | | | | |
| Parent's Address _____ | | | City _____ | | | ZIP _____ | | | |
| Work Organization _____ | | | Business / Contact Phone _____ | | | | | | |
| PLEASE PRINT CLEARLY (MUST BE COMPLETED BY THE PARENT/GUARDIAN) | | | | | | | | | |
| Enrolled Child's Full Name (Nickname) | Birth Date | Sex | Relationship | Times-Arrival & Departure | School Information | Time Child in School | Days Child Attends School | Race Ethnic | |
| | | <input type="checkbox"/> Male <input type="checkbox"/> Fem | <input type="checkbox"/> Not Related <input type="checkbox"/> Related* <input type="checkbox"/> Own Child | _____AM/PM to _____AM/PM | <input type="checkbox"/> No School <input type="checkbox"/> AM Presch <input type="checkbox"/> AM Kinder <input type="checkbox"/> All Day Kindergarten | _____AM/PM to _____AM/PM | <input type="checkbox"/> Mon <input type="checkbox"/> Thu <input type="checkbox"/> Tue <input type="checkbox"/> Fri <input type="checkbox"/> Wed | _____ | |
| | | <input type="checkbox"/> Male <input type="checkbox"/> Fem | <input type="checkbox"/> Not Related <input type="checkbox"/> Related* <input type="checkbox"/> Own Child | _____AM/PM to _____AM/PM | <input type="checkbox"/> No School <input type="checkbox"/> AM Presch <input type="checkbox"/> AM Kinder <input type="checkbox"/> All Day Kindergarten | _____AM/PM to _____AM/PM | <input type="checkbox"/> Mon <input type="checkbox"/> Thu <input type="checkbox"/> Tue <input type="checkbox"/> Fri <input type="checkbox"/> Wed | _____ | |
| | | <input type="checkbox"/> Male <input type="checkbox"/> Fem | <input type="checkbox"/> Not Related <input type="checkbox"/> Related* <input type="checkbox"/> Own Child | _____AM/PM to _____AM/PM | <input type="checkbox"/> No School <input type="checkbox"/> AM Presch <input type="checkbox"/> AM Kinder <input type="checkbox"/> All Day Kindergarten | _____AM/PM to _____AM/PM | <input type="checkbox"/> Mon <input type="checkbox"/> Thu <input type="checkbox"/> Tue <input type="checkbox"/> Fri <input type="checkbox"/> Wed | _____ | |
| *If related, please check relationship: <input type="checkbox"/> son / daughter <input type="checkbox"/> step-son / step-daughter <input type="checkbox"/> grandson / granddaughter <input type="checkbox"/> niece / nephew (son or daughter of sibling only) | | | | | | | | | |
| Usual Days in Care | Usual Meals Child(ren) will be served | Infants: If child is under age 1 this section must be completed. | | | | | | | |
| <input type="checkbox"/> Sun <input type="checkbox"/> Wed <input type="checkbox"/> Sat <input type="checkbox"/> Mon <input type="checkbox"/> Thu <input type="checkbox"/> Days <input type="checkbox"/> Tue <input type="checkbox"/> Fri Vary | <input type="checkbox"/> Breakfast <input type="checkbox"/> PM Snk <input type="checkbox"/> AM Snk <input type="checkbox"/> Dinner <input type="checkbox"/> Lunch <input type="checkbox"/> Eve Snk | <input type="checkbox"/> Parent Accepts the provider's formula (or parent will supply breast milk) and parent accepts the provider's food <input type="checkbox"/> Parent will supply the formula but accepts the provider's additional foods <input type="checkbox"/> Parent supplies all formula and food and refuses the provider's food. | | | | | | | |
| OPTIONAL: You do not have to fill this section out under Title IV of the Civil Rights Act. Please write in the appropriate code in the box provided above. Race: AI = American Indian/Alaskan Native AS = Asian PA = Pacific Islander BL = Black WH = White Ethnicity: H = Hispanic/Latino N = Not Hispanic/Latino 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) 725-5964 (voice and TDD). USDA is an equal opportunity provider and employer. | | | | | | | | | |
| Are the school age children on year-round school? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, year-round track (A-D, or Single) _____ School District and School that school age child(ren) attend _____ Does the child have any special dietary needs? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, please specify (attach a note from a medical authority describing the dietary need) _____ Does the provider need to accommodate for any disabilities that a child might have? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain (attach a note from a medical doctor describing the disability) _____ I certify that the information is true and correct in all respects. I understand that my child(ren) will receive meal(s) at no cost to me without regard to race, color, national origin, age, sex, or disability and that I will be contacted by the sponsoring organization and/or representative to confirm the above enrollment information and attendance of my child(ren). _____ Parent (Guardian) Signature _____ Date _____ I certify that the information is true and correct in all respects, and that records are available to support the information on this form. I recognize that I will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein. I understand that this information is subject to verification by the sponsoring organization. I also understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. _____ Provider's Signature _____ Enrollment Date _____ | | | | | | | | | |



The next column is for the child's time in care. Please note the *earliest* to the *latest* time the child may be in care.

The next 3 columns deal with school information. If your child is attending pre-school, kindergarten, or regular school, please make a check mark in the appropriate box. Then note the time that the child *leaves your home* for school, and then the time the child *arrives back at your home* after school. Since some pre-schools are only 2 or 3 days a week, you should note the days of the week that the child attends school.

The final column is where to note what race and ethnicity the child is. A child may be more than one race, mark as many as needed for accuracy. This area is optional, but since this information is needed by the USDA, if you choose not to complete it, then the Helping Hands, Inc. staff will complete it to the best of their knowledge.

The area following this is for more information on the child's schedule. When supplying Times, Days, and Meals in care, choose the broadest possible option for the child's attendance. For example, if the child normally comes to care on Monday, Wednesday, and Friday starting after school at 3pm, but is sometimes dropped off all week long starting at 7am, then mark all the week days and note the earliest drop off time of 7am and the latest pick up time at the appropriate time (for example, 5:30pm). You will be able to claim only the meals applied for on the days and times noted.

The next section is specifically for infants. If the child being enrolled is an infant (defined as under 1 year of age), you must fill out this section.

Then choose one of the following formula options:

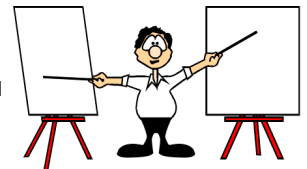
- *Provider Supplies Formula* - Parent Accepts the Provider's Formula and Food.
- *Parent Supplies Breastmilk or Iron Fortified Infant Formula (declined formula form)* - Parent Will Supply the Formula or breastmilk, but accepts the provider's food.
- *Parent Supplies Supplemental Foods & Refuses the Provider's Foods* - Parent Supplies All Formula & Food and Refuses the Provider's Food

Remember: You will only need to fill in this section if the child is under 1 year of age on the First Day In Care.

3. ADDITIONAL INFORMATION

The next sections are for a variety of information that may or may apply to the child. The first area is for specific school information. If the child is school-age, please write in the district and school name. If the child is on a year-round schedule, please note the Track letter (A-D, Single). This information will also appear on the monthly CIF, so you can check it periodically for accuracy.

Special Dietary Needs: If the child requires a special diet as prescribed by a doctor, mark the "Special Diet" square. Also bear in mind that if the child does require a special diet, you should send us a copy of the Doctor's statement on that special diet along with the Enrollment Form, so we can keep that Doctor's statement on file.



Special Needs: If the child is disabled or is otherwise a special needs child, note it in this area. Please note that you must accompany the enrollment form with medical documentation of the child's special needs.

4. SIGNATURES

Before you send it to us, **make sure both you and the parent have signed and dated the form.** You cannot be paid for a child if we haven't received a completed and signed Child Enrollment form, so be careful! The enrollment date is the first date the child was in your care, and he/she will be eligible to be claimed from this date on.

NOTE: A parent must authorize *any* change to a child's hours in care, days in care or meals served. If the parent's schedule changes, and because of this a child's schedule also changes, note the new schedule (times/days/meals) in the comments section of the CIF form and have a parent sign it.

Daily Sign In/Out

It is important to remember to have the parents sign the children in AND out **every day**, including your own children. Write in the exact time in and out, do not average the time. Do not wait until the end of the month to have them sign all at once. If you are visited for a review and do not have a Sign In/Out sheet completed, those days without a parent signature will be disallowed (**you will not be reimbursed for those days**). You do NOT need to send this form in. Keep it with your records and have it available during your home reviews. You can use our form, or one of your own, but it must be kept daily and made available to us upon request. These forms must be stored for at least 4 years—do NOT throw them out!

| Daily Sign In/Out Sheet | | | |
|-------------------------------|---------------------------|-------------------|--------------------|
| Provider Name <u>Jane Doe</u> | | | |
| Date | Child(ren)'s Name(s) | Sign In/Out Times | Parent's Signature |
| 6/18 | Mary, Frank & Tommy Jones | In 7:45 | Mike Jones |
| | | Out 5:20 | Mike Jones |
| | John, Janie Doe | In 7:30 | Jane Doe |
| | | Out 5:30 | Jane Doe |
| 6/19 | Mary, Frank & Tommy Jones | In 7:40 | Mike Jones |
| | | Out | |
| | John, Janie Doe | In 7:30 | Jane Doe |
| | | Out | |

AccuTrak (cacfpnet.com) - Online claiming

Step 1: Log In

Go to CACFPNET.COM and click LOG IN. Enter your login ID (email address) & PIN that will be provided to you by Helping Hands.

Step 2: Verify that all of your children are enrolled.

Go to My CACFP info and click on “Children”

- If any children are missing, pre-enroll them by Tapping “PreEnroll a Child” at the bottom of the list of enrolled children. Ignore the “child’s number section”, put in their full name, birthday, and date of enrollment. Then tap on “Enter” at the bottom. **Remember to send the office the completed and signed enrollment form within 7 days of registering.*

Step 3: Recording Meals

- Tap on “Home”, then tap on the date you are entering (today’s date).

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Print Worksheet for week of |
|-----|-----|-----|-----|-----|-----|-----|-----------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 11/1/2020 thru 11/7/2020 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 11/8/2020 thru 11/14/2020 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 11/15/2020 thru 11/21/2020 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 11/22/2020 thru 11/28/2020 |
| 29 | 30 | | | | | | 11/29/2020 thru 11/30/2020 |

Click on a date to enter your claim for that date.

[Submit this claim](#)

| # | Eligible children | B | A | L | P | D | E | Age |
|---|-------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------|
| 1 | Get Along, Sally | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10 yrs |

- Click on the meals claimed next to each child’s name

Regular Menu for November 13, 2020

| Meal Item | Food Item |
|-----------|----------------------------|
| Breakfast | Milk, 1%/low fat |
| AM Snack | Milk, lactose-reduced |
| Lunch | Milk, skim/nonfat |
| PM Snack | Milk, soy |
| Dinner | Milk, substitute |
| Eve Snack | Milk, whole |
| Meat | Milk, whole(1yr),1%(2yrs) |
| Bread | Milk, whole(1yr),skim(2yr) |
| Fruit/Veg | |
| Milk | |

Breakfast: Meat ? Fruit/Veg Bananas

Bread: Cereal, Dry ? Vegetable ?

AM Snack: Meat ? Fruit ?

Whole grain is selected under Bread.

- Click on the meal the meal item (it will turn yellow) and then on the food item served. (If you wish to preplan your meals, you can use the Master Menu numbers and it will fill in most of the food items automatically.)
- Always click on “Whole grain” if you served an item that qualifies as Whole Grain Rich (see page 19)
- Click on “Save Date”. (All saved meals will appear to the right of the calendar on the home page)

Step 4: Review Meals

At the end of each day review your meals and resolve all errors (if any). Errors for meals (not snacks) will show next to the calendar on the home page. To edit, click on the date and make any changes.

Step 5: AT THE END OF THE MONTH submit claim to the office (before starting new month)

Under the calendar on the home screen click on “Submit this claim”. Follow instructions there. An email will be sent around the 6th of each month reminding you to check your error reports. Read it carefully and contact the office immediately if there are any errors you do not understand or meals disallowed that you feel shouldn’t have been.

Claim Form Deadline and Direct Deposits

Your claim must be submitted no later than the **3rd day of the month**. *Only those claims submitted by the 3rd will be processed.* Processing (counting, verifying, etc) is a lengthy process, therefore, the deadline set is to assure that all claims submitted will be correctly counted, verified and paid. All claims are paid on the 1st of the month following receipt of the claim. (If we receive a claim on Feb. 3rd, for example, payment will be deposited on March 1st, or the Monday following, if the 1st falls on a weekend). Helping Hands, Inc. is 100% paper check free. We provide direct deposits for all reimbursements. This is done in one of two ways:

- Funds are deposited directly into a checking or savings account, whichever you choose to use.
- For those who do not have access to a savings or checking account Walmart, and American Express are among several businesses that offer free debit cards that will allow us to deposit your reimbursement without you needing to open a bank account.

This is a wonderful way to receive your reimbursement funds on time, without fear of delay or misdirection by the postal service.



INFANT MEAL PATTERNS

AGES BIRTH THROUGH 5 MONTHS

BREAKFAST, SNACK, LUNCH & SUPPER MEAL PATTERNS

| | | |
|------|--------|---|
| Milk | 4-6 oz | breastmilk ¹ or formula ² |
|------|--------|---|

AGES 6 MONTHS THROUGH 11 MONTHS

BREAKFAST, LUNCH & SUPPER MEAL PATTERNS

| | | |
|-------------------------------|-------------|--|
| Milk | 6-8 oz | breastmilk ¹ or formula ² |
| Grain/ Meat/Meat Alternate | 0-1/2 oz eq | infant cereal ² or |
| | 0-4 tbs | meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas or |
| | 0-2 oz | cheese or |
| | 0-4 oz | cottage cheese or yogurt ³ or |
| | 0-4 oz | a combination of the above ⁴ |
| Fruit/Vegetable | 0-2 tbs | vegetable or fruit or a combination of both ^{4,5} |

SNACK MEAL PATTERNS

| | | |
|-----------------|-------------|--|
| Milk | 2-4 oz | breastmilk ¹ or formula ² |
| Grain | 0-1/2 oz eq | slice bread ⁶ or |
| | 0-1/4 oz eq | crackers ⁶ or |
| | 0-1/2 oz eq | infant cereal ^{2,6} or |
| | 0-1/4 oz eq | ready-to-eat breakfast cereal ^{6,7} |
| Fruit/Vegetable | 0-2 tbs | vegetable or fruit or a combination of both ^{4,5} |

oz eq = ounce equivalents

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

² Infant formula and dry infant cereal must be iron-fortified.

³ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

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

⁵ Fruit and vegetable juices must not be served.

⁶ A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

⁷ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

Infant Formula Policy

In order to claim infants on the food program a provider must at least offer to provide formula for the baby. This formula (also known as the house formula) must be iron-fortified.

If a parent specifies that they wish their infant to be given a specific formula (different from the house formula being offered), then the parent may opt to furnish that formula instead of using the house formula. In this case, the parent's formula must be iron fortified and he/she must note this in the Infant section of the enrollment form. The provider may then still claim that child for meals due to the time spent preparing and feeding him/her.

Prior to claiming a meal where the formula was supplied by the parent, certain criteria must be followed. First, the parent must have been informed that the provider is obligated to provide all children, including infants, with CACFP creditable meals, in this case, formula. Second, the parent must **voluntarily** note this on the signed enrollment form.

If caring for infants who are receiving more than formula as part of the required meal pattern (6 to 11 months), and the parent supplies the formula and/or other meal components, **a minimum** of one of the other meal components must be supplied by the provider in order to claim the meal.



MEAL PATTERNS

BREAKFAST

Serve Milk, Vegetable or Fruit, Grain*

| COMPONENT | AGES 1-2 | AGES 3-5 | AGES 6-18 | ADULTS |
|--------------------------|-----------|-----------|-----------|---------|
| Milk | 1/2 cup | 3/4 cup | 1 cup | 1 cup |
| Vegetable, Fruit or Both | 1/4 cup | 1/2 cup | 1/2 cup | 1/2 cup |
| Grain* | 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

Serve All Five Components

| COMPONENT | AGES 1-2 | AGES 3-5 | AGES 6-18 | ADULTS |
|---------------------|-----------|-----------|-----------|---------|
| Milk | 1/2 cup | 3/4 cup | 1 cup | 1 cup* |
| Vegetable | 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 |
| Meat/Meat Alternate | 1 oz | 1 1/2 oz | 2 oz | 2 oz |
| Grain | 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

Select Two of the Five Components

| COMPONENT | AGES 1-2 | AGES 3-5 | AGES 6-18 | ADULTS |
|---------------------|-----------|-----------|-----------|---------|
| Milk | 1/2 cup | 1/2 cup | 1 cup | 1 cup |
| Vegetable | 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 |
| Meat/Meat Alternate | 1/2 oz | 1/2 oz | 1 oz | 1 oz |
| Grain | 1/2 oz eq | 1/2 oz eq | 1 oz eq | 1 oz eq |

oz eq = ounce equivalents
Refer to USDA FNS Exhibit A for further guidance on grain serving sizes.



Fluid Milk



Vegetable



Fruit



Meat/Meat Alternate



Grain

Menu Substitutions

If you wish to substitute one meal component for another (for example, apple for watermelon) you must remember:

- 1) You can only substitute from within the same component list: protein for protein, grain for grain, fruit for fruit, etc.
- 2) You can NEVER substitute something in place of the milk component (no flavored milk under the age of 6)
- 3) You MUST note all substitutions on the back of the claim information form. Write the date, meal and the substitution
- 4) If you are substituting the entire meal it should be noted as 00 on the menu number part of the CIF and then you must write the entire meal with the date and meal type (BALPDE) on the back of the claim information form (CIF).

Examples of Acceptable Substitutions

(all substitutions must meet minimum serving size requirements)

| <u>Fruits</u> (fresh, canned†, dried or frozen) | <u>Vegetables</u> (fresh, canned†, dried or frozen) | <u>Breads</u> (and alternate grain products) | <u>Meats†</u> (and alternate protein products) |
|---|---|--|--|
| Apples | Alfalfa Sprouts | Bagels | Beef |
| Applesauce | Artichoke | Biscuits | Black Beans, dried |
| Apricots | Asparagus | Bread Sticks | Cheese |
| Bananas | Avocado | Breading* (chicken nuggets, fishsticks, etc) | Chicken |
| Berries | Bean Sprouts | Cornbread | Cottage Cheese |
| Cantaloupe | Beets | Cracked Wheat Bread | Cornbeef |
| Cherries | Bell Peppers | Cracked Wheat Cereal | Crab |
| Dates | Broccoli | Dumplings | Eggs |
| Figs | Brussel Sprouts | Egg Roll Wrap | Fish, dried |
| Grapefruit | Bok Choy | Empanadas (crust) | Fish, fresh water |
| Grapes (green or red) | Cabbage | English Muffin | Fish, salt water |
| Kiwi | Carrots | French Bread | Garbanzo Beans, dried |
| Lulo | Cauliflower | French Toast | Hot Dog (all meat) |
| Mango | Celery | Multi-grain Bread | Legumes |
| Melons | Chile Peppers | Oatmeal Cereal | Lentils |
| Nectarines | Corn | Pancakes | Liverwurst |
| Okra | Collard Greens | Pasta (macaroni, noodles, spaghetti) | Lobster |
| Oranges | Cucumbers | Pita Bread | Lunch/Deli Meats |
| Papaya | Egg Plant | Pumpkin Bread | Mutton |
| Passion Fruit | Green Bananas | Ramen Noodles | Nuts* |
| Peaches | Green Beans | Rice | Peanut butter |
| Pears | Green Peas | Rice Spring Roll Wrap | Peas, dried |
| Persimmons | Jicama | Rolls | Pinto Beans, dried |
| Pineapple | Kale | Rye Bread | Pork |
| Plums | Kidney Beans | Soda Crackers | Red Beans, dried |
| Pomegranate | Lettuce (all kinds) | Soft Pretzels | Refried beans* |
| Prickly Pear Fruit | Lima Beans | Sopapillas | Sardines |
| Prunes | Onions | Sour Dough Bread | Seafood (octopus, squid, etc.) |
| Raisins | Pickles | Stuffing (breaded) | Shrimp (fresh, frozen or dried) |
| Raspberries | Plantain | Sweet Breads | Tofu (double the portion size) |
| Soursop/Guanabana | Potatoes | Tortillas, corn | Tuna |
| Strawberries | Pumpkin (<u>not</u> the pie) | Tortillas*, flour | Turkey |
| Tangerines | Radishes | Vienna Bread | Venison (USDA inspected) |
| Watermelon | Spinach | Waffles | Yogurt |
| | Squash (all types) | White Bread | |
| | Sweet potatoes | Whole Wheat Bread | |
| | Taro Leaves | | |
| | Taro Root | | |
| | Tomatoes | | |
| | Watercress | | |
| | Yams | | |
| | Yucca | | |
| | Zucchini | | |

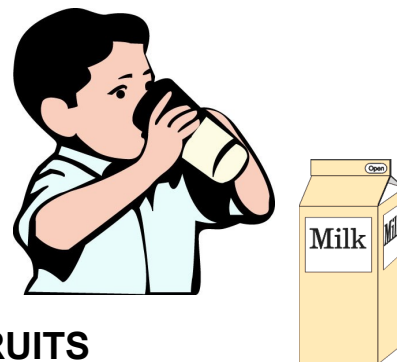
*commercially prepared products that include multiple components must have a CN label or product specification sheet

†must be commercially canned, processed or slaughtered. Home canned foods, or meat obtained while hunting are not claimable

REQUIRED MEAL COMPONENTS

MILK

Fluid milk must be served for breakfast, lunch and dinner always. To count as a milk component for snacks, milk must also be served in the fluid form. Milk should be pasteurized and fortified with vitamin A. Whole milk may be given to children under 2 years of age and only skim, or 1% milk may be given to children over 2. Use powdered or canned milk for cooking only. Yogurt, cottage cheese or cheeses do not count as a milk serving.



FRUITS

A serving from this group must be provided at lunch and at dinner (a vegetable may be served in place of a fruit for these meals, but a fruit can NOT be served in the place of a vegetable). Select one fruit OR one vegetable for breakfast. One of the two meal components for snacks can be a fruit. Be sure to include good sources of vitamin A and C. Choose fresh, frozen, canned, or dried foods. Fruits and vegetables grown in your own garden are allowable and encouraged! Use juices, purees, chopped, or whole fruits. Be sure that juices are 100% fruit. Juice cannot be served more than once a day. Beverages made with added sugar or made from powders or syrups do not meet this requirement.



VEGETABLES

A minimum of one serving of vegetable must be served at lunch and dinner each day. Unlike the fruit component, 2 servings of vegetables may be served for lunch and dinner (the second serving taking the place of the fruit component). For breakfast either a fruit OR a vegetable must be served. Both a fruit and a vegetable may be served as the 2 components needed for a snack.

****Please note that according to CACFP standards, potatoes count as a vegetable, and legumes (dried beans, peas or lentils) can count as either vegetable or protein, but not both for the same meal.**

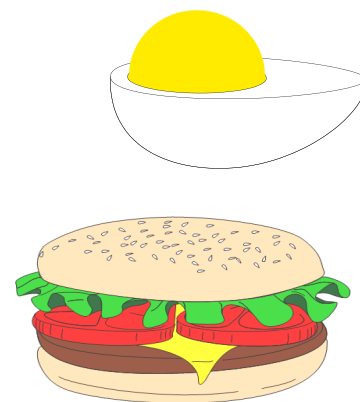


BREAD AND BREAD ALTERNATE

Bread and bread products **must** be made of enriched or whole grain flour. **One** serving of a whole grain or whole grain rich product must be served once a day. Whole grain rich is a product where the first item on the ingredient's list is a whole grain flour, and the second is an enriched flour. Quick breads (zucchini, banana, etc.) and muffins, graham and animal crackers are also acceptable. Cookies, bars, toaster pastries are not reimbursable. Offer a variety of bread products such as crisp breadsticks, and crackers, soft rolls, dark rye, wheat bread (plain or toasted), bagels, pancakes, muffins, Spoonbread, rice or dumplings. (See page 18 for specific ideas)

MEAT AND MEAT ALTERNATE

To meet this requirement beef, pork, poultry, fish, a meat alternate or a combination of these foods may be used. The serving size is based on the weight of the cooked meat. Dried beans and peas may also be used as a protein alternate. These foods may also be used as vegetables—but not for the same meal. You must choose how you wish to claim them, as protein or vegetable. While meat or meat alternates are not required for breakfast, a meat or meat alternate may be served in the place of the grain component, but no more than three times per week. This can help improve children’s overall protein intake. Appropriate selections for breakfast might include eggs, cottage cheese, cheese, and peanut butter. Consider the fat and salt content of ham, luncheon meats and hot dogs/franks and use these items sparingly. Hot dogs must be 100% beef, pork or poultry, ones that contain “machined meat” or fillers are not allowable. Bacon and sausage does not count as a meat component due to their high content of fat and salt.



SOURCES OF PROTEIN



When using the following main dish items as the only source of protein, it is often difficult to provide the required serving size and still have an appealing dish.

| | |
|-----------------------------|------------------------|
| spaghetti and meat sauce | fish sticks |
| casseroles (tuna, etc.) | sandwiches (grilled |
| macaroni and cheese | cheese, peanut butter, |
| Soups (beef, chicken, etc.) | tuna or chicken salad) |

Supplying a second source of protein could help the meal comply with CACFP standards. Some items that may be used to supplement a protein include:

| | |
|-------------------------|----------------------|
| cheese (grated, chunks) | ham / hot dog chunks |
| beans / peas | eggs (hard boiled) |
| cottage cheese | bean salads |
| yogurt | nuts and seeds |

(nuts can be used for 50% of protein only)

CN LABEL

In order to be able to serve a frozen / prepackaged combination type food, the package must have a CN label on it, or you must contact the manufacturer (usually from their website) to obtain a Product Fact Sheet. Without this, it’s impossible to know how much is protein and/ or how much grain the item contains and it would be very difficult to know how many items should be served to fulfill the component requirements. Examples of combination food items: Fish sticks, chicken nuggets, burritos, pizza, chimichangas, corndogs, etc.



Example CN Label:

CN

020202

Four 1.00 oz. fish nuggets with vegetable protein product provides **2.00 oz. equivalent meat/meat alternate** and **1.75 servings of bread alternate** for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement) authorized by the Food and Consumer Service, USDA 04-98).

CN

ACCEPTABLE BREAD AND BREAD ALTERNATE PRODUCTS

GROUP I: When obtaining these items commercially, a full serving should have a minimum weight of 25 grams (0.9 ounces). All types of flour must ALWAYS be enriched or whole grain.

A serving of the following items should be ½ slice for ages 1-5 and 1 slice for ages 6-12.

| | | |
|-------------------------------|---------------------------|-----------------------|
| Bagels | Biscuits | Boston brown bread |
| Buns and Rolls | Cornbread | Croissants |
| English Muffins | French / Vienna bread | Italian bread |
| Muffins - bran or raisin bran | Pie Crust (non sweetened) | Pumpernickel |
| Pizza Crust | Raisin bread | Rye bread |
| Soft Dutch pretzels** | Stuffing (bread) | Syrian bread or pitas |
| Tortillas - wheat or corn | White or Wheat bread | |

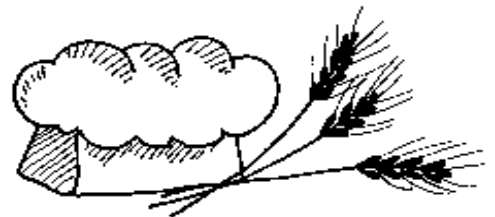


* Serve ½ ounce for ages 1-5, 1 ounce for ages 6-12

** Serve 1 for ages 1-5, 2 for ages 6-12

GROUP II: When obtaining these items commercially, a full serving should have a minimum weight of 20 grams (0.7 ounces). As always, the primary grain ingredient listed must be enriched or whole grain. Serving sizes are as marked for age groups:

| | AGE 1-2 | AGE 3-5 | AGE 6-12 |
|------------------|----------------|----------------|-----------------|
| Bread sticks | 1 to 1½ | 1 to 1½ | 3 |
| French Toast | 1 | 1 | 1 |
| Melba Toast | 2 to 2½ | 2 to 2½ | 5 |
| Pilot Bread | 1 | 1 | 1 |
| Pretzels - hard | 5 | 5 | 10 |
| Rye Wafers | 2 | 2 | 4 |
| Saltine Crackers | 4 | 4 | 8 |
| Soda Crackers | 2 | 2 | 4 |
| Taco Shells | 1 | 1 | 2 |
| Tortilla Chips | 10 | 12 | 15 |



GROUP III: When obtaining these items commercially, a full serving should have a minimum weight of 30 grams (1.1 ounces), the primary grain ingredient listed must be enriched or whole grain.

A serving of the following items should be ½ for ages 1-5 and 1 for ages 6-12.

| | | |
|-----------------------|--------------|----------------|
| Dumplings | Hush Puppies | Meat Pie Crust |
| Meat Turnover (crust) | Pancakes | Sopapillas |
| Spoonbread | Waffles | Tortillas* |

* serve 1 for ages 1-5 and 2 for 6-12

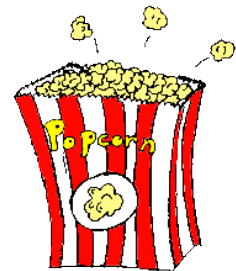


GROUP IV: A serving of the following items should be ¼ cup for ages 1-2, ⅜ cup for ages 3-5 and ½ cup for ages 6-12. All items should be cooked when measured. The primary grain ingredient listed must be enriched or whole grain.

| | | |
|---------------------|------------|--------------|
| Pasta (*all shapes) | *Noodles | Rice (white) |
| *Macaroni | *Spaghetti | Brown Rice |

Popcorn is allowable as a whole grain option. Sugary toppings and excessive butter and salt should be avoided. The serving sizes are

¼ serving—¾ cup popped corn
 ½ serving—1½ cups popped corn
 1 serving—3 cups popped corn



Identifying Whole Grain-Rich

The USDA CACFP requires that at least one serving of grains each day contains a whole grain-rich component. Foods that meet the whole grain-rich criteria are foods that contain at least 50% whole grains and the remaining grains in the food are enriched, or are 100% whole grain.

Here are a few ways to help identify if a product is whole grain-rich. As long as the product meets **AT LEAST ONE OF THESE SIX METHODS**, described below, it is considered whole grain-rich.



#1 FOOD IS LABELED WHOLE WHEAT & MEETS FDA'S STANDARD OF IDENTITY

Certain bread and pasta products specifically labeled "Whole Wheat" on the package and which conform to an FDA Standard of Identity can be considered whole grain-rich. An FDA Standard of Identity is a set of rules for what a product must contain to legally be labeled with that product name. List available at cacfp.org.

#2 WIC

Women • Infants • Children

The product is found on ANY State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)-approved whole grain food list. Any grain product found on a State agency's WIC-approved whole grain food list meets CACFP whole grain-rich criteria.



#3 FDA STATEMENT

One of the following FDA statements is included on the labeling:

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

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



#4 RULE OF THREE

The first ingredient (second if after water) must be whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ. Any grain derivatives may be disregarded. Any non-creditable grain ingredients that are labeled 2% or less are considered insignificant and may also be disregarded.



Whole Grain #1 2nd Grain Ingredient

INGREDIENTS: Whole Wheat Flour, Enriched Wheat Flour (Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Vegetable Oils (Canola And/ Or Sunflower), Cheddar Cheese ([Cultured Milk, Salt, Enzymes], Annatto), Salt, Contains 2 Percent Or Less Of: Yeast Extract, Natural Flavor, Paprika, Spices (Celery), Baking Soda, Monocalcium Phosphate, Dehydrated Onions, Annatto Extract For Color.

CONTAINS: WHEAT, MILK

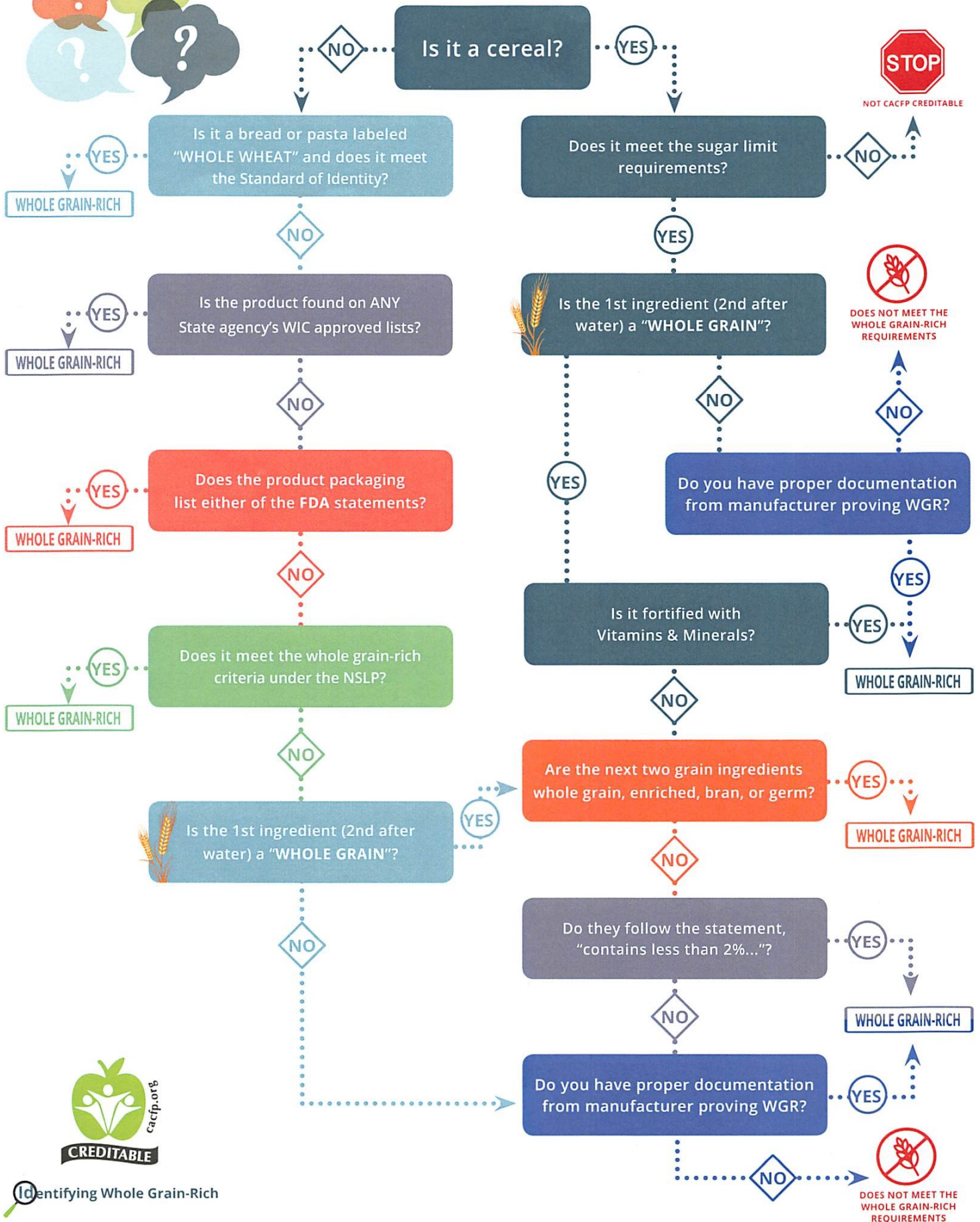
#5 FOOD MEETS THE WHOLE GRAIN-RICH CRITERIA UNDER THE NSLP

Use of the National School Lunch Program whole grain-rich criteria may ease menu planning and purchasing for at-risk afterschool or CACFP child care programs. The NSLP whole grain-rich criteria apply for all grain products with the exception of grain-based desserts, which are not creditable under CACFP.

#6 MANUFACTURER DOCUMENTATION OR STANDARDIZED RECIPE

Proper documentation from a manufacturer or a standardized recipe can also demonstrate that whole grains are the primary grain ingredient by weight.

Wondering if your food is **WHOLE GRAIN-RICH**?



DISALLOWED MEALS

It is the policy of the CACFP, mandated by the Department of Public Instruction, to prohibit reimbursement of meals if the program guidelines are not met.

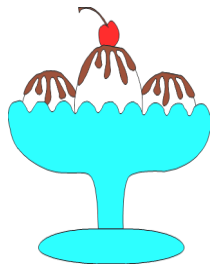
Common Reasons for Disallowed Meals Are:

- 1) Meal component missing (i.e. milk missing at breakfast, lunch or supper). Any changes in meal components, or missing components need medical documentation.
- 2) Food(s) listed do not meet component requirements (i.e. cake and fruit drink rather than juice and an acceptable bread alternate for a snack or 2% milk instead of skim or 1%).
- 3) Two different components not selected for snacks (i.e. raisins and a banana, both of which are fruit components).
- 4) Inappropriate quantities of food for the age of the children. The minimum USDA food requirement and quantity should always be provided.
- 5) Claim differs from the application on file at **Helping Hands, Inc.** (i.e. if you claim breakfast when you have not applied for breakfast on the agreement form and have stated that children do not come to your home until 11am). Notify the office or your Monitor if you wish to change schedules.
- 6) Claiming more children than your license limit allows.
- 7) Claiming children who are not enrolled into the program (**all** children must be enrolled in order to claim them) or whose schedule doesn't support that meal (i.e. child leaves at 4:30 & dinner starts at 5), or claiming your own children when there are no daycare children present.
- 8) Claiming on holidays without preauthorizing 2 business days or more in advance.
- 9) Claim form is not up to date during home monitoring review.
- 10) Missing regular meal or infant meal menu numbers on CIF (Claim Information Form).

These Items Are Not Reimbursable

If any of these items are served, they must be served after the required components have been served and eaten. They are not eligible for reimbursement. It is recommended that these items NOT be served at all, or at least very infrequently.

Cream Cheese
Sour Cream
Evaporated milk
Cream, Half & Half
Nonfat dry milk
Doughnuts
Ice Cream, sherbet
Frozen Yogurt
Pudding
Rice pudding
Toaster pastries / tarts
Turnovers
Pies (except meat pies)
Cakes, brownies
Cookies, granola bars



Sweet Rolls
High-Sugar Desserts
Jell-O
Potato Chips
Corn Chips (unless whole grain corn is used)
Snack Crackers (unless first ingredient is whole grain or enriched flour)
Bacon
Kool-Aid
Hawaiian Punch
Cranberry Juice
Fruit Punches
Sodas



MENU EVALUATION CHECKLIST



- ☐ Are all the components of the meal included? **3 groups for Breakfast, 2 groups for Snacks and 5 groups for Lunch and Dinner.**
- ☐ Do serving sizes meet the required amount for various age groups?
- ☐ Are additional foods provided to comply with serving sizes when serving casseroles, sandwiches, etc.
- ☐ Are meals balanced in terms of color, texture, shape, flavor and temperature?
- ☐ Are the children accustomed to the meals and food combinations you have provided for them?
- ☐ Have you considered children's ethnic and cultural tastes and practices?
- ☐ Do you offer a variety of food from day to day, week to week?
- ☐ Are seasonal foods included? (strawberries, cantaloupe, etc.)
- ☐ Are menus low in fat and excessive salt and sugar?
- ☐ Do menus include a good source of vitamin A and C daily?



****Please keep the following information in mind when planning your menu**

1. **Vitamin C** is not stored by the body, therefore it must be supplied daily in the diet.

The following items are good sources of Vitamin C:

Oranges
Papaya
Mango

Broccoli
Tomatoes
Raw Cabbage

Cantaloupe
Grapefruit
Strawberries

Brussel Sprouts
Green Leafy Vegetables
Green Peppers



2. **Vitamin A** aids such things as tooth structure, resistance to infection, healthy skin and eye functions. It also maintains normal production of cells. The following items are good sources of Vitamin A:

Milk
Liver
Spinach

Peaches
Cantaloupe
Apricots

Broccoli
Carrots
Winter Squash

Green Leafy Vegetables
Yellow Leafy Vegetables
Sweet Potatoes

PREVENTING MEALTIME PROBLEMS

Pleasant eating experiences are as important as good nutrition. A happy mealtime is most likely to happen when we understand that all children are not alike and that it is our responsibility help them learn to like new foods in a pleasant and unthreatening or stressful environment. The following items will help you create a pleasant eating environment.

- * Do not force children to eat everything on the plate. You should provide the specified serving sizes, but it is up to the child whether he / she wants to eat all of it.
- * Be patient when you have introduced new foods. It takes time to become accustomed to their taste and texture. Never force a child to eat a food item!
- * Avoid candy sweets and ice cream between meals.
- * Help the child learn how to feed himself and do not become impatient when he / she becomes tired or awkward.
- * Do not nag about table manners. Experience and role modeling will help young children form desirable feeding patterns and behavior.
- * Make the atmosphere at the table cheerful and attractive by using colorful plastic mats.
- * Remove distractions from the table and surrounding area.
- * Forks and spoons should be chosen for their suitability for young hands. The shape and weight of the dishes is also very important.
- * Allow the child to help in meal preparation. Be sure to keep safety, sanitation, and child's age in mind.
- * Serve food lukewarm vs. too hot or too cold.



FOOD LEARNING EXPERIENCES FOR CHILDREN

Wash vegetables
Snap beans
Wipe table
Put toast in toaster
Place things in trash
Open and pour packages
Grow a garden



Shuck corn
Unload dishwasher
Shape hamburger and meatballs
Break eggs
Measure and mix ingredients
Knead and shape dough

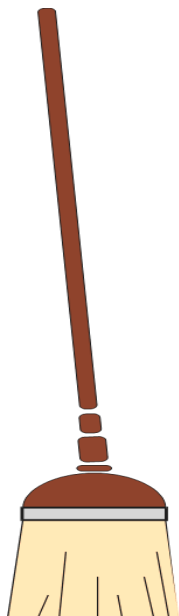
SANITATION

Sanitation is one of the most important aspects of food service and it must go hand in hand with good nutrition. One of the most important steps in preventing the spread of bacteria is good personal hygiene. Keep in mind that Bacteria can also be spread through improper food storage and preparation techniques.

PERSONAL HYGIENE



- * Wear clean clothes and bathe often
- * Wear a clean apron and use clean kitchen towels.
- * Keep nails short and clean.
- * If you have infections, skin diseases, open sores or open boils on your hands, cover with rubber gloves.
- * Do not smoke in the kitchen, around the children or serving area.
- * Always wash your hands with soap and warm water:
 - Before and after preparing a meal
 - After visiting the bathroom
 - After handling any contaminated objects (dirty towels, etc.)
 - After sneezing, coughing, or using a handkerchief or Kleenex
 - After touching hair or face
 - After smoking, eating, or handling raw foods (especially meat or poultry)
 - After changing diapers



STORAGE AND PREPARATION TECHNIQUES

- * Keep food storage and preparation areas clean and free of insects and rodents!
- * Store foods at least 6 inches above floor and away from garbage.
- * Properly thaw foods in the microwave, under refrigeration, or under cold running water. Be aware that certain foods like meat / meat products, and milk / milk products, poultry, eggs, fish / seafood are potentially hazardous foods that are easily contaminated.
- * During preparation and storage keep food out of the danger zone (keep the food below 45° F or above 140° F. Be sure to cook poultry to 165° F and pork to 170° F.
- * If hot foods are to be stored, cool them rapidly to an internal temperature of 45° F.
- * If leftovers are served, reheat them rapidly to 165° F. and serve immediately.
- * Use shallow pans to cool and refrigerate and store foods in the refrigerator or freezer.
- * Keep handling food to a minimum during preparation.
- * When tasting food use a clean, new spoon with every taste.
- * When food is stored or prepared ahead of time, cover them tightly and store in the refrigerator or freezer.

