



Food and Nutrition

3E'S OF HEALTHY LIVING

Education, Exercise and Eating Right

Child Care

CACFP

Reimbursable Meals

Chapter 6

Meal Reimbursements

The following are requirements for *Reimbursable Meals*:

- ✓ Menus comply with the USDA Child Care Meal Patterns
- ✓ Menus include required food components
- ✓ Menus serve creditable food items to meet required food components
- ✓ Creditable food items served in minimum quantities



Meal pattern charts establish which components and required quantities are served at each meal service. The meal pattern charts specify USDA requirements to follow in order for the meal to be eligible for reimbursement.

Meal pattern charts allow for:

- Variety
- Flexibility
- Well-balanced, nutritious meals
- Individual preferences
- Differences ... (cultural, etc.)



Food Buying Guide for Child Nutrition Programs

The Food Buying Guide (FBG) is a publication made available by USDA. This guide is an invaluable resource to CACFP CEs. The FBG contains information to assist CEs to plan and serve meals, which meet CACFP requirements.

The FBG includes an *Introduction Section* that describes how the FBG will benefit you in managing the food program. The introduction section includes:

- Meal pattern charts for the Child Nutrition Programs, *except* for the Infant Meal Pattern
- Common Can and Jar Sizes
- Decimal Weight Equivalents
- Fractions of a Unit
- Metric Equivalents
- Measures for Portion Control
- Yield Table Information
- Calculating How much Food you Need for a Given Number of Servings

The FBG is divided into 4 sections that correspond to the food *component groups* required for the meal patterns:

- * **Meat/Meat Alternates**
- * **Vegetables/Fruits**
- * **Grains/Breads**
- * **Milk**

The 5th section lists **Other**, non-creditable foods. These foods do not count as a creditable food item but add taste and interest to the meals.

Within each food component section is a list of foods and beverages that are *creditable food items* for that food component. The food and beverage items are listed in alphabetical order. The following page is an example from the Meat/Meat Alternates Section of the FBG.

Section 1—Meat/Meat Alternates

| 1 Food As Purchased, AP | 2 Purchase Unit | 3 Servings per Purchase Unit, EP | 4 Serving Size per Meal Contribution | 5 Purchase Units for 100 Servings | 6 Additional Information |
|--|------------------------|---|---|--|--|
| BEEF CHUCK ROAST, fresh or frozen^{4,5} (continued) | | | | | |
| Beef Chuck Roast, fresh or frozen⁵ <i>Under blade</i> | Pound | 10.2 | 1 oz cooked lean meat | 9.9 | 1 lb AP = 0.64 lb cooked, trimmed, sliced lean meat |
| <i>Without bone</i> <i>1/4-inch trim</i> <i>(Like IMPS #116E)</i> | Pound | 6.82 | 1-1/2 oz cooked lean meat | 14.7 | |
| Beef Chuck Roast, fresh or frozen⁵ <i>Under blade</i> | Pound | 10.4 | 1 oz cooked lean meat | 9.7 | 1 lb AP = 0.65 lb cooked, trimmed, sliced, lean meat |
| <i>Without bone</i> <i>Practically-free-of-fat</i> <i>(Like IMPS #116E)</i> | Pound | 6.93 | 1-1/2 oz cooked lean meat | 14.5 | |
| BEEF CHUCK STEAK, fresh or frozen | | | | | |
| Beef Chuck Steak, fresh or frozen <i>Eye roll</i> | Pound | 11.8 | 1 oz cooked lean meat | 8.5 | 1 lb AP = 0.74 lb cooked lean meat |
| <i>Without bone</i> <i>Practically-free-of-fat</i> <i>(Like IMPS #1116D)</i> | Pound | 7.89 | 1-1/2 oz cooked lean meat | 12.7 | |
| BEEF FLANK STEAK, fresh or frozen | | | | | |
| Beef Flank Steak, fresh or frozen <i>Practically-free-of-fat</i> | Pound | 11.6 | 1 oz cooked lean meat | 8.7 | 1 lb AP (and sliced) = 0.73 lb cooked lean meat |
| | Pound | 7.78 | 1-1/2 oz cooked lean meat | 12.9 | |
| BEEF GROUND,^{6,7,8} fresh or frozen | | | | | |
| Beef, Ground, fresh or frozen <i>Market Style^{6,8}</i> | Pound | 11.2 | 1 oz cooked lean meat | 9.0 | 1 lb AP = 0.70 lb cooked, drained, lean meat |
| <i>no more than 30% fat</i> | Pound | 7.46 | 1-1/2 oz cooked lean meat | 13.5 | |

Using the FBG for Calculations

By using the FBG, CEs can determine *how much* of each food item to purchase for each of the planned menus.

For each food item the FBG tells you:

- * *Food As Purchased, AP* (i.e., fresh, frozen, dried or canned)
- * *Purchase Unit* (type, i.e. size of can, pounds, gallons, etc.)
- * *Servings per Purchase Unit, EP*
- * *Serving Size per Meal Contribution*
- * *Purchase Units Needed for 100 Servings*

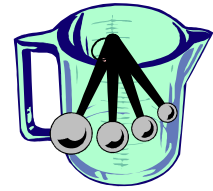
- * *Additional Information*

Both Child Care Center CEs and Food Service Management Companies (vendors) need to use the FBG to calculate quantities of food to purchase and use in order to meet requirements for the food items of the meal patterns.

You are responsible for serving reimbursable meals whether you prepare meals or obtain meals from a vendor!

We offer Kitchen Math to help you with purchasing and serving reimbursable meals and meal production forms. Go to www.snptexas.org for times and locations.

Calculating Amounts



Note the ground beef, market style example:

| Food as Purchased | Purchase Unit | Servings per Purchase Unit | Serving Size per Meal Contribution |
|--|---------------|----------------------------|------------------------------------|
| GROUND BEEF Market Style (No more than 30 % fat) | Pound | 11.2 | 1 oz cooked lean meat |
| | | 7.46 | 1 ½ oz cooked lean meat |

Calculate the Amount of Ground Beef for 60 - 1 oz servings.

Formula

1. Number of servings needed = 60 1 oz. servings
2. Servings per purchase unit = 11.2
3. 60 divided by 11.2 = 5.4 pounds

You will need 5.5 pounds (at a minimum) of ground beef, no more than 30% fat, to serve 60 people a 1 oz serving of cooked ground beef.

- $60 \div 11.2 = 5.4$

Doubling

To serve 60 people a two-ounce serving:

- 5.5 (# of pounds to serve a 1 ounce serving) $\times 2 = 11$ lbs

These steps will work with canned, frozen, and fresh foods. This will always work if you use the FBG.

F&D offers a class entitled **Kitchen Math** to instruct how to use the FBG for calculations. See F&D training for locations and times.

Vended Meals

CEs who have vended meals will want to ensure that their vendor has access to the FBG and keep meal production records on Forms H1530, H1530-A and H1530-B.

Grains/Breads



For a Grains/Breads item to be creditable:

- A serving must contain no less than 14.75 grams of enriched or whole grain meal or flour, bran and/or germ (which is the equivalent of a slice of bread) and,
- Enriched or whole-grain meal or flour, bran and/or germ do not have to be the main ingredient by weight for a food item to count as a Grains/Breads. This means that some foods like enriched, whole-grain or fortified ready-to-eat breakfast cereals that list sugar as the first ingredient may be counted as a Grains/Breads. However, due to the high sugar content, it is recommended that these cereals be served less often than other cereal choices.
- Items such as bran muffins and other products containing bran or germ are counted at the same level as items made from enriched or whole-grain meal or flour.
- Snack products such as hard pretzels, hard bread sticks, and chips made from enriched or whole-grain meal or flour, bran and/or germ may be counted as Grains/Breads. Due to their high fat content, it is recommended that grain-based chips be served less often than more nutritious snack choices.
- For supplements (snacks) served in the CACFP, dessert products made with enriched or whole-grain meal or flour, bran and/or germ may be counted as Grains/Breads. It is recommended that these types of dessert products be served as part of a supplement no more than twice a week.

NOTE: The following Exhibit A Grains Breads Chart is the “Texanized Version”. Groups A, C and H list more foods than the chart in the Food Buying Guide.

**EXHIBIT A
GRAINS/BREADS FOR THE
CHILD NUTRITION PROGRAMS***

| Group A | |
|---|-------------------|
| 1 serving | = 20 gm or 0.7 oz |
| 3/4 serving | = 15 gm or 0.5 oz |
| 1/2 serving | = 10 gm or 0.4 oz |
| 1/4 serving | = 5 gm or 0.2 oz |
| Breeding Type Coating Bread Sticks (hard) Chow Mein Noodles Crackers (saltines and snack crackers) Croutons Ice Cream Cones** (waffle, sugar, plain) Pretzels (hard) Rice Cakes Stuffing (dry) Note: weights apply to bread in stuffing | |

| Group C | |
|--|-------------------|
| 1 serving | = 31 gm or 1.1 oz |
| 3/4 serving | = 23 gm or 0.8 oz |
| 1/2 serving | = 16 gm or 0.6 oz |
| 1/4 serving | = 8 gm or 0.3 oz |
| Cookies** (plain) Cornbread Corn Muffins Cream Puffs (served as entree) Cream Puffs** (served as dessert) Croissants Dumplings Graham Crackers (thinly glazed/iced) Hush Puppies Pancakes Pie Crust (dessert pies**, fruit turnovers***, and meat/meat alternate pies) Popovers Puff Pastry (served as entree) Puff Pastry*** (served as fruit turnover) Sopapillas** Waffles | |

| Group B | |
|---|-------------------|
| 1 serving | = 25 gm or 0.9 oz |
| 3/4 serving | = 19 gm or 0.7 oz |
| 1/2 serving | = 13 gm or 0.5 oz |
| 1/4 serving | = 6 gm or 0.2 oz |
| Bagels Batter Type Coating Biscuits Breads (white, wheat, whole wheat, French, Italian) Buns (hamburger and hot dog) Crackers (graham-all shapes, animal crackers) Egg Roll Skins English Muffins Pita Bread (white, wheat, whole wheat) Pizza Crust Pretzels (soft) Rolls (white, wheat, whole wheat, potato) Tortillas (wheat or corn) Tortilla Chips (wheat or corn) Taco Shells | |

| Group D | |
|--|-------------------|
| 1 serving | = 50 gm or 1.8 oz |
| 3/4 serving | = 38 gm or 1.3 oz |
| 1/2 serving | = 25 gm or 0.9 oz |
| 1/4 serving | = 13 gm or 0.5 oz |
| Boston Brown Bread Cookies** (plain, thinly glazed/iced) Doughnuts*** (cake and yeast raised, unfrosted) Fruit or Vegetable Breads (banana, zucchini, etc.) Granola Bars*** (plain) Muffins (all, except corn) Sweet Rolls*** (unfrosted) Toaster Pastries*** (unfrosted) | |

CACFP - Child Care Centers – New Contracting Entity Training

Group E

| | |
|-------------|-------------------|
| 1 serving | = 63 gm or 2.2 oz |
| 3/4 serving | = 47 gm or 1.7 oz |
| 1/2 serving | = 31 gm or 1.1 oz |
| 1/4 serving | = 16 gm or 0.6 oz |

Cookies** (with nuts, raisins, chocolate pieces and/or fruit purees)
Doughnuts*** (cake and yeast raised, frosted or glazed)
French Toast
Grain Fruit Bars***
Granola Bars*** (with nuts, raisins, chocolate pieces and/or fruit)
Sweet rolls*** (frosted)
Toaster Pastries*** (frosted)

Group F

| | |
|-------------|-------------------|
| 1 serving | = 75 gm or 2.7 oz |
| 3/4 serving | = 56 gm or 2.0 oz |
| 1/2 serving | = 38 gm or 1.3 oz |
| 1/4 serving | = 19 gm or 0.7 oz |

Cake** (plain, unfrosted)
Coffee Cake***

Group G

| | |
|-------------|--------------------|
| 1 serving | = 115 gm or 4.0 oz |
| 3/4 serving | = 86 gm or 3.0 oz |
| 1/2 serving | = 58 gm or 2.0 oz |
| 1/4 serving | = 29 gm or 1.0 oz |

Brownies** (plain)
Cake** (all varieties, frosted)

Group H

1 serving = 1/2 cup cooked (or 25 grams dry)

Barley
Breakfast Cereals (cooked)****
Bulgur or Cracked Wheat
Macaroni (all shapes)
Noodles (all varieties)
Pasta (all shapes)
Ravioli (noodle only)
Rice (enriched white or brown)
Wild Rice

Group I

1 serving = 3/4 cup or 1 oz, whichever is less

Ready to eat breakfast cereal (cold dry)****

- * Some of these foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.
- ** Allowed only for desserts in the NSLP under the enhanced food-based menu planning system and supplements (snacks) served under the NSLP, SFSP, and CACFP.
- *** Allowed only for desserts in the NSLP under the enhanced food-based menu planning system and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.
- **** Refer to the appropriate handbook for the correct serving size for supplements served to children age 1 through 5 in the NSLP; breakfasts served under the SBP; and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast. Cereals may be whole-grain, enriched or fortified.

Updated - 09/2002

CHILD CARE MEAL PATTERN FOR CHILDREN ONE YEAR OLD OR OLDER

| BREAKFAST FOOD COMPONENTS Serve All Three Components for a Reimbursable Meal | | Age 1 - 2 | Age 3 - 5 | Age 6 - 12 ¹ |
|---|--|--------------------------------|--------------------------------|------------------------------|
| Milk | Milk, fluid | 1/2 cup (4 fl oz) | 3/4 cup (6 fl oz) | 1 cup (8 fl oz) |
| Vegetables/ Fruits ² | Vegetable(s) and/or fruit(s) or | 1/4 cup | 1/2 cup | 1/2 cup |
| | Full strength vegetable or fruit juice ² , or | 1/4 cup | 1/2 cup | 1/2 cup |
| | An equivalent quantity of any combination of vegetable(s), fruit(s) and juice ² | | | |
| Grains/Breads ³ | Bread ³ , or | 1/2 slice | 1/2 slice | 1 slice |
| | Cornbread, biscuits, rolls, muffins, etc. ³ , or | 1/2 serving | 1/2 serving | 1 serving |
| | Cold dry cereal ^{3,4} , or | 1/4 cup or 1/3 oz ⁴ | 1/3 cup or 1/2 oz ⁴ | 3/4 cup or 1 oz ⁴ |
| | Cooked cereal ³ , or | 1/4 cup | 1/4 cup | 1/2 cup |
| | Cooked pasta or noodle products ³ , or | 1/4 cup | 1/4 cup | 1/2 cup |
| | Cooked cereal grains ³ , or | 1/4 cup | 1/4 cup | 1/2 cup |
| | An equivalent quantity of any combination of Grains/Breads | | | |

¹ Children ages 13 through 18 must be served minimum or larger portion sizes specified in this column for children ages 6 through 12.
² Fruit or vegetable juice must be full-strength. You may serve an equivalent quantity of any combination of vegetable(s) or fruit(s), and juice.
³ Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
⁴ Either volume (cup) or weight (oz), whichever is less.

(See your Food Buying Guide for more details.)

Chart Revised by TDA F&N – Sep 2007

Please Note: The food pattern charts are also used for the At-Risk Afterschool Care Centers, Outside School Hours Care Centers and emergency shelters.

CHILD CARE MEAL PATTERN FOR CHILDREN ONE YEAR OLD OR OLDER (cont.)

| LUNCH or SUPPER FOOD COMPONENTS Serve All Four Components for a Reimbursable Meal | | Age 1 - 2 | Age 3 - 5 | Age 6 - 12¹ |
|---|---|---------------------------|---------------------------|-------------------------------|
| Milk | Milk, fluid | 1/2 cup (4 fl oz) | 3/4 cup (6 fl oz) | 1 cup (8 fl oz) |
| Vegetables/ Fruits ² (2 or more) | Vegetable(s) and/or fruit(s) | 1/4 cup total | 1/2 cup total | 3/4 cup total |
| Grains/Breads ³ | Bread ³ , or | 1/2 slice | 1/2 slice | 1 slice |
| | Cornbread, biscuits, rolls, muffins, etc. ³ , or | 1/2 serving | 1/2 serving | 1 serving |
| | Cooked pasta or noodle products ³ , or | 1/4 cup | 1/4 cup | 1/2 cup |
| | Cooked cereal grains ³ , or | 1/4 cup | 1/4 cup | 1/2 cup |
| | An equivalent quantity of any combination of Grains/Breads | | | |
| Meat/ Meat Alternates ^{4,5,6,7} | Lean meat or poultry or fish ⁴ , or | 1 oz | 1 1/2 oz | 2 oz |
| | Alternate protein products ⁵ , or | 1 oz | 1 1/2 oz | 2 oz |
| | Cheese, or | 1 oz | 1 1/2 oz | 2 oz |
| | Egg (large), or | 1/2 large egg | 3/4 large egg | 1 large egg |
| | Cooked dry beans or peas, or | 1/4 cup | 3/8 cup | 1/2 cup |
| | Peanut butter or soy nut butter, or other nut or seed butters, or | 2 Tbsp | 3 Tbsp | 4 Tbsp |
| | Peanuts or soy nuts or tree nuts or seeds ^{6,7} , or | 1/2 oz = 50% ⁶ | 3/4 oz = 50% ⁶ | 1 oz = 50% ⁶ |
| | Yogurt - plain or flavored, unsweetened or sweetened, or An equivalent quantity of any combination of the above Meat/Meat Alternates | 4 oz or 1/2 cup | 6 oz or 3/4 cup | 8 oz or 1 cup |

¹ Children ages 13 through 18 must be served minimum or larger portion sizes specified in this column for children ages 6 through 12.

² Serve two or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

³ Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁵ Alternate protein products must meet requirements in Appendix A of 7 CFR Part 226.

⁶ Nuts and seeds may meet only one-half of the total Meat/Meat Alternate serving and must be combined with another Meat/Meat Alternate to fulfill the lunch or supper requirement. 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.

⁷ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

(See your Food Buying Guide for more details.)

Chart Revised by TDA F&N – Sep 2007




CHILD CARE MEAL PATTERN FOR CHILDREN ONE YEAR OLD OR OLDER (cont.)

| SNACKS Select Two of the Four Components | | Age 1 - 2 | Age 3 - 5 | Age 6 - 12 ¹ |
|--|--|--|--|--|
| Milk | Milk, fluid | 1/2 cup (4 fl oz) | 1/2 cup (4 fl oz) | 1 cup (8 fl oz) |
| Vegetables/ Fruits ^{2,3} | Vegetable(s) and/or fruit(s), or Full strength vegetable or fruit juice ² , or An equivalent quantity of any combination of vegetable(s), fruit(s) and juice ² | 1/2 cup 1/2 cup | 1/2 cup 1/2 cup | 3/4 cup 3/4 cup |
| Grains/Breads ⁴ | Bread ⁴ , or Cornbread, biscuits, rolls, muffins, etc. ⁴ , or Cold dry cereal ⁴ , or Cooked cereal ⁴ , or Cooked pasta or noodle products ⁴ , or Cooked cereal grains ⁴ , or An equivalent quantity of any combination of Grains/Breads | 1/2 slice 1/2 serving 1/4 cup or 1/3 oz ⁵ 1/4 cup 1/4 cup 1/4 cup | 1/2 slice 1/2 serving 1/3 cup or 1/2 oz ⁵ 1/4 cup 1/4 cup 1/4 cup | 1 slice 1 serving 3/4 cup or 1 oz ⁵ 1/2 cup 1/2 cup 1/2 cup |
| Meat/ Meat Alternates ^{6,7,8,9} | Lean meat or poultry or fish ⁶ , or Alternate protein products ⁷ , or Cheese, or Egg (large), or Cooked dry beans or peas, or Peanut butter or soynut butter, or other nut or seed butters, or Peanuts or soynuts or tree nuts or seeds ^{8,9} , or Yogurt - plain or flavored, unsweetened or sweetened, or An equivalent quantity of any combination of the above Meat/Meat Alternates | 1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1/8 cup 1 Tbsp 1/2 oz = 50% ⁸ 2 oz or 1/4 cup | 1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1/8 cup 1 Tbsp 1/2 oz = 50% ⁸ 2 oz or 1/4 cup | 1 oz 1 oz 1 oz 1/2 large egg 1/4 cup 2 Tbsp 1 oz = 50% ⁸ 4 oz or 1/2 cup |
| <p>¹ Children ages 13 through 18 must be served minimum or larger portion sizes specified in this column for children ages 6 through 12.</p> <p>² Fruit or vegetable juice must be full-strength. You may serve an equivalent quantity of any combination of vegetable(s) or fruit(s), and juice.</p> <p>³ Juice may not be served when milk is the only other component.</p> <p>⁴ Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.</p> <p>⁵ Either volume (cup) or weight (oz), whichever is less.</p> <p>⁶ A serving consists of the edible portion of cooked lean meat or poultry or fish.</p> <p>⁷ Alternate protein products must meet requirements in Appendix A of 7 CFR Part 226.</p> <p>⁸ Nuts and seeds may meet only one-half of the total Meat/Meat Alternate serving and must be combined with another Meat/Meat Alternate to fulfill the lunch or supper requirement. 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.</p> <p>⁹ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.</p> | | | | |

(See your Food Buying Guide for more details.)

Chart Revised by TDA F&N – Sep 2007

INFANT MEAL PATTERN

| Meal Type | Birth through 3 Months | 4 Months through 7 Months | 8 Months through 11 Months |
|-----------------|---|---|---|
| |  |  |  |
| BREAKFAST | 4-6 fluid ounces (fl oz) of formula ¹ or breastmilk ^{2,3} . | 4-8 fl oz of formula ¹ or breastmilk ^{2,3} ; and 0-3 tablespoons (Tbsp) of infant cereal ^{1,4} . | 6-8 fl oz of formula ¹ or breastmilk ^{2,3} ; and 2-4 Tbsp of infant cereal ¹ ; and 1-4 Tbsp of fruit or vegetable or both. |
| LUNCH OR SUPPER | 4-6 fl oz of formula ¹ or breastmilk ^{2,3} . | 4-8 fl oz of formula ¹ or breastmilk ^{2,3} ; and 0-3 Tbsp of infant cereal ^{1,4} ; and 0-3 Tbsp of fruit or vegetable or both ⁴ . | 6-8 fl oz of formula ¹ or breastmilk ^{2,3} ; and 1-4 Tbsp of fruit or vegetable or both; and 2-4 Tbsp of infant cereal ¹ ; and/or 1-4 Tbsp of meat, fish, poultry, egg yolk, cooked dry beans or peas; or 1/2-2 oz. of cheese; or 1-4 oz. (volume) of cottage cheese; or 1-4 oz. (weight) of cheese food, or cheese spread. |
| SNACK | 4-6 fl oz of formula ¹ or breastmilk ^{2,3} . | 4-6 fl oz of formula ¹ or breastmilk ^{2,3} . | 2-4 fl oz of formula ¹ or breastmilk ^{2,3} , or fruit juice ⁵ ; and 0-1/2 slice of bread ^{4,6} or 0-2 crackers ^{4,6} . |

¹ Infant formula and dry infant cereal must be iron-fortified.

² Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.

³ For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered if the infant is still hungry.

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

⁵ Fruit juice must be full-strength.

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

(See your Contract Handbook for more details.)

Chart Revised by TDA F&N– Jun 2007

Important Infant Meal Pattern Information

Infant formula and infant cereal must be iron-fortified. The site must offer at least one brand choice that meets requirements. In some cases, the parent/guardian will decline that use of the formula and will bring his or her own. Be sure to document that the parent has declined the brand you offer. If the brand the parent brings meets program requirements than you can serve and claim it.

Regarding Infant Meal Pattern

All three component groups for the 4 to 7 month-old infants can be served based on the infant's developmental readiness.

In the 8 to 11 month age group, you must serve formula or breast milk, the serving of fruit/vegetable, and either the serving of cereal or meat/meat alternate or both.

Claiming Infant Meals

In the birth through 3 month group, if the center provides the formula or the parent/guardian provides the infant formula or breast milk in the minimum quantity, the meal may be claimed.

In the 4 through 7 month group if only formula or breast milk is required, and the center provides the formula or the parent/guardian provides the formula or breast milk in the minimum quantity, the meal may be claimed. When the infant is developmentally ready for other foods in the 4 to 7 month group and also in the 8 through 11 month group, if the center provides one of required meal components including formula or breast milk in the minimum quantity the meal may be claimed. If the parent/guardian declines the center provided formula, provides their own and the center provides the other components in minimum quantity, the meal may be claimed. If the parent/guardian declines infant formula or solid food and the center provides at least one of the required components, the meal may be claimed.

Note: F&N offers a class entitled Feeding Infants: During the First Year where you can learn the regulations and requirements. The classes are offered throughout the state. To check dates and locations, go to the www.snptexas.org web site.

CACFP - Child Care Centers – New Contracting Entity Training

CACFP INFANT FEEDING PREFERENCE – CENTERS

Infant's Name _____ Infant's Date of Birth _____

_____ will feed your infant breastmilk provided by you and/or we
(Name of center)
 will provide iron fortified infant formula.

The infant formula provided by this center is: _____

This center participates in the Child and Adult Care Food Program (CACFP) and receives USDA reimbursement for serving nutritious meals to infants according to program requirements. Participation in this program requires centers to follow specific meal patterns according to the age of the infant.

Centers participating in the CACFP are required to offer infant formula to infants who are enrolled for child care. Parents (or guardians) may decline the infant formula offered by the center, and supply the infant's formula.

Parents (or guardians) complete the following table(s) as appropriate:

| Please mark your preference (choose all that apply) | Today's Date | Today's Date | Today's Date |
|---|------------------|--------------|---------------|
| | Birth – 3 months | 4 – 7 months | 8 – 11 months |
| I will bring expressed breastmilk for my infant. | | | |
| I want the center to provide the infant formula for my infant. | | | |
| I will bring the infant formula for my infant. Please list the kind of infant formula you will bring: _____ | | | |

According to CACFP requirements, in order to claim meals for reimbursement, the center must provide infant cereal and other foods when your infant is developmentally ready to accept them.

| Please mark your preference | Today's Date | Today's Date |
|---|--------------|---------------|
| | 4 – 7 months | 8 – 11 months |
| I want the center to provide the infant cereal and other foods for my infant. | | |
| I will bring the infant cereal and/or other foods for my infant. | | |

Parent's (or guardian's) Signature _____ Date of Signature _____

1. This form should be kept on file for each infant enrolled for child care.
2. This form should be kept current and accurate for each infant enrolled for child care until the infant reaches one year of age.
3. If the parent (or guardian) declines the formula and the center provides meal and/or snack components, the meal may be claimed for reimbursement.
4. If the parent (or guardian) declines infant meals/snack, meals and snacks may NOT be claimed for reimbursement.

Revised June 2007

Water Availability

Potable (suitable for drinking) water must be made available throughout the day, including meal times, to drink upon request, but does not have to be available for self-serve. Even though water must be made available during mealtimes it not part of the reimbursable meal and cannot be served in lieu of fluid milk.

NOTE: Child Care Licensing requires centers to serve water during all meal services. It is allowable to serve the water after the fluid milk is served.

Fluid Milk and Fluid Milk Substitutions

Fluid milk served to children ages two or older must be:

- Fat-free or low-fat milk
- Fat-free or low-fat lactose reduced milk
- Fat-free or low-fat lactose free milk
- Fat-free or low-fat buttermilk
- Fat-free or low-fat acidified milk

The milk served must be pasteurized fluid milk that meets State and local standards and may be flavored or unflavored. Whole milk and reduced-fat (2%) milk may not be served to children over two years of age.

NOTE: Child Care Licensing does **not allow** the use of sweetened (flavored) milk.

Medical or Special Dietary Needs

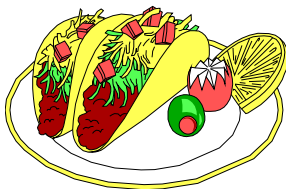
Children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, may be served non-dairy beverages in lieu of fluid milk. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A&D and other nutrients to levels found in cow's milk. The nutrient chart and measurements are available in the handbook.

Parents or guardians may request in writing non-dairy milk substitutions without providing a medical statement. You must ensure the substitution meets the requirements as stated in the nutrient chart. The written request from the parent or guardian must identify the medical or special dietary need that restricts the diet of the child. For example, a parent who has a child who follows a vegan diet may request soy milk be served instead of cow's milk. Milk substitutions are at the option and expense of the CE or sponsored site.

Allowable Meal Service

Centers may serve any or all of the following:

- Breakfast
- AM Snack
- Lunch
- PM Snack
- Supper
- Evening Snack



You may claim up to two meals and one snack, or two snacks and one meal per child per day provided that meals are served according to program requirements and are otherwise reimbursable and approved as part of your application.

Emergency Shelters may claim up to three meals per child per day or two meals and one snack per child per day on weekdays and weekends.

Meal Service Times

Specific meal service hours must be observed at the site(s).

- Three hours must elapse between the beginning of breakfast and the beginning of lunch.
- Four hours must elapse between the beginning of lunch and the beginning supper, when a snack is not served in between
- Two hours must elapse between the beginning of a:
 - Meal service and the beginning of a snack,
 - Snack and the beginning of a meal service, and
 - Snack and the beginning of another snack.
- Service of supper must begin no earlier than 5:00 pm, but no later than 7:00 pm. It must end no later than 8:00 pm.
- A meal service cannot begin any later than 30 minutes before ending time (close of business).

Maximum Meal Durations

- Lunch and supper - 2 hours
- Breakfast and snacks - 1 hour
- Infants under one year of age, are fed on demand
- You may apply for more than one meal service time, i.e. afternoon snack might be served at 2:30 p.m. to the toddlers after nap, and another snack might be served at 4:00 p.m. for after school children.

At-Risk Afterschool Care Centers may serve:

- Breakfast
- Snack
- Lunch
- Supper

You may claim up to one meal and one snack served to each eligible child per day.

NOTE: Please refer to Chapter 3 for meal times and durations for At-Risk Afterschool Care Centers.

Advance Planning

Advance planning of your meal service is essential. Provide meals that taste good, are high in nutrient value, and are cost efficient.

There are several advantages in planning ahead:

- **Food Purchasing:** Food can be purchased in quantities suited to large-scale meal service.
- **Cost Control:** Advance planning enables the center to take advantage of sales and volume discounts.
- **Preparation Time:** Pre-planned meal service enables cooks to prepare certain meal components in advance.
- **Greater Variety:** Advance planning enables the center to serve meals with variety and appeal.

Children's diets often lack sufficient iron, Vitamin A, and Vitamin C. Therefore, it is recommended to serve foods and beverages that are good and excellent sources of these nutrients.

Refer to your *Child Care Licensing* regulations for additional meal service requirements.

F&N offers a class for Menu Planning and Planning Nutritious Snacks. These classes are offered throughout the state. To check dates and locations, go to the www.snptexas.org web site.

Commercial Prepared Food Products

There are many food items on the market today that are commercially prepared. These products include: frozen pizza, burritos, chicken nuggets, fish sticks, etc., and contain more than one food component (combination foods). These products may appear to meet program requirements for creditable foods, but may not. In order to count these food items as creditable toward a reimbursable meal, it is **required** that these items have a:

- Child Nutrition Label (CN Label); or a
- Product Formulation (analysis) Statement

CN Label

CN labeled products will have the following information printed on the principal display panel of the label:

- Product Name
- Ingredient listing in descending order of predominance by weight of all ingredients
- Inspection legend for the appropriate inspection
- Establishment number (for meat, poultry and seafood items only)
- Manufacturer's or Distributor's name and address
- CN label statement

CN label statements must be an integral part of the product label and must include the following information:

- CN logo, which is a distinctive border around the CN statement
- A six-digit product identification number which will appear in the upper right-hand corner of the CN label statement
- The statement of the product's contribution toward meal pattern requirements for the Child Nutrition Programs
- A statement specifying that the use of the logo and CN label statement is authorized by FNS
- The month and year the label was approved by FNS

Advantages of CN Labeled Products:

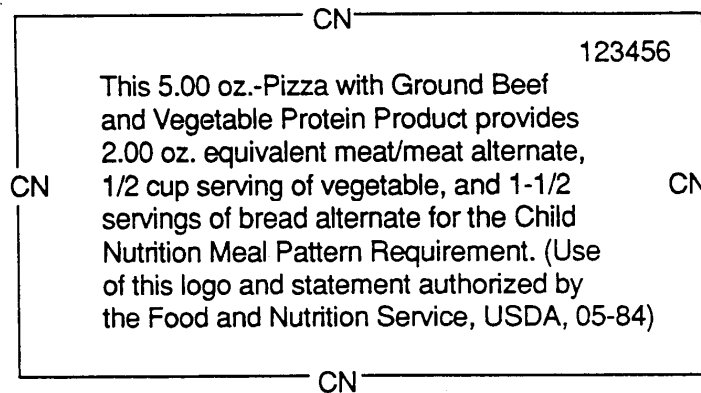
- The product carries a USDA warranty.
- If a CE purchases such a product and uses it according to directions, the institution will not have an audit claim filed against it should State or Federal reviewers find that the CN labeled product does not actually meet the contribution toward meal pattern requirements claimed on the label.

CN Labeled Products do not:

- Guarantee that the full requirement will be met (the product's contribution toward meal pattern requirements is specified in the CN label statement)
- Assure that children will like the product
- Suggest that products without a CN label are inferior (or that CN labeled products are superior)

CN Label Example

Here is an example of the CN product label for a beef and vegetable pizza.



Keep a copy of CN Labels on file.

Product Formulation (Analysis) Statement

If you serve a commercially prepared food product that does not have a CN label, then a Product Formulations (analysis) Statement must be obtained in order to count the food toward a reimbursable meal.

What must a *Product Formulation (Analysis) Statement* include?

- A detailed explanation of what the product actually contains; spices and seasonings are *not* required;
- The amount of each ingredient in the product by weight or measure, as appropriate; and
- A certifying statement as to the contribution of the product to the meal pattern and the signature of a high-ranking company official on company letterhead.

NOTE: It is recommended that you submit Product Formulation (Analysis) Statements to your Community Operations Office for approval to ensure they meet requirements.

Look at the sample **Product Formulation (Analysis) Statement** on the next page.

In the Resources Section of your handbook is a Sample Product Formulation Statement on Grains/Breads.

Keep copies of the Product Formulation (Analysis) Statements on file.

Manufacturer's Specification

The manufacturer's specifications can be acquired from the manufacturer of the product to identify the food's contribution to the meal pattern requirements.

For menu items in which a manufacturer's specification cannot be obtained, it is recommended that additional food items be served that meet the meal pattern requirement to be counted towards a creditable and reimbursable meal.

Keep a copy of a Manufacturer's Specification on file.

SAMPLE PRODUCT FORMULATION (ANALYSIS) STATEMENT

XYZ BURRITO FACTORY

Effective Date: November 1, 1988 Product No.: 9999
Total Weight of precooked product: 4.00
Total of raw meat: 0.650 oz.
Percent of fat of raw meat: Not to exceed 30%
Weight of dry VPP: 0.094 oz.
Weight of liquid used to hydrate VPP: 0.176 oz.
Percent of Protein in dry VPP: 52%
Weight of raw meat and hydrated VPP: 0.920
Type of VPP used: XX Flour: _____ Isolate: _____
Weight of other ingredients: 1.005 oz.
Weight of pinto beans: 0.325 oz. Factored Wt. 0.503
Weight of cheese: none
Weight of cooked meat with VPP: 0.644 oz.
Total weight of filling: 2.25 oz.
Total wt of enriched flour tortilla: 1.75 oz. 1.59 serv.

I certify that the above information is true and correct and that the product (ready for serving) contributes 1.14 ounces of equivalent meat/meat alternate toward the meal pattern when prepared according to direction. I understand that the above named product will be used as a meal component for which Federal reimbursement will be claimed, and that records are available to support the information indicated above. The VPP used conforms to Food and Nutrition Service regulations.

This product analysis will supersede all previously issued sheets.

SUGGESTED BID SPECIFICATIONS: _____ cases - Red Chili Beef, Bean & Chicken Burrito, 4.00 ounces each, unfried, packed 3/24 count. Must meet 1.00 ounces of meat/meat alternate and 1.50 bread servings.

James Smith
James Smith
XYZ Burrito Factory

Director of Manufacturing
Title
November 1, 1988

Certification ⇒

↑
Authorized
Representative

Meals for Children with Disabilities



Sites must provide special meals or substitute individual components for children who have:

- a disability that restricts their diet;
- requested special meals; and
- provided the appropriate documentation.

Children who have a food allergy that results in anaphylactic shock, a severe life-threatening reaction when exposed to the allergen, are considered "disabled" and are therefore entitled to dietary substitutions as prescribed by a licensed medical authority.

The parent/guardian of a child with a disability must request special meals and provide a licensed medical authority's signed statement that includes:

- the child's disability and an explanation of why the disability restricts the child's diet;
- the major life activity affected by the disability;
- the foods that must not be served to the child; and
- the foods that must be substituted.

Important! *Some children may have difficulty chewing and swallowing and may require softer foods, such as cooked rather than raw carrots or foods that have been chopped, ground, or blended from their original form.*

These modifications can usually be made within the meal pattern requirement. A medical authority's written instructions indicating food texture is recommended, but not required.

Meals for Children with Special Dietary Needs

Children who are not disabled but have certified medical or special dietary needs may be served substitutions. This includes children with food intolerance, for example, lactose intolerance.

The parent/guardian of the child must provide a licensed medical authority's signed statement that includes the following:

- the medical or dietary need that restricts the child's diet;
- the foods that must not be served to the child, and
- the foods that must be substituted.

If a site chooses to provide substitutions for children with medical or special dietary needs, then the provider must:

- provide substitutions on a case-by-case basis;
- maintain the medical documentation in your files;
- provide a copy of the required medical statement to you;
- provide the meals at no additional cost to the child; and
- document all substitutions made to meals on separate meal production records (Form H1539 or Form H1530-A).

Note: See the previous statements about fluid milk.

Variation to Meal Patterns

F&N may approve *variations* in meal patterns to meet:

- Ethnic or
- Religious needs

Meal Service Options

- Cafeteria style or
- Family style (food items are in serving dishes and children serve themselves with the assistance of care givers).

All meal service options must provide the required minimum amount of each food component and be made available to each child.

When meals are served Cafeteria style, each child must be served at least the required minimum amount of each food component.

When meals are served family style, the required minimum amount of each food component is measured for each child and any adults that eat with the children and placed in or on a serving dish. These serving dishes are then set on each table for the children to serve themselves with assistance from the caregiver. The required minimum amount of each food component was made available to each child.

Remember that fluid milk is served as part of the meal.

Meal (Food) Production Records

Now that you understand the required food components and how to calculate the minimum quantities for the Child Care Meal Patterns. This information must be documented on meal/food production records.

Documentation of food used to provide meals is vitally important! Good documentation helps ensure that you can substantiate claims for meals by showing that enough food was prepared to meet meal pattern requirements for each meal served. Good documentation of meal production records also provides F&N with a means of assessing the quality of your meal service.

F&N staff may disallow meals based on poor documentation of meal production records and/or observation of portion sizes of meals served.



Meal (Food) Production Forms

The forms used to document meal/food production are:

- Form H1530 - Daily Meal Production Record;
- Form H1530-A - Daily Meal Production Record for Infants; and
- Form H1530-B - Daily Meal Production for At-Risk Afterschool Snack.

When documenting amounts of food prepared, list what you actually prepared and served.

If you use a vendor to provide your meals, the vendor must record the required meal production and have the records available to you.

How to Complete Form H1530, Form H1530A and Form H1530B

Forms H1530, H1530-A and H1530-B should be completed by the food preparer, which is often the cook or the food vendor, if you purchase your meals.

Note: There is an *Alternate Daily Infant Food Record* for your use located in the resource section of your handbook.

Complete Forms H1530, H1530A and H1530B daily so that accurate entries can be made. It is *not acceptable* to complete the form the next day, or at the end of the week!

Form H1530 Information

| Column Title | Action To Take | Example |
|--------------------------|--|---|
| Required Food Components | No action needed, required food components are listed in this column. | |
| Menu | Enter the menu for the date of service for each meal type you will claim for reimbursement. | Whole Unflavored Milk Broccoli Corn Wild Rice Chicken |
| Food Items Used | Enter SPECIFIC food items used to prepare the meal or recipe name and number. | Thighs with bone and skin, 1 oz cooked Frozen Broccoli spears Canned, cream corn Wild rice Whole, unflavored milk |
| Quantity Used | Enter SPECIFIC amount of each food prepared. Use pounds, # of cans (size), etc. as listed in the Food Buying Guide. | 15 lbs chicken 5 lbs. Broccoli 3 #10 cans corn 3 ¼ lbs dry rice 3 ½ gallons milk |
| Planned Participation | Enter number of meals (by age group), prepared for children, program adults (working in some aspect of the food service), and non-program meals. | |

Form H1530 Purpose and Procedure

Purpose

To document that meals served daily meet the required food components and minimum serving sizes to be eligible for program reimbursement.

Procedure

When to Prepare

It is recommended that the Name of Contracting Organization, Name of Site, Program (TX) No., Date, Menu, and Planned Participation be completed **prior to day of service**.

Changes to the Menu, Food Item Used and Quantity Used are recorded on the day of service, prior to the meal service time approved on TX-UNPS Site Application-Centers.

CACFP - Child Care Centers – New Contracting Entity Training

Form H1530
September 2007

Texas Department of
Agriculture

Daily Meal Production Record (Centers and Emergency Shelters)

| Name of Contracting Organization | | Name of Facility | Program (TX) No. | | | | Date | | | | |
|---|----------------------|---|-------------------|-----------------------|------------|-------------|-------------------|--------|---|---|---------|
| <i>Poffy Clark</i> | | <i>Poffy Clark</i> | TX | 2 | 2 | 7 | 0 | 1 | 5 | 0 | Current |
| Required Food Components | Menu | Food Items Used | Quantity Used | Planned Participation | | | Non-Program Meals | | | | |
| | | | | Ages 1 & 2 | Ages 3 – 5 | Ages 6 – 18 | | Adults | | | |
| Milk Vegetables and/or Fruits Grains/Breads | <i>Milk</i> | <i>Whole, unflavored</i> | <i>3 gal</i> | 9 | 28 | 22 | 0 | 0 | | | |
| | <i>Bananas</i> | <i>Regular, Fresh, Sliced</i> | <i>17 lbs</i> | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternate | <i>Rice Krispies</i> | <i>Ready to eat cereal 4-17.8 oz. boxes</i> | <i>28 cups</i> | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternate | <i>Milk</i> | <i>Whole, unflavored</i> | <i>31 1/2 gal</i> | 10 | 31 | 25 | 8* | 0 | | | |
| | <i>Broccoli</i> | <i>Frozen spears</i> | <i>5 lbs</i> | | | | | | | | |
| | <i>Corn</i> | <i>Canned, cream style</i> | <i>2 #10 cans</i> | | | | | | | | |
| | <i>Wild rice</i> | <i>Wild rice</i> | <i>3 1/4 lbs</i> | | | | | | | | |
| Meat and/or Meat Alternates | <i>Roast chicken</i> | <i>Thighs with bone and skin, 1 oz cooked with skin</i> | <i>15 lbs</i> | | | | | | | | |
| | | | | | | | | | | | |

*8 staff not drinking milk.

CACFP - Child Care Centers – New Contracting Entity Training

Form H1530
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| Required Food Components | Menu | Food Items Used | Quantity Used | Planned Participation | | | | Non-Program Meals |
|---|------|---------------------|-----------------------------|--------------------------|------------|-------------|--------|-------------------|
| | | | | Program Meals | | | Adults | |
| | | | | Ages 1 & 2 | Ages 3 - 5 | Ages 6 - 18 | | |
| P M S N A C K Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternate | | | | 10 | 32 | 40 | 0 | 0 |
| | | | | | | | | |
| | | | | | | | | |
| | | <i>Cheese toast</i> | <i>White enriched bread</i> | <i>64-1 oz slices</i> | | | | |
| S U P P E R Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternates | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | <i>American cheese</i> | <i>4 1 1/2 oz slices</i> | | | | |
| E V E N I N G S N A C K Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternate | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Form H1530A Information

| Column Title | Action To Take | Example |
|--------------------------|--|---|
| Age Group | No action needed, break-down by age in months is listed in this column | |
| Required Food Components | No action needed, required components are listed in this column. | |
| Menu | Enter the specific food item prepared. | Dry rice infant cereal, Simalac IFIF*, apple juice 100% |
| Quantity Used | Enter the amount of each food item prepared. | 8 oz.rice dry infant cereal, 12 oz. Simalac IFIF*, 8 oz. apple juice 100% |
| Planned Participation | Enter the number of infants, prepared for at each meal type. | |

* IFIF (Iron Fortified Infant Formula)

Form H1530-A Purpose and Procedure

Purpose

To document that infant meals served daily at Child Care Centers, Emergency Shelters and Day Care Homes are eligible for program reimbursement.

Procedure

When to Prepare

It is recommended that the Name of Contracting Organization, Name of Site, Program (TX) No., Date, Menu, and Planned Participation be completed **prior to day of service**.

Changes to the Menu and Quantity Used must be recorded the day of service, prior to the meal service time.

Daily Infant Food Record for (Contract/Facility Name): _____ **Program #** _____ **DATE:** _____
INSTRUCTIONS: Enter each infant's name, date of birth (DOB), and brand of Iron-Fortified Infant Formula (IFIF) and/or Breast Milk (BM). Record the exact amount/food each infant is offered. Indicate Parent Provided Items with asterisk (*). Add Iron-Fortified Infant Cereal (IFIC) and Other Foods (when the infant is developmentally ready to accept them). At the end of the day, enter the total number of meals and/or snacks claimed.

| NAME OF INFANT Date of Birth Formula/Breast Milk | BREAKFAST | | A.M. SNACK | LUNCH | | P.M. SNACK | SUPPER | | LATE SNACK |
|--|--|-------------|-------------------------------------|----------------|------------------|-------------------------------------|----------------|------------------|-------------------------------------|
| | IFIF and/or BM | Other Foods | | IFIF and/or BM | Other Foods | | IFIF and/or BM | Other Foods | |
| BIRTH THROUGH 3 MONTHS | Formula (IFIF) and/or Breast Milk (BM) | | IFIF and/or BM | IFIF and/or BM | IFIF and/or BM | IFIF and/or BM | IFIF and/or BM | IFIF and/or BM | IFIF and/or BM |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |
| 4 THROUGH 7 MONTHS | IFIF and/or BM | Other Foods | IFIF and/or BM | IFIF and/or BM | Other Foods | IFIF and/or BM | Other Foods | Other Foods | IFIF and/or BM |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |
| 8 THROUGH 11 MONTHS | IFIF and/or BM | IFIC | IFIF/BM/Fruit Juice and Other Foods | IFIF and/or BM | Fruit and/or Veg | IFIF/BM/Fruit Juice and Other Foods | IFIF and/or BM | Fruit and/or Veg | IFIF/BM/Fruit Juice and Other Foods |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |
| Name: | | | | | | | | | |
| DOB: | | | | | | | | | |
| IFIF /BM: | | | | | | | | | |

Meal Counts Breakfast: _____ A.M. Snack: _____ Lunch: _____ P.M. Snack: _____ Supper: _____ Late Snack: _____

At-Risk Afterschool Snack Programs Form 1530B Information

| Column Title | Action To Take | Example |
|--------------------------|--|--|
| Day | Enter day of week meal is served | Mon., Tues, etc. |
| Required Food Components | No action needed, required components are listed in this column. | |
| Menu | Enter the food item prepared. | Juice 100% Crackers |
| Food Items Used | Enter all specific food items used to prepare meal. | Apple Juice, 100% Graham Crackers |
| Quantity Prepared | Enter the total amount of each food item prepared. | 2 Gallons of Apple Juice 100 % 20 Graham Crackers (25 gm each) |
| Planned Participation | Enter the number of meals (by age group) prepared for children, program adults (working in some aspect of the food service) and non-program meals. | |

Form H1530-B Purpose and Procedure

Purpose

To document snacks/meals served daily in the At -Risk Afterschool Care Center program are eligible for program reimbursement.

Procedure

When to Prepare

It is recommended that the Name of Contracting Organization, Name of Site, Program (TX) No., Dates Covered, Day, Menu, and Planned Participation be completed **prior to day of service. Changes to the Menu, Food Items Used, and Quantity Prepared are recorded on the** day of service, prior to the meal service time approved on TX-UNPS Site Application-Centers.

CACFP - Child Care Centers – New Contracting Entity Training

Form H1530-B
September 2007

Daily Meal Production Record for At Risk Afterschool (Snack)
(Child Care Centers)

Texas Department of
Agriculture

| Name of Contracting Organization | | Name of Facility | | Program (TX) No. | | Dates Covered | |
|----------------------------------|--|--------------------------------|--|--|-----------------------|-------------------------|-------------------|
| Polly Clark | | Polly's House | | TX 777-7777 | | From 9-1- Thru 9-5-08 | |
| Day | Required Food Components (select two) | Menu | Food Items Used | Quantity Prepared | Planned Participation | | |
| | | | | | Ages 3-5 | Program Meals Ages 6-18 | Non-Program Meals |
| M | Milk Vegetable/Fruit Grains/Breads Meat/Meat Alt. | Milk Peaches | Low fat, unflavored Canned, cling, sliced | 3 gal 3 #10 cans | 0 | 46 | 0 |
| Tu | Milk Vegetable/Fruit Grains/Breads Meat/Meat Alt. | Grape Juice Graham Crackers | Canned, 100% Graham Crackers | 3 # 10 cans 2 whole crackers Each to total 31 grams./ 4 boxes at 13 servings per box | 0 | 48 | 0 |
| W | Milk Vegetable/Fruit Grains/Breads Meat/Meat Alt. | | | | | | |
| Th | Milk Vegetable/Fruit Grains/Breads Meat/Meat Alt. | | | | | | |
| F | Milk Vegetable/Fruit Grains/Breads Meat/Meat Alt. | | | | | | |
| | Milk Vegetable/Fruit Grains/Breads Meat/Meat Alt. | | | | | | |
| | Milk Vegetable/Fruit Grains/Breads Meat/Meat Alt. | | | | | | |

Meal Count and Meal Count Records

Meal counting is a critical part of the CACFP since the number of meals served must be reported on your claim for reimbursement. Accurate accounting of served meals also helps determine future food ordering needs.

Basic meal count *requirements*:

- Keep a daily meal count of actual meals served at each center
- No child may be claimed for more than three (3) different meal services
- Keep a separate meal count for breakfast, lunch, supper and snacks
- Separate meal counts for eligible children, program adults and non-program meals
- Meal counts taken *at the point of service*
- Designate a meal count person at each feeding area who is responsible for the accuracy of the meal counts

What is *point of service* counts?

Meal counts are recorded at the point where the child is observed being served a reimbursable meal. This is most often at the meal service table, handed a pre-plated meal or children serving themselves, as in family style meals.

In *Emergency Shelters* the meals must be served in a congregate setting in order to be eligible to claim for reimbursement. Exception: Meals served to infants from birth through age 11 months in private family quarters, which are part of the shelter, may be claimed for reimbursement if the shelter provides all of the required components.

Attendance

Attendance must also be documented daily. Children will be counted in attendance if they come to the site for care whether or not they eat a meal.



Example

Naomi Rodriguez arrives at the center at 9:15 AM, after the breakfast service. Her mother arrives at 11:10 AM to take Naomi for a medical appointment, which is before the lunch service. Naomi is counted in attendance, however no meals are counted.

Meals and attendance are separate counts.

Documenting Meal Count & Attendance

Daily meal counts and attendances are recorded on *Form H1535 - Daily Meal Count and Attendance Record.*

CEs that have the means to complete the Form H1535 electronically may do so at the *point of service.* Other provisions include a Form H1548 (Application/Management Change Form) be sent to the Community Operations Office explaining the plan and how point of service and daily completion will be accomplished. The CE must also have the ability to print the form on demand, have a plan in case of technical difficulties, and when the form is complete be able to print, sign and retain in files.

Daily Meal Count and Attendance Record
(Centers and Emergency Shelters)

Name of Contracting Organization: **Kiddo Care #1** Name of Facility: **Kiddo Care #1** Program No. (TX No.): **TX 777 - 7777** Month and Year: **9/2008**

Centers: You may claim up to two meals and one snack or one meal and two snacks. Emergency Shelters: You may claim up to three meals or two meals and one snack.

| Participant's Name | Age | 9-1-08 | | | 9-2-08 | | | 9-3-08 | | | 9-4-08 | | | 9-5-08 | | |
|--------------------------------------|-----|--------|------|-----|--------|-----|-----|--------|-----|------|--------|-------|-----|--------|-----|---|
| | | MON | TUES | WED | THURS | FRI | SAT | SUN | MON | TUES | WED | THURS | FRI | SAT | SUN | |
| 1 John Mays | 4 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 2 Ramon Ortiz | 4 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 3 Shawna Stone | 4 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 4 Katie Todd | 4 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 5 Willie Jackson | 4 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 6 | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | |
| Total Number of Program Participants | | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Total Number of Program Staff Meals | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Number of Non-Program Meals | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution.

Signature—Center/Emergency Shelter Representative: *Sarah Dowis* Current Date: _____ Page 1 of 1