

Food and Nutrition

Child Care

Introduction to CACFP Child Care
Program Year 2012
Texas Department of Agriculture
Food and Nutrition





Child Care

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**Texas Department of Agriculture
Food and Nutrition**

October 2011

Notice: As of 12-1-11 all references to www.snptexas.org and <http://txunps1.texasagriculture.gov> is now at www.squaremeals.org.




Contact Texas Food & Nutrition Training at ...

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Use the training and information resources available from the TDA Food and Nutrition Home Page at ... www.snptexas.org

Select the link called ...	To ...
<u>Program/Nutrition Training</u>	<ul style="list-style-type: none">• See the schedule for upcoming classes and• Register for TDA Food & Nutrition Training events through our web site
<u>Subscribe to F&N e-News</u> 	<ul style="list-style-type: none">• Receive a <i>free</i> e-mail subscription to timely news (<i>choose one or more topics</i>) on<ul style="list-style-type: none">○ upcoming events and training opportunities,○ program activities and noteworthy news, and○ additional resources, web links, etc., to enhance your program knowledge.

You may also find training materials and information at the following locations.

Note: This is *not* a comprehensive list of resources available for training.



USDA Child Nutrition Programs – program basics, meal patterns, link to Infant Meals, etc.

<http://www.fns.usda.gov/cnd/Care/CACFP/cacfhome.htm>



USDA – The Healthy Meals Resource System (HMRS) – providing information to persons working in the USDA Child Nutrition Programs.

<http://www.nal.usda.gov/childcare/>



National Food Service Management Institute (NFSMI) – information, referrals and training.

<http://www.nfsmi.org> or 1-800-321-3054



Food Safety sites - food safety education and training.

<http://www.foodsafety.gov/> ... and ...
http://foodsafety.nal.usda.gov/nal_web/fsic/Contact_Us.php



Center for Nutrition and Policy Promotion - nutrition resources, including the “U.S. Dietary Guidelines for Americans”.

<http://www.usda.gov/cnpp>



Texas Food and Nutrition web site – resources for Texas schools, parents, child nutrition professionals, and children.

<http://www.squaremeals.org>

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CACFP

Goal and Objectives

Chapter 1

CACFP - Child Care Centers – New Contracting Entity Training

CACFP Goal and Objectives

Goal

This course reviews the requirements, skills and activities needed to successfully manage the operation of the **Child and Adult Care Food Program (CACFP)** for child care centers (CCC) and help you determine if you want to participate in the program.

Objectives

Upon completion of this course, participants will be able to:

- Determine their ability to successfully manage the CACFP CCC according to United States Department of Agriculture (USDA) and Texas Department of Agriculture (TDA) rules and regulations;
- Use the online training resources and CACFP CCC Program Handbook as a reference and resource to manage a program requirements;
- Identify key management responsibilities in the CACFP.

Knowledge and skill in each area is essential to successful program operation.

As a source of information to manage the program, this training course is a supplement to your *CACFP Child Care Centers Handbook* and Food & Nutrition (F&N) Community Operations office (COO),

Evaluation

At the end of this course you will be asked to complete an evaluation form. Your feedback is very important and will be used to improve future training sessions.

CACFP - Child Care Centers – New Contracting Entity Training

General Information

Listed below is general information you should know about the CACFP CCC before we begin.

- The reimbursement funds are supplemental. The Program was not designed to cover all your food service costs.
- The amount of the monthly CACFP reimbursement is based on the number of meals served to eligible children and the ratio of the children in each eligibility category (free, reduced or paid).
- The reimbursement funds are restricted to only food service costs that are allowable, reasonable and necessary to operate the food service.
- You will be required to set up a budget for the food service funds. Food & Nutrition (F&N) staff must approve your budgets.
- All paperwork is kept by the contracting entity (CE) for a period of 3 years. Longer if there are appeals or audits being conducted.
- You have the right to appeal some actions TDA/F&N might take that affect your participation in the CACFP, including the denial of your application.

Important Caution!

This training workbook IS NOT intended to be the authoritative source for CACFP-CCC program management and information. It is intended as an additional resource to assist you in the operation of this program.

The CACFP-CCC Program Handbook (found at www.snptexas.org) and your local Community Operations staff are always your primary and most reliable sources for program information.



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CACFP

Introduction

Chapter 2

CACFP - Child Care Centers – New Contracting Entity Training

CACFP Introduction

CACFP Purpose

The mission of the CACFP is to provide supplemental meal reimbursement for serving nutritious meals that meet required meal patterns by organized day care services such as child care centers, adult day care centers and day homes to improve the health and well being of participants. The program also includes Emergency Shelters, At-Risk Afterschool Care Centers and Outside- School-Hours Care Centers.

Meals served to the following types of participants may be eligible for reimbursement in the CACFP-CCC:

- Persons age 12 and under;
- Persons age 15 and under who are children of migrant workers;
- Persons with disabilities;
- For emergency shelters, persons age 18 and under; and
- For at-risk afterschool care centers, persons school age through 18 at the start of the school year.

Program Integrity

Program integrity, at both the federal and state levels, in the CACFP is of utmost importance. CACFP contracting entities (CEs) in Texas must prove Viability, Capability and Accountability (VCA) of managing the program:

- Viability – financial resources to meet all of the Program’s requirements;
- Capability – staffing and expertise to meet all of the Program’s requirements; and
- Accountability – internal controls are in place to assure Program funds for meal and administration expenses are properly spent.

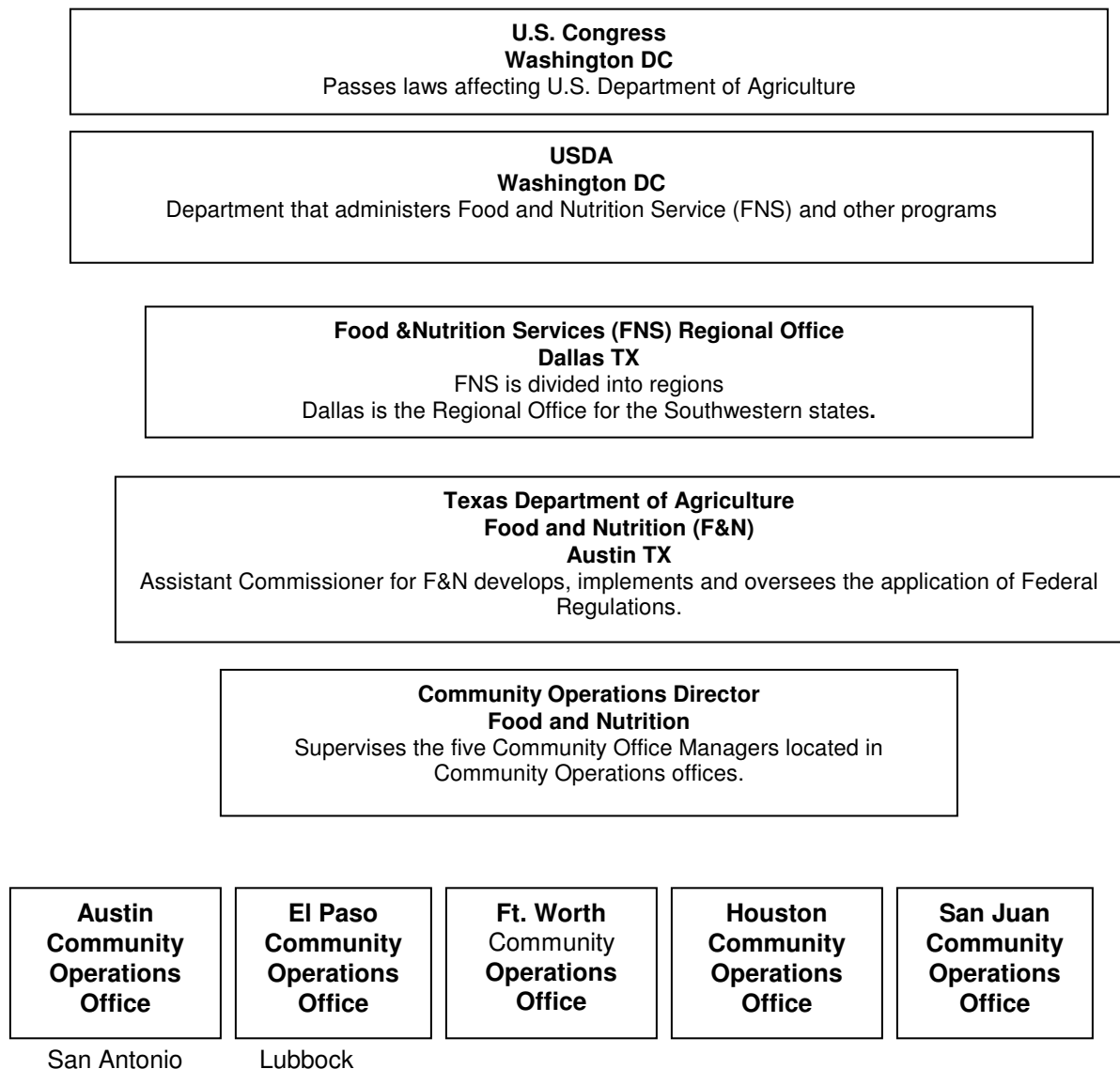
Funding

TDA Food & Nutrition (F&N) uses funds provided by USDA Food and Nutrition Service (FNS) to assist childcare center CEs to provide supplemental reimbursement for food services provided to enrolled children.

CACFP - Child Care Centers – New Contracting Entity Training

Administration

USDA and TDA F&N have entered into an agreement under which TDA administers the CACFP. Below is a simplified chart showing the relationship of the USDA agencies with the state and local offices.



CACFP - Child Care Centers – New Contracting Entity Training

Food & Nutrition Community Operations Offices

Your contract will be assigned to one of the five F&N Community Operations Offices. In most instances, you will be assigned to the office that is responsible for contracts in the geographical area in which the headquarters of your agency is located.

The Community Operations office is managed by the Community Operations Manager (COM). Each office has one or more Community Operations Program Review Specialists and Community Operations Technical Assistance Specialists who provide technical assistance and work with all aspects of your contract including application processing and contract review. Additionally, each office has a number of support staff available to assist you.

Texas Department of Agriculture, Food & Nutrition Community Operations Offices		
Region 1 El Paso TDA/Food & Nutrition 401 E. Franklin, Ste 410 El Paso, TX 79901 Ph: 915/834-7506 Fax: 888/244-9816	Region 2 Dallas/Ft. Worth Metroplex TDA/Food and Nutrition 1501 Circle Dr., Ste 155 Ft. Worth, TX 76119 Ph: 817/321-8101 Fax: 888/223-9037	Region 3 Houston TDA/Food and Nutrition Elias Ramirez State Office Building 5425 Polk Street Ste G-40 Houston, TX 77023 Ph: 713/921-8201 Fax: 888/244-9764
Lubbock Satellite Office TDA/Food and Nutrition West Texan Region Office 4502 Englewood Ave. Lubbock, TX 79414 Ph: 806/799-8555 Fax: 806/799-0547	Region 4 San Antonio TDA/Food & Nutrition 8918 Tesoro Dr., Ste 120 San Antonio, Texas 78217 Ph: 210/821-0288 Fax: 888/244-9763	Austin Satellite Office TDA/Food & Nutrition PO Box 12847 Austin, TX 78711-2847 Ph: 512/463-1147 Fax: 888/223-8645
Region 5 San Juan Valley Regional Office 900-B E. Expwy. 83 San Juan, TX 78589 Ph: 956- 787-8866 X231 Fax: 888-250-4627		

CACFP - Child Care Centers – New Contracting Entity Training

Appeals

You have the right to appeal most actions taken by F&N that affect your participation in the CACFP, including F&N's denial of your application.



CACFP Child Care Centers Handbook

The *CACFP Child Care Centers Handbook* contains information and requirements for each of the areas covered in the program. Required staff responsibilities of each CACFP specific program areas are outlined. All CACFP staff, including center owners and directors, must understand the responsibilities outlined in the program handbook. The handbook is online at www.snptexas.org.

The program handbook is designed to provide you with:

- Information you need to successfully operate the program; and
- Answers to frequently asked questions.



If you have a question that is not answered by referencing the program handbook, or you are unsure about the meaning of the information, contact your Community Operations office for assistance.

CACFP - Child Care Centers – New Contracting Entity Training

Periodic Handbook Updates

As program requirements change, you will receive updates to the handbook in the form of:

- ✓ **Policy Alerts** – inform you about new or revised state or federal policy. Alerts **supersede existing information** in the handbook.
- ✓ **Notices** – convey information or **clarify existing information** in the handbook **but do not change policy**.
- ✓ **Revisions** – are updates to the handbook, which usually come out on a quarterly basis. Revisions incorporate Policy Alerts and Notices into the handbook text.

Your Program Handbook

The CE will have to download copies of the program handbook from our website at www.snptexas.org. It is not required that the CE maintains a paper copy of the program handbook.

Independent Centers and Sponsors are responsible for ensuring their staff knows how to access the program handbook online.



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CACFP

Eligibility Requirements

Chapter 3

Eligibility Requirements for Contracting Entities

Types of Contracting Entities

There are four types of CEs:

1. Independent CE – manages the CACFP at one site;
2. Sponsoring CE of affiliated sites;
3. Sponsoring CE of unaffiliated sites; and
4. Sponsoring CE of both affiliated and unaffiliated sites

Sponsoring CEs manage the CACFP at:

- One or more day care homes;
- Two or more child care centers, Emergency Shelters, Outside School Hours Care Centers, At-Risk Afterschool Care Centers or adult day care centers which is legally part of the sponsoring's organization (affiliated site);
- A child care center, Emergency Shelter, Outside School Hours Care Center, At-Risk Afterschool Care Center, or adult day care center which is a legally distinct separate entity from the Sponsoring Organization (unaffiliated site); and
- Any combination of childcare centers, Emergency Shelters, adult day care centers, day care homes, Outside School Hours Care Centers, At-Risk Afterschool Care Centers (both affiliated and unaffiliated sites).

The term affiliated refers to sites that are all legally part of a Sponsoring CE. The sites are related.

The term unaffiliated refers to sites that are not legally part of the Sponsoring CE. The sites are not related.

The term "Sponsoring Organization" also includes a **for-profit** center that is entirely responsible for administration of the Program in any combination of two or more child care centers, Outside School Hours Care Centers, At-Risk Afterschool Care Centers, or adult day care centers provided that the centers are part of the same legal entity (i.e., affiliated) as the sponsoring organization.

Non-profit Organizations may sponsor centers that are not part of their legal entity (unaffiliated sites), including **both** non-profit centers and for-profit centers.

For-profit organizations are limited to sponsoring centers that are **only** part of their legal entity (affiliated sites).



Contracting Entity's Responsibility

As a CACFP CE you must assume all **final administrative and financial responsibility** for sites in which you operate the CACFP.

CEs Eligibility Requirements

Non – Profit CEs in the CACFP must be

- A public institution (i.e. federal, city, county, military) or
- A private, non-profit tax-exempt organization.

For – Profit CEs may participate in the CACFP if

- 25% of the enrolled children or 25% of the licensed capacity (whichever is less) are eligible for free or reduced price meals benefits or receive Title XX benefits according to the Child Care Workforce Services (CCS) of the Texas Workforce Commission (TWC).

Performance Bond-Sponsors Only

Non-governmental organizations with fewer than three year's successful administrative and financial history applying as a new **sponsoring organization**, must submit a performance bond with their application to ensure against misuse of federal funding. The bond must be obtained from an approved surety company listed in the most recent publication of the U.S. Treasury Department's Circular 570.

At-Risk Afterschool Care Centers

Organizations may be eligible to participate in the CACFP at-risk afterschool care center component of the CACFP and claim eligible snacks and/or meals served to children up through age 18 (or 19 if the child turns 19 during the school year).

Organizations that may be eligible include:

- For-profit child care centers who meet all other eligibility requirements for the CACFP CCC, including, but not limited to, having 25% of the enrolled children or 25% of their licensed capacity (whichever is less) eligible for free or reduced-price meals or receiving Title XX benefits; and
- Non-profit organizations that have tax-exempt status under 501(c)(3) of the Internal Revenue Code.

In addition, each organization that wants to participate in the at-risk afterschool care center component of the CACFP must:

- Be organized primarily to provide care for children after school or on weekends, holidays or school vacations during the regular school year;
- Provide children with regularly scheduled activities in an organized, structured, and supervised environment;
- Include educational or enrichment activities; and
- Be located in a geographic area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced-price meals. Determinations of area eligibility are valid for five years, and are not required to be re-determined annually, unless TDA or the sponsor (for sponsored sites) obtains information indicating the At-Risk Afterschool Care Center is no longer area eligible.
- **Note:** A list of elementary, middle and high schools in the State in which at least one-half of the children enrolled are certified eligible for free or reduced-price meals is available on the TDA website at www.snptexas.org, on the application page.

Organizations participating in the At-Risk Afterschool Care Center component of the CACFP are not required to conduct eligibility determinations or collect enrollment information for children participating in the At-Risk Afterschool program. At-Risk Afterschool Care Centers may claim up to one meal and one snack served to each eligible child per day. Centers claiming at-risk snacks and/or meals must maintain Form H1535-AT, Daily Meal Count and Attendance Record (At-Risk) or other documentation of attendance and meal counts on a daily basis.

CACFP - Child Care Centers – New Contracting Entity Training

Eligible meals include breakfast, snack, lunch and supper. The following requirements apply:

- Breakfast meals may only be claimed during school holidays or weekends during the school year. Breakfast meal service may be no more than two hours in duration;
- Lunch meals may only be claimed during school holidays or weekends during the school year, **except that** lunch meals may be claimed for those children who only attend school half-day, such as pre-school. Lunch meal service may be no more than two hours in duration;
- Supper meals may be claimed while school is in session, during school holidays and weekends during the school year and must begin no earlier than the end of the normal school day. Supper meal service may be no more than two hours in duration;
- Snack service may be no more than one hour in duration and two hours must elapse between the beginning of a meal service and the beginning of a snack service; and
- Snack/meal counts must be taken at the point of service. The point of service is where you observe that a creditable snack/meal is served to a program participant.

Child Care Licensing Requirements

Each site (**for – profit and non – profit**) must have a current Texas Department of Family and Protective Services (DFPS) child care license, or if military or an Indian Reservation, certification of each center's compliance with alternate licensing standards. Copies of the license/certification are required at the time of application.

Additionally you must provide documentation of any changes in licensing status, i.e., selling a business, moving, closing or a change of ownership.

At-Risk Afterschool Care Centers, Outside School Hours Care Centers and Emergency Shelters may be exempt from licensing requirements.

The following conditions, as defined by DFPS regulations, determine whether an organization is exempt and if they must obtain a written exemption from DFPS:

- Sites operating for less than 2 hours per day, regardless of the number of days service is provided, are not subject to licensing regulation and do not require a written exemption from DFPS;
- Sites operating for more than 2 hours per day, but less than 3 days per week, are not subject to licensing regulation and do not require a written exemption from DFPS; and
- Sites operating more than 2 hours per day and 3 days per week or more, require a license or written exemption from DFPS.

NOTE: “Less than 2 hours” applies to the Normal Hours of Child Care Operations, as indicated on the site application and not the meal service duration.

Tax Exemption

As part of the CACFP application process **private, non-profit organizations** (and each of the nonprofit centers if a sponsor) must be tax-exempt under **501(c)(3)** of the Internal Revenue Code and just maintain the tax-exempt status. The 501(c)(3) must have the name and address of the organization applying for the CACFP. Non-profit CEs must provide proof of tax-exemption at the time they submit an application to participate in the CACFP.

NOTE: Sponsors must obtain, retain and make available the same information for each non-profit site they sponsor.

Viability, Capability and Accountability (VCA)

Applicants *must* demonstrate through their application that they are viable, administratively capable and have program accountability procedures to ensure proper and compliant administration of the program.

Viability:

- Documentation of financial viability based on the organization's financial records and the financial resources to meet all of the program requirements;
- Budget reflecting that reimbursement funds will be used only for program costs that are necessary, reasonable and allowable; and
- Funds are spent and accounted for in accordance with program regulations and instruction.

Capability:

- Written procedures of *staff resources* to be used for the *CACFP responsibilities* to include but not limited to skills and knowledge to perform a particular job; and
- Written standard operating procedures (SOP) for *personnel policies and procedures* to document expertise to meet program requirements.

Accountability:

- Written procedures to track and monitor actions in two areas:
 1. Accountability for funds; and
 2. Accountability for the meal service.
- Documented internal controls that assure program funds for meals and administrative expenses are properly spent.

Refer to the *CACFP Child Care Centers Program Handbook* for additional information and instructions on CE viability, capability and accountability standards.

Operational Requirements

As a CACFP CE you must:

- Prepare CACFP Child Care Center Application Documents;
- Submit monthly reimbursement claims. Sponsors submit site level claims from all their sites;
- Provide organized, non-residential child care (except for Emergency Shelters);
- Accept final administrative and financial responsibility for the program;
- Attend all required TDA training;
- Operate a non-profit food service;
- Personally manage CACFP operations, i.e., may not subcontract for the management of the CACFP operations;
- Provide adequate supervisory and operational personnel to effectively manage and monitor CACFP operations; and
- Restrict your employees from securing additional employment that interferes with their CACFP responsibilities and duties, e.g., scheduling or conflict of interest issues.

Subcontracting

A CE may subcontract any CACFP activities with the exception of:

- Management of monitoring;
- Corrective action; and
- Preparation of application materials.

CEs may NOT contract responsibility of the function; it is acceptable to contract for services in support of that function i.e., retain responsibility for the monitoring function however; the CE may contract for the performance of monitor reviews.

Financial Management



Non-profit Food Service

In order to participate in the CACFP, all organizations must operate a **non-profit food service** principally for the benefit of the enrolled participants, and maintain records documenting the operation of that food service.

An organization is not required to open a new bank account for the Non-Profit Food Service Account. However, keep separate records monthly that capture reimbursement income, expenses, CACFP credits and account balance.

Non-profit food service status is determined through deducting allowable net expenses from the food service revenue. Food Service Revenue includes:

- CACFP reimbursement;
- Income to the program which is earned from activities supported by food service; and
- All other funds used or restricted for use in the non-profit food service, such as Head Start funds and donations.

The non-profit food service account funds are restricted and can only be used for allowable non-profit food service costs.

In addition, *organizations that sponsor centers* must ensure that all centers under their sponsorship maintain a non-profit food service. This requirement applies to sponsors of affiliated centers (those centers that are of the same legal entity as the sponsor) and unaffiliated centers (those centers that are not part of the same legal entity as the sponsor.) A sponsor is only allowed to retain up to 15% of each site's portion of reimbursement each month for administrative costs. This percentage is to be used for allowable administrative costs incurred in supporting the operation of the non-profit food service in all the sites sponsored, i.e., monitoring and training. A sponsor must reimburse 100% of the cash-in-lieu monies to centers.

Any excess funds in the non-profit food service account must be retained and used in the non-profit food service. An organization must maintain no more than three (3) month's net cash resources (income minus expenditures) in the non-profit food service account. To spend the excess, CEs must have preapproved costs.

Costs

Allowable costs must be *reasonable and necessary* for the operation of a non-profit food service. Some allowable costs must be *prorated* in order to determine the appropriate program share to be charged to the non-profit food service account. Organizations are *required* to receive prior approval and *disclose and identify* related party transactions, less than arms-length transactions, ownership interests in equipment, supplies, vehicles and facilities or disclose any other information about a cost that would inhibit F&N from making an informed assessment about the allowable cost. In addition, *documentation* must be maintained on each cost approved in the budget. CEs must follow the guidance in FNS Instruction 796-2, Rev 3, Financial Management – Child and Adult Care Food Program, when preparing their budgets. These instructions are located on the TDA website at www.snptexas.org under Program Resources.

Organizations are responsible for:

- The accountability of costs through the consistent use of generally accepted accounting principals (GAAP); and
- Maintaining records to demonstrate that costs claimed as paid are allowable to the program and comply with financial management requirements.

Costs in the non-profit food service fall into two (2) categories:

1. Operating costs; and
2. Administrative costs.

Operating Costs

Allowable expenses used for serving meals to enrolled children in eligible centers. Examples include food; food service labor; nonfood supplies; and food service equipment.

Administrative Costs

Allowable expenses used for planning, organizing, and managing a non-profit food service. Examples include salaries; wages; and fringe benefits for staff that approve eligibility forms, prepare claim forms, maintain accounting records, provide training, and monitor sites.

Cost categories

Labor, food, facilities and space, supplies and equipment, purchased services, financial costs, media costs, organization costs, other costs, and unaffiliated center costs.

Budget

As part of the application/management plan, the organization will develop an *annual* budget. The organization will list all costs for operation and administrative costs for food service. They will also list the costs for the non-profit food service account. The restricted funds in the non-profit food service account are maintained separately in the organization's bookkeeping or accounting system. The budget will:

- Project the amount of revenue in the non-profit food service account; and
- Indicate the allowable cost items and projected expenses.

All budgets are pre-approved by F&N.

Time Distribution Reports

Employees who have part of their salaries charged to the non-profit food service account must complete *daily* time distribution reports in order to establish the portion of costs that may be claimed as food service labor. Those employees must complete the reports for their **entire** work day, not just time spent on CACFP functions.

Employees, for example the cook, who spend 100% of their time in food service labor, have a square to check for alternative certification. In this example, the time distribution report is completed once per month, not daily.

In completing your budget, only allocate or charge the non-profit food service the portion of the employee's salary relating to time spent on CACFP functions.



CACFP - Child Care Centers – New Contracting Entity Training

Time distribution reports must be:

- Completed on a *daily* basis;
- Completed by all employees whose salary or a portion of their salary, is charged to the non-profit food service account and account for the total activity for which each employee is compensated not just the activity related to CACFP functions);
- Completed separately by each employee;
- The *actual* activity time of each employee (cannot be completed ahead of time); and
- In intervals of no less than 15 minutes.

A copy of the *Time Distribution Report* to document staff time is located on the next page and a copy is in the Resources section of your program handbook.



Food and Nutrition

3E'S OF HEALTHY LIVING

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Administrative Responsibilities

Chapter 4

Training Requirements

As a CACFP CE, a representative of your organization will be required to attend and provide training to your staff.



The *CACFP Child Care Centers Program Handbook* outlines the mandatory training requirements for CACFP CEs. The following is an overview of the requirements.

New CE Training

It is mandatory that new CEs complete the Introduction to CACFP for New Child Centers (Independent and Sponsors) Management Training prior to receiving an awarded contract. The CE representative must complete the entire course in order to be eligible to receive a certificate. The certificate is submitted with the contract application.

Annual Training for Approved CEs

You will be contacted if an annual training is offered and if it is mandatory or optional.

The sessions will cover topics that are determined to be of need based upon program reviews, audits or directed by USDA.

Nutrition Training

Once you become a CE, there are several nutrition topic classes available to you.

- Feeding Infants: The First Year,
- Kitchen Math,
- Planning Nutritious Snacks, and
- Menu Planning.

These classes are offered throughout the state. To check for times and locations, see the scheduled trainings from the www.snptexas.org website.

Independent CE Training Requirements

Training your staff is a *requirement* outlined in the *CACFP Child Care Centers Program Handbook*.

Training Frequency

- Training for all new employees *prior* to assuming CACFP responsibilities,
- Program training *annually* for all current employees who have CACFP duties,
- Civil Rights training *prior* to employment and *annually* to all employees who have CACFP duties, and
- Documentation of training in writing, to include

Dates of training,
Location,
Topics covered,
Name of trainer,
Names of participants, and
Signatures of participants

Sponsor Organization Training Requirements

Training your staff is a *requirement* outlined in the *CACFP Child Care Centers Handbook*.

Training Frequency

- A new site, must receive training *prior* to participation and *annually* thereafter,
- A new employee of a site, who performs key activities, must receive training *prior* to beginning the activities and *annually* thereafter,
- Current employees receive training *annually*,
- Site staff who perform key activities must attend training *annually*. Key activities are budget, procurement, enrollment, eligibility determination, attendance records, meal preparation, meal service, meal counting, claim preparation, and monitoring,

CACFP - Child Care Centers – New Contracting Entity Training

- Civil Rights training *prior* to employment and *annually* to all employees who have CACFP duties, and
- Documentation of training in writing, to include

Dates of training,
Location,
Topics covered,
Name of trainer,
Names of participants, and
Signatures of participants.

Training Content

Training for staff of participating sites and current sponsoring CE's must include the seven topic areas below, but the specific subtopics may include different information. New participating staff at sites and new sponsoring CE must receive training on all seven areas and the subtopics as listed below. Experienced staff may receive subtopics other than what is listed below. Training must address appropriate learning level of audience, i.e., beginners, intermediate or advanced. The seven areas include:

1. **Program Meal Patterns** – infant and child meal patterns, serving sizes for age groups, creditable foods, meal service styles, accommodating special needs diets, and menu planning;
2. **Meal Counts** – point of service count, daily, weekly and monthly counts;
3. **Claims Submission** – due date, late claims and adjusted claims;
4. **Claims Reviews Procedures** – review elements, adverse action and appeal rights;
5. **Record Keeping Requirements** – daily, weekly, monthly forms, CACFP Meal Benefit Income Eligibility Form, annual enrollment information, meal production records, financial records, record retention, attendance records and purchased vended meals;

6. **Reimbursement System** – blended rates, administrative fee and payment schedule; and
7. **Civil Rights** – You are required to conduct annual Civil Rights training with employees who perform CACFP duties at your site(s). You may use the Texas Department of Agriculture (TDA) Civil Rights Training Video or the Civil Rights Guide for the Food and Nutrition Division – Self Study Edition.

Civil Rights Training

Your Responsibility as a CACFP CE

You are required to conduct Civil Rights training with employees who are new to the CACFP and perform CACFP duties at your center or sites. You are also required to conduct annual Civil Rights training with all staff that perform duties in the CACFP.

You may use the TDA Civil Rights Training Video or the 'Civil Rights Guide for the Food and Nutrition Division Program– Self Study Edition'.

Training Video

Instructions for Civil Rights Training Video

- To access the Civil Rights video, go to the website www.squaremeals.org,
- Click the 'For Child Nutrition Professionals' link in the navigation pane
- Click on the 'Training and Presentations' at the bottom of the web page,
- Click on 'Civil Rights Training Video (English or Spanish)' under the Civil Rights Training Section of the web page,
- After viewing the video, click on the link 'Civil Rights Training Quiz' and complete the quiz;
- After completing the quiz, scroll to bottom of the screen and click the link 'Enter Your Name';
- After entering your name, click the link to 'Print Your Certificate'; and
- Keep copy of certificate for documentation.

"Civil Rights Guide for Food and Nutrition Division Program – Self Study Edition"

- Go to the website www.snptexas.org,
- Click on the 'Training Information for Current Contractor's link, and
- The 'Civil Rights Guide for Food and Nutrition Division Programs' link will be at the bottom of the web page.

Remember to keep required documentation of your Civil Rights training.

Texas Department of Agriculture

May 2008

**Child and Adult Care Food Program
Training Registration and Activity Report
For Contracting Organization Staff**

Contractor Name:	Program (TX) No:	Date:
Location of Training:	Instructor(s):	
Training Topic(s):		

Name of Participant (Please print name clearly)	Position	Signature

Sponsors Only

Monitoring

Note: Independent centers are **NOT** required to monitor their own center.

Monitoring Review Frequency

You must conduct monitor reviews according to the following:

Type of Site	Minimum # of reviews per year	Maximum length of time in operation before first review	Maximum time between reviews
Child Care Centers, Sponsored	3	4 weeks	6 months
Emergency Centers, Sponsored	3	4 weeks	6 months
Outside School Hours Care Centers, Sponsored Center	3	4 weeks	6 months
At-Risk Afterschool Care Centers, Sponsored Program	3	4 weeks	6 months

- Two of the three reviews required for each site must be unannounced; the third may be unannounced or announced at the sponsor’s option;
- All monitoring reviews must include observation of a meal service; Only one may include observation of a snack (except if the site serves only snacks); and
- At least one monitoring visit must be conducted on a Saturday or Sunday if the site participates on the weekend.

When planning unannounced reviews, the sponsor must ensure the planning of the reviews does not allow for unannounced reviews of a specific site to be conducted at the same time each year.

Unmet Need

An organization that is applying to participate in the CACFP as a new sponsoring CE (has not previously participated as a CCC CE), or is reapplying to participate in the CACFP after a break in service, must document that its participation in the CACFP will help ensure the delivery of meal benefits to previously unserved child care centers.

Unmet needs means when application is first made or reapplication, the site the CE is applying with has not been on the CACFP program in the last 12 months.

Edit Checks

There are two monthly edit checks a sponsor is required to perform on meal counts submitted by each site to help ensure the accuracy of the sponsor's monthly claim.

1. Approved Meal Type Edit Check

This edit check compares meals claimed by the site to meals the site has been approved to serve. For example, if the site has been approved to serve breakfast, lunch and PM snack, this edit check will identify if the site is claiming another meal such as supper.

Follow-up action – You must follow your own procedures for handling invalid documentation submitted by a site. All meal types claimed that are not approved must be disallowed.

2. Maximum Number of Meals Edit Check

This edit check identifies if a site has exceeded the count of the maximum number of meals that the site could claim in a month. See the example below.

Example: A site serves breakfast, lunch and PM snack. There are 50 enrolled children in the site. There were 20 serving days for the month.

50 (number of enrolled children) \times 1 (meal service) \times 20 (operating days) = 1000 (maximum # of each meal service).

1000 (maximum # of each meal service) \times 3 (meal types) = 3000 (maximum # of meals that could have been served for the month).



You are preparing an individual claim of all sites. Each site's total meals/snacks reported must be compared with the site's enrollment for that month.

Remember: Outside After School Care Centers, At-Risk Afterschool Snack Care Centers and emergency shelters are not required to complete enrollment forms. Use the attendance or other appropriate number in place of the enrollment number.

Follow-up action – If the meals/snacks count fails the maximum number of meals edit

check, you must follow-up with a more complete review to determine whether the meal count is accurate. If the meal count is incorrect, follow your own procedures for handling incorrect meal counts.

Household Contact Procedures

When unusual CACFP participation/claiming patterns are detected at a monitoring review or during the consolidation of meal count data, follow-up will be conducted using the household contact procedure to verify that meals claimed in the time period in question were served to children enrolled in care and served to children in attendance when the meal was served. Refer to the *CACFP Child Care Centers Program Handbook* for detailed information.

Pre-Approval Visits for All

Before a sponsor can enroll a site, the *sponsor* makes a pre-approval visit to the center.

On-site visits by F&N staff must be made to any new *independent sites*. The visit must be made *before the independent site begins program participation*.

On-site visits by F&N staff must be made to any new *sponsors*. The visit must be made *before the sponsor begins program participation*.



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3E'S OF HEALTHY LIVING

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Child Eligibility

Reimbursement

Projection

Chapter 5

Required Child Enrollment Information

The Texas Department of Family and Protective Services (DFPS) requires that each child in a child care center be enrolled. You must maintain documentation of enrollment for each child that receives care at your center. *F&N requires enrollment information to be updated annually.* All children for whom meals are claimed in the CACFP must have a *valid* enrollment form that includes the following required elements:

- Child's name;
- Child's date of birth;
- Enrollment/withdrawal dates;
- Days and hours child is normally in care;
- Meals/snacks usually served to the child while in care;
- Parent/guardian's signature;
- Date of signature.

F&N does not have a mandatory enrollment form. However, whatever enrollment form or forms you use must contain all the required elements listed above and be completed *before* meals are claimed. The parent or guardian must complete the enrollment documentation. Particularly the days and hours the child is normally in care and the meals/snacks normally served to the child while in care. The enrollment documentation must provide spaces for the parent/guardian to indicate each of the required enrollment elements.

The center must not complete any of the information after the parent/guardian has signed and dated the document.

If you do not have an enrollment form for a child that receives care at your center, or if the child's enrollment form is incomplete, you still include the child in your enrollment mix on the claim for reimbursement. Enrollment Mix is the count of children in the Free, Reduced and Paid categories.

A child is not eligible for CACFP reimbursement whose enrollment form is missing, over a year old, is incomplete or does not contain all the required elements and you must not claim reimbursement for meals served to that child.

Enrollment forms are updated yearly.

Program Exceptions

Emergency Shelters - Children must reside in the Emergency Shelter with or without their parent(s) or guardian(s) and be marked in attendance on a roster/list. The roster/list must include child's name, arrival and withdrawal date, date of birth (DOB), and parents or guardian(s) name. There is no enrollment requirement.

At-Risk Afterschool Care Centers - Children have to be marked in attendance on a daily roster/list each time they participate in the enrichment component offered through the At Risk Afterschool Care Center. The roster/list must include the child's name and DOB. There is no enrollment requirement. You may also use the Form H1535-AT Daily Meal Count and Attendance Record (At-Risk) for the attendance (remember to add DOB).

Eligibility Determination for Free, Reduced-Price and Paid Meal

As a CACFP CE, you must properly determine the eligibility category of each enrolled child as a condition of receiving reimbursement for the meals you provide.

Eligibility status determines whether the enrolled child falls into the ***free, reduced-price, or paid*** meal category. Eligibility status must be determined up front because eligibility determinations affect payments, which are based on the "**Blended Rate**" method of reimbursement.

CEs receive higher reimbursement for children in the *free and reduced-price* categories. The greater the percentage of children in the free and reduced-price categories, the higher the blended rate.

Exceptions

Emergency Shelters – Shelters are not required to conduct eligibility determinations. Eligible meals are claimed in the *Free* category for reimbursement.

At Risk Afterschool Care Center – There is no eligibility determination. Eligible meals/snacks are claimed in the *Free* category for reimbursement.

CACFP eligibility category is NOT related to Child Care Management System (CCMS) eligibility.

It is common practice for centers to determine eligibility at the time of a child's enrollment and to include forms necessary to document eligibility as part of their enrollment package.

Free, Reduced-Price and Paid Eligibility Determination

In order to determine which category the enrolled child is in and to correctly document eligibility the following forms are reviewed:

- CACFP Meal Benefit Income Eligibility Form;
- Documentation of enrollment for Head Start, Early Head Start or Even Start Programs (children enrolled in a Head Start, Early Head Start or Even Start programs); or
- Form 4504 - Income Eligibility Guidelines for Determining Free and Reduced-Price Benefits.

Free and Reduced-Price Meals

You will determine whether children enrolled at your site(s) are eligible for *free* or *reduced-price* meals. All other enrolled children are considered to be in the *paid* category. Remember, you cannot claim meals on children whose enrollment form is over a year old, incomplete or missing.

For a child to be eligible for *free or reduced-price meals*, you must have either:

- A completed CACFP Meal Benefit Income Eligibility Form; or
- Documentation of enrollment in a *Head Start or Early Head Start Program*; or *Even Start Program*

Head Start Programs

A child is automatically eligible for the free category while enrolled in a Head Start Program (HSP).

See the handbook for details of requirements of centers that operate HSP and centers that do not operate HSP but serve HSP children.

Even Start Family Literacy Programs

A child is automatically eligible for free category while enrolled as a participant in the Even Start Family Literacy Program (ESP), if they have not yet entered kindergarten.

See the handbook for details of requirements of centers that operate ESP and centers that do not operate ESP but serve ESP children.

Early Head Start Programs

A child is automatically eligible for the free category while enrolled in an EHSP.

See the handbook for details of requirements of centers that operate EHSP and centers that do not operate EHSP but serve EHSP children.

CACFP Meal Benefit Income Eligibility Form

On the next two pages is the CACFP Meal Benefit Income Eligibility Form. This form must be filled out for every child that you claim in the Free or Reduced Price category for reimbursement. **The form is updated annually.**

I will review the instructions as you follow along with the form. You can find the form and instructions at www.snptexas.org.

CACFP - Child Care Centers – New Contracting Entity Training



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 1. All Household Members				
Name of Enrolled Child(ren): _____				
Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.			CHECK IF NO INCOME
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
Part 2. Benefits: If any member of your household receives SNAP, TANF, or FDPIR, provide the name and case number for the person who receives benefits. If no one receives these benefits, skip to part 4. NAME: _____ CASE NUMBER: _____				
Part 3. (Applies only to parents/guardians with children enrolled in a day care home) If any member of your household receives benefits listed on the enclosed <i>List of Eligible Federal/State Funded Programs (H1660)</i> , provide the name of the program and case number: NAME: _____ CASE NUMBER: _____ Check here if no case number <input type="checkbox"/> If no one receives these benefits, skip to part 4.				
Part 4. Total Household Gross Income—You must tell us how much and how often				
A. Name (List only household members with income) <i>(Example)</i> Jane Smith	B. Gross income and how often it was received			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
	\$200/weekly	\$150/twice a month	\$100/monthly	\$200/bi-monthly
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign) An adult household member must sign and date this form. If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the next page.) <i>I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.</i> Sign here: _____ Print name: _____ Date: _____ Address: _____ Phone Number: _____ City: _____ State: _____ Zip Code: _____ Last four digits of Social Security Number: * * * - * * - _____ <input type="checkbox"/> I do not have a Social Security Number				



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 6. Participant's ethnic and racial identities (optional)	
Mark one ethnic identity:	Mark one or more racial identities:
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Black or African American
Part 7. Sharing Information With Other Programs: OPTIONAL	
The above information may be disclosed for the purpose of enrolling children in the Children's Health Insurance Program (CHIP). Parents/guardians are not required to consent to such disclosure and electing not to allow disclosure will not adversely affect a child's eligibility.	
<input type="checkbox"/> I do elect to allow my household information to be disclosed.	
<input type="checkbox"/> I do not elect to allow my household information to be disclosed.	
Don't fill out this part. This is for official use only.	
Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12	
Total Income: _____ Per: <input type="checkbox"/> Week, <input type="checkbox"/> Every 2 Weeks, <input type="checkbox"/> Twice A Month, <input type="checkbox"/> Month, <input type="checkbox"/> Year Household size: _____	
Categorical Eligibility: _____ Date Withdrawn: _____ Eligibility: Free _____ Reduced _____ Denied _____ Tier I _____ Tier II _____	
Reason: _____	
Determining Official's Signature: _____ Date: _____	
Confirming Official's Signature: _____ Date: _____	
Follow-up Official's Signature: _____ Date: _____	

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "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 Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

CACFP - Child Care Centers – New Contracting Entity Training

Texas Department of
Agriculture

Form H4504
June 2011

**INCOME ELIGIBILITY GUIDELINES
FOR DETERMINING FREE & REDUCED-PRICE BENEFITS
JULY 1, 2011- JUNE 30, 2012**

FAMILY SIZE	ANNUALLY		MONTHLY		TWICE PER MONTH		EVERY TWO WEEKS		WEEKLY	
	FREE	REDUCED	FREE	REDUCED	FREE	REDUCED	FREE	REDUCED	FREE	REDUCED
1	\$14,157	\$20,147	\$1,180	\$1,679	\$590	\$840	\$545	\$775	\$273	\$388
2	\$19,123	\$27,214	\$1,594	\$2,268	\$797	\$1,134	\$736	\$1,047	\$368	\$524
3	\$24,089	\$34,281	\$2,008	\$2,857	\$1,004	\$1,429	\$927	\$1,319	\$464	\$660
4	\$29,055	\$41,348	\$2,422	\$3,446	\$1,211	\$1,723	\$1,118	\$1,591	\$559	\$796
5	\$34,021	\$48,415	\$2,836	\$4,035	\$1,418	\$2,018	\$1,309	\$1,863	\$655	\$932
6	\$39,987	\$55,482	\$3,249	\$4,624	\$1,625	\$2,312	\$1,500	\$2,134	\$750	\$1,067
7	\$43,953	\$62,549	\$3,663	\$5,213	\$1,832	\$2,607	\$1,691	\$2,406	\$846	\$1,203
8	\$48,919	\$69,616	\$4,077	\$5,802	\$2,039	\$2,901	\$1,882	\$2,678	\$941	\$1,339
9	\$53,885	\$76,683	\$4,491	\$6,391	\$2,246	\$3,196	\$2,073	\$2,950	\$1,037	\$1,475
10	\$58,551	\$83,750	\$4,905	\$6,980	\$2,453	\$3,491	\$2,264	\$3,222	\$1,133	\$1,611
11	\$63,817	\$90,817	\$5,319	\$7,569	\$2,660	\$3,786	\$2,455	\$3,494	\$1,229	\$1,747
12	\$68,783	\$97,884	\$5,733	\$8,158	\$2,867	\$4,081	\$2,646	\$3,766	\$1,325	\$1,883
For each additional family member add:										
	\$4,966	\$7,067	\$414	\$589	\$207	\$295	\$191	\$272	\$96	\$136

The following rates of reimbursement are effective beginning July 1, 2011.

RATES PER MEAL SERVED IN CHILD CARE CENTERS			
<u>Reimbursement Category</u>	<u>Breakfast</u>	<u>Lunch/Supper</u>	<u>Snack</u>
Free	\$1.51	\$2.77	\$0.76
Reduced Price	\$1.21	\$2.37	\$0.38
Paid	\$0.27	\$0.26	\$0.07

Cash-in-lieu of commodities (lunch/supper): \$0.2225

RATE PER MEAL SERVED IN AT-RISK AFTERSCHOOL CARE CENTERS		
All are considered in the Free Category		
<u>Breakfast</u>	<u>Snack</u>	<u>Lunch/Supper</u>
\$1.51	\$0.76	\$2.77

CACFP Reimbursement Projection Procedure

The amount of the monthly CACFP reimbursement is based on the number of meals served to eligible children and the ratio of the children in each eligibility category (free, reduced or paid). To project your CACFP reimbursement, you will need the following:

- Claiming percentage – This is the ratio of eligible children in each category (free, reduced-price, paid) to the total enrollment;
- Current per meal rates – These are the maximum amounts TDA pays for each meal type; and
- Projected number of meals by type.

The eligibility category is based on family size and income or on receipt of certain benefits. In general,

Free Category – Children from families receiving SNAP or TANF, or from households with incomes at or below 130% of the federal poverty guidelines. Foster children are considered a family of one and are free.

Reduced Price Category – Children from households with incomes at or below the federal poverty guidelines.

Paid – Children from households that exceed 185% of the federal poverty guidelines, or from households that do not submit CACFP Meal Benefit Income Eligibility Form.

To arrive at the most reliable estimate of reimbursement, collect the forms for all enrolled children in your center. You may choose not to collect the forms if you feel you can estimate the number of children in the free, reduced and paid categories from your knowledge of the children enrolled.

For estimation purposes only: At Risk Afterschool Care Centers, Emergency Shelters, Head Start, Early Head Start, and ESP participants are counted as free.

Calculations

To *estimate* the amount of reimbursement, follow these steps.

Step 1. Compute the claiming percentage.

Example: you have 50 enrolled children –30 are *free*, 15 are *reduced-priced* and 5 are *paid*.

Free – 30 divided by 50 = .6

Reduced Price – 15 divided by 50 =.3

Paid – 5 divided by 50 =.1

Step 2. Calculate the revised rates: Multiply the claiming percentage by the current rates. This gives a revised rate. When you calculate the claiming percentages, use the reimbursement rates currently in effect. The current rates may be found on the TDA website. Calculate to the third decimal, and then round down.

Step 3. Determine the blended rates. Multiply the claiming percentage by the current rates. This gives a revised/blended rate for the meal type. Add the revised rates together.

Step 4. Multiply the blended rate times the estimated number of meal types served in one month. Multiply the Cash-in –Lieu of Commodities rate times the estimated number of Lunch/Supper meal types served in one month. This gives the estimated monthly amount of reimbursement for the meal type.

Step 5. *Estimate the yearly reimbursement:* Multiply the estimated monthly amount by 12 to arrive at the estimated yearly amount.



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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*

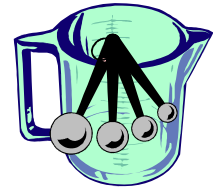
- * *Additional Information*

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)	

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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 Cornbread, biscuits, rolls, muffins, etc. ³ , or Cooked pasta or noodle products ³ , or Cooked cereal grains ³ , or An equivalent quantity of any combination of Grains/Breads	1/2 slice 1/2 serving 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/4 cup 1/4 cup	1 slice 1 serving 1/2 cup 1/2 cup
Meat/ Meat Alternates ^{4,5,6,7}	Lean meat or poultry or fish ⁴ , or Alternate protein products ⁵ , or Cheese, or Egg (large), or Cooked dry beans or peas, or Peanut butter or soy nut butter, or other nut or seed butters, or Peanuts or soy nuts or tree nuts or seeds ^{6,7} , or Yogurt - plain or flavored, unsweetened or sweetened, or An equivalent quantity of any combination of the above Meat/Meat Alternates	1 oz 1 oz 1 oz 1/2 large egg 1/4 cup 2 Tbsp 1/2 oz = 50% ⁶ 4 oz or 1/2 cup	1 1/2 oz 1 1/2 oz 1 1/2 oz 3/4 large egg 3/8 cup 3 Tbsp 3/4 oz = 50% ⁶ 6 oz or 3/4 cup	2 oz 2 oz 2 oz 1 large egg 1/2 cup 4 Tbsp 1 oz = 50% ⁶ 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	1/2 cup	1/2 cup	3/4 cup
	Full strength vegetable or fruit juice ² , or	1/2 cup	1/2 cup	3/4 cup
	An equivalent quantity of any combination of vegetable(s), fruit(s) and juice ²			
Grains/Breads ⁴	Bread ⁴ , or	1/2 slice	1/2 slice	1 slice
	Cornbread, biscuits, rolls, muffins, etc. ⁴ , or	1/2 serving	1/2 serving	1 serving
	Cold dry cereal ⁴ , or	1/4 cup or 1/3 oz ⁵	1/3 cup or 1/2 oz ⁵	3/4 cup or 1 oz ⁵
	Cooked cereal ⁴ , or	1/4 cup	1/4 cup	1/2 cup
	Cooked pasta or noodle products ⁴ , or	1/4 cup	1/4 cup	1/2 cup
	Cooked cereal grains ⁴ , or	1/4 cup	1/4 cup	1/2 cup
	An equivalent quantity of any combination of Grains/Breads			
Meat/ Meat Alternates ^{6,7,8,9}	Lean meat or poultry or fish ⁶ , or	1/2 oz	1/2 oz	1 oz
	Alternate protein products ⁷ , or	1/2 oz	1/2 oz	1 oz
	Cheese, or	1/2 oz	1/2 oz	1 oz
	Egg (large), or	1/2 large egg	1/2 large egg	1/2 large egg
	Cooked dry beans or peas, or	1/8 cup	1/8 cup	1/4 cup
	Peanut butter or soynut butter, or other nut or seed butters, or	1 Tbsp	1 Tbsp	2 Tbsp
	Peanuts or soynuts or tree nuts or seeds ^{8,9} , or	1/2 oz = 50% ⁸	1/2 oz = 50% ⁸	1 oz = 50% ⁸
	Yogurt - plain or flavored, unsweetened or sweetened, or	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup
	An equivalent quantity of any combination of the above Meat/Meat Alternates			

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 Juice may not be served when milk is the only other component.

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.

⁵ Either volume (cup) or weight (oz), whichever is less.

⁶ A serving consists of the edible portion of cooked lean meat or poultry or fish.

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




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.

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.

(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.

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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

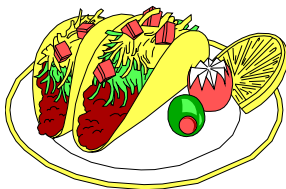
Children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, may be served non-dairy beverages in lieu of fluid milk. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, 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:

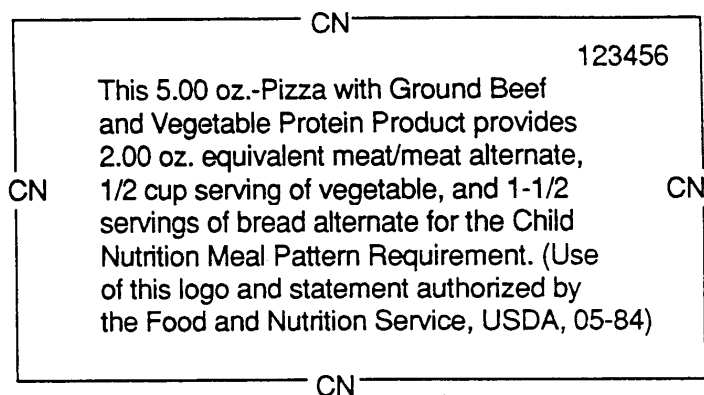
- The product carries a USDA warranty.
- If a CE purchases such a product and uses it according to directions, the institution will not have an audit claim filed against it should State or Federal reviewers find that the CN labeled product does not actually meet the contribution toward meal pattern requirements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

Daily Meal Production Record (Centers and Emergency Shelters)

Name of Contracting Organization		Name of Facility	Program (TX) No.				Date					
Polly Clark		Polly Clark	TX	2	2	7	-	0	1	5	0	Current
Required Food Components	Menu	Food Items Used	Quantity Used	Planned Participation								
				Ages 1 & 2	Ages 3 - 5	Ages 6 - 18	Adults	Non-Program Meals				
B R E A K F A S T	Milk Bananas	Milk, unflavored Regular, Fresh, Sliced	3 gal 17 lbs	9	28	22	0	0				
A M S N A C K	Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternate	Ready to eat cereal <i>4-178 or less</i>	28 cups									
L U N C H	Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternates	Milk, unflavored Frozen spears Canned, cream style Wild rice Roast chicken	3 1/2 gal 5 lbs 2 #10 cans 3 1/4 lbs 15 lbs	10	31	25	8*	0				

*8 staff not drinking milk.

CACFP - Child Care Centers – New Contracting Entity Training

Form H1530
Page 2/08-2007

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		
M Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternate				10	32	40	0	0
		<i>White enriched bread</i>	<i>64 1 oz. slices</i>					
	<i>Cheese toast</i>	<i>America course</i>	<i>4 16 1 oz. slices</i>					
S Milk Vegetables and/or Fruits Grains/Breads Meat and/or Meat Alternate								
E 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)

Texas Department of
Agriculture

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
1 John Mays	4	X	X	X	X	X	X	X	X	X	X
2 Ramon Ortiz	4	X	X	X	X	X	X	X	X	X	X
3 Shawna Stone	4	X	X	X	X	X	X	X	X	X	X
4 Katie Todd	4	X	X	X	X	X	X	X	X	X	X
5 Willie Jackson	4	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
Total Number of Program Staff Meals		4	4	4	4	4	4	4	4	4	4
Total Number of Non-Program Meals		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: *Sarah Downs* Center/Emergency Shelter Representative Current Date: Page 1 of 1



Food and Nutrition

3E'S OF HEALTHY LIVING

Education, Exercise and Eating Right

Child Care

CACFP

Filing Claims

Chapter 7

Filing Claims – End of the Month

CACFP Reimbursements

Prompt filing of your claim helps ensure timely reimbursement.

Our Business Operations office will set up your TX-UNPS user account to file electronic claims. Form FND-101 is the Certificate of Authority. Each Authorized Representative (AR) on the form must have an individual email address.

Effective November 1, 2011, all sponsors will submit site level claims.

Claims Due

Claims (including adjusted claims) may be submitted until midnight of the 60th day after the last day of the claim month. Any claim submitted after that date is considered a late claim. Late claims must go through an approval process by F&N to be paid.

Exceptions for Late Claims

One Time Exception – This can be applied but only once within 36 months.

Good Cause – The claim is late due to circumstances beyond your control. This must be requested in writing with a justification.

General Instructions

- Complete the online claim screen for each calendar month and each program in which you participate, and
- Submit ONE claim per month unless you have an adjusted claim.

Claim Processing

- Claims may be submitted until midnight of the 60th day after the last day of the claim month without being considered late,
- Claims submitted electronically may be processed quicker than claims submitted on paper,
- You will be prompted to make error corrections before you can successfully submit your claim, and
- TDA has 45 days to pay the claim.

Adjusted Claims

- Adjusted claims can be submitted until midnight of the 60th day after the last day of the claim month without being considered late, and
- .Adjusted claims after the 60th day are considered LATE and must go through an approval process by F&D to be paid.

Modifying Claims

- Claims are can be modified until processed and then if changes are needed, you must submit an adjusted claim. The adjusted claim may be completed in the system if submitted within 60 days.

Copies and Retention of Claim Form

- After submittal of an online claim, there is a Contracting Entity Identification Number (CEIN).
- Use the CEID number when questioning your claim status or other claim issues.



Food and Nutrition

3E'S OF HEALTHY LIVING

Education, Exercise and Eating Right

Child Care

CACFP

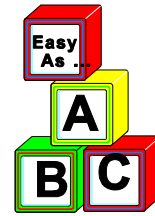
Procurement

Chapter 8

Procurement

The Basics

There are numerous elements involved in the procurement of food, equipment and supplies. Procurement is addressed in detail in Section 7000 of the *CACFP Child Care Centers Handbook*.



Procurement

Procurement is the process of obtaining goods and services from vendors. It means getting ***the best value for the lowest price***. We want to spend the funds we receive wisely, to make the dollars stretch, yet not compromise on the quality of goods and services.

It is important that CACFP CEs carefully procure goods and services to make best use of their CACFP funds. You will learn how you can accomplish these purchases.

You may contract for or procure certain functions that are necessary to support the management of the CACFP. However, you must accept final administrative and financial responsibility for your operation of the CACFP.

You are not permitted to contract or procure:

- For the management of the program;
- Preparation of your CACFP-CCC application materials;
- Submission of claims; and
- Accomplishment of corrective action.

The following examples are management services you may contract for or procure:

- Bookkeeping/auditing;
- Data processing;
- Nutrition consultation;
- Monitoring Reviews; and
- Training.

Procurement Methods

There are different methods of procuring goods and services that must be used depending on the circumstances surrounding the purchase.

- Small Purchase,
- Competitive Sealed Bids,
- Competitive Negotiation, and
- Non-competitive Negotiation.

1. Small Purchase

Procurement of items, or combined groups of items (such as canned goods, meats, audit services) that cost less than \$25,000 per year can be done using small-purchase procedures. Procedures include:

- ⇒ Developing a clear description of the items to be purchased;
- ⇒ Listing selection criteria (i.e., price, quality, CN labeling, delivery, etc.);
- ⇒ Contacting sources that could potentially supply the item or products. (It is advisable to contact at least three known sources.);
- ⇒ Keeping written documentation regarding dates, sources contacted and the amount of their item or products and reason for selection; and
- ⇒ Selecting the item with the lowest price, if it meets your requirements for quality/service.

Example

You plan to purchase new dishes for your center. The dishes need to be unbreakable and dishwasher safe.

Potential suppliers such as restaurant supply, local discount outlets, etc., should be contacted. Contacts can be made over the phone or in person.

Results of the contact must be noted, and include the names of the companies contacted, date, price, and reason for selection.

2. Competitive Sealed Bids

Any individual procurement for a given period that will exceed \$25,000 is subject to the formal advertising and competitive sealed bid requirement if you can:

- Completely and accurately describe what you want to purchase;
- Locate two or more suppliers who are willing to compete for your business; and
- Award a firm-fixed price contract and choose from among bidders mainly on the basis of price.



Example 1

Your center wants to purchase meals from a food service management company (caterer). You estimate the cost will be \$70,000-\$75,000 per year. There are several caterers in your area.

This purchase lends itself to a unit price and is appropriate for sealed bids.

Advertising for the Bid

Advertise publicly for sealed bids using public media such as newspapers. At a minimum include:

- A clear description of the item(s) being purchased;
- The phone number to call to request information; and
- The time, place and date of the bid opening.

Be sure and solicit bids from an adequate number of suppliers. Advertise for at least 14 – 21 days.

Clearly describe (provide specification of) the item(s) you want to purchase! Purchasing by specification assures that the product received is the kind, quality and quantity ordered as well as the best product for its intended use.

Example

If you plan to bid for the purchase of milk, you could specify that you want 2 pint cartons, so many 2%, whole etc., delivered twice weekly to the center, etc.

Be as specific as you can but ***do not include features that restrict competition...*** i.e. the milk must come in blue and white cartons.

Contracts must begin October 1 to September 30 for one year.

Bid Selection

Publicly open the bids at the time and place stated in the bid invitation.

The bids will be evaluated based upon cost and specifications being met. Other areas such as previous documented history or performance of the supplier, available financial and technical resource, etc., may also be evaluated.

The bid is then awarded to the **lowest bidder** who meets the requirements of the invitation. In some instances you may not want to accept the lowest bid.

Contact your Community Operations Office for guidance prior to finalizing the process if you do not want to accept the lowest bid.

Additional information: TDA has developed a standard Invitation for Bid and contract that must be used for purchased meal procurements and contracts. The Invitation for Bid and Contract for Purchased Meals can be found in Section 11000, Resources of the CACFP-CCC Handbook.

3. Competitive Negotiation

When conditions for the sealed bids do not exist, and the purchase will be \$25,000 or more, competitive negotiation may be used. This process involves publicizing a request for proposal (RFP). Instead of bids, you receive open proposals and conduct negotiations with more than one of the sources.



When using competitive negotiation:

- Solicit proposals from an adequate number of qualified sources;
- Publicize your RFP;
- Honor all requests to compete as far as practical;
- Identify in the RFP how you will choose the successful bidder;
- Have a written procedure for evaluating proposals, for determining with whom you will negotiate, and for selecting the successful bidder;
- Award contracts to the most advantageous bidder; and
- Promptly notify the unsuccessful bidders.

Example

You have several centers, and want to purchase accounting service that will cost over \$25,000. Since there are many factors to consider other than price, you may wish to use competitive negotiation.

4. Non-Competitive Negotiation

Non-competitive negotiation, also known as "**sole source**", can be used when:

- The item(s) is available from only one source;
- An emergency exists (i.e., your freezers went out and you need to purchase food immediately); and
- You determine that competition is inadequate after soliciting several sources.

You must obtain permission from your Community Operations office if you plan to use the "Non-Competitive Negotiation" method.

Open Competition

Regardless of the dollar amount or the method of procurement used, you must ensure open and free competition.

Do not:

- Place unreasonable qualifications on suppliers to do business;
- Allow non-competitive practices between suppliers;
- Impose unnecessary experience or bonding requirements on suppliers that seek your business; or
- Permit organizational conflicts of interest.

Conflicts of Interest

During the procurement process, you must not allow conflicts of interest, or potential conflicts of interest to occur. This includes, but is not limited to:

- Renting or leasing from a firm in which any officer, agent, consultant or employee (or relative) has an interest and this related party transaction has not been fully disclosed; and
- Soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to subcontractors.

Maintain a written code of standards of conduct. Include in the *Standards of Conduct* each of the items, which relate to conflict of interest, as listed above. Your organization may additionally include other standards, which govern the performance of your organization's employees, officers and agents in contracting for payment and using program funds.



Food and Nutrition

3E'S OF HEALTHY LIVING

Education, Exercise and Eating Right

Child Care

CACFP

Serious Deficiency

Chapter 9

Let's
Talk.



Serious Deficiency Terms and Definitions

Before we cover the serious deficiency process, you must be familiar with several terms used in discussing this process.

National Disqualified List (NDL)

The NDL is a list kept by USDA of organizations, responsible principals and individuals, and contracting organizations disqualified from participation in the CACFP. While on this list, the aforementioned parties may not participate in the CACFP.

Persons who are on the NDL will remain on the list until USDA/FNS, in consultation with TDA/F&N, determines the serious deficiencies have been corrected, including re-paying any debts owed, or until 7 years after the disqualification, whichever comes first.

If an organization, responsible principal or individual owes a debt to the CACFP, they will remain on the NDL until the debt is paid.

Contracting Entity

A Contracting Entity (CE) is any organization that signs an agreement with TDA/F&N to administer the CACFP. **In the CCC Program, this would be the CE who is contracting directly with TDA/F&N.**

Sponsor

Sponsors are CES as referenced in the definition above, **contract with TDA/F&N to administer the CACFP in child care sites.**

Site

An independent center or sponsored centers.

The Serious Deficiency Determination

There are many reasons why a CACFP CE might be considered “seriously deficient.” Here are the most common reasons:

- Submitting false information on applications for participation, including omission of prior conviction of any activity that occurred within the past seven years that indicated a lack of business integrity;
- Permitting a person who is already on the NDL to serve in a principal capacity in your organization;
- Failing to comply with the bid procedures and contract requirements applicable to procurement;
- Failing to operate the CACFP in conformance with VCA performance standards;
- Failing to maintain adequate records;
- Claiming reimbursement for a significant number of meals that do not meet CACFP requirements;
- Sponsor failing to disburse reimbursements to sponsored centers; and
- Any other activity affecting the CE’s ability to administer the CACFP in accordance with program requirements.

The Serious Deficiency Process

Agreements in the CACFP CCC program can be terminated for either:

- Cause or
- Convenience.

“Termination for cause” means the CE’s agreement has been terminated **due to the organization’s violation of the agreement** and **can only be initiated by F&N**, NOT the CE.

“Termination for convenience” means the CE’s agreement has been **terminated due to considerations unrelated to either party’s performance of the CACFP**. Either F&N or the CE can take this action. Termination for convenience **is not cause for placing a CE on the NDL**.

The Serious Deficiency Process is a five-step process that can be applied to a CE.

Step 1. Serious Deficiency Determination

In this step, either TDA/F&N determines the CE is seriously deficient.

Serious deficiencies on the sponsor’s part might be due to the sponsor, a responsible principal, or key organizational person seriously violating program terms of the agreement.

Serious deficiencies on the site(s) part might be due to violations of actual program operation such as falsified records of meal counts or meal services not meeting requirements.

The Serious Deficiency Process (contd.)

Step 2. Notice of Serious Deficiency

In this step, the notice of serious deficiency is sent by F&N to the CE. **This notice outlines and defines the violation.** The notice also **specifies any/all corrective actions needed and a deadline** by which the violations must be corrected.

This notice also states that the serious deficiency determination IS NOT subject to appeal.

Step 3. Corrective Action

In step 3, the CE is given an opportunity to correct the violation within the specified period of time. If the corrective action is accomplished to F&N's satisfaction, F&N will temporarily defer the serious deficiency determination.

Step 4. Notice of Proposed Termination & Disqualification

If the CE fails to correct or resolve the serious deficiency(ies) by the specified date, F&N will send the **Notice of Proposed Termination and Proposed Disqualification.** This notice outlines:

- who is being disqualified;
- the basis for the proposed action;
- the effective date of the proposed action;
- procedures for appealing the proposed action;
- whether CACFP payments will continue during the appeal; and
- that this action will continue even if the recipient voluntarily terminates the contract.

The Serious Deficiency Process (cont'd)

Step 5. Notice of Termination and Disqualification

If the CE does not appeal, or if the hearing official rules in favor of the F&N, F&N will immediately issue a **Notice of Termination and Disqualification**. Remember, this Notice cannot be appealed.

Removal from the NDL

If the CE, responsible principal(s) and/or individual(s) request to be removed from the NDL, the following must take place:

- A letter requesting removal;
- Corrective Action including an acceptable corrective action plan, if FND rejects the requestor's CAP this decision may not be appealed;
- Resolution of any outstanding audits; and
- All outstanding funds owed must be repaid.

When F&N determines acceptable corrective action has been taken, F&N will forward a copy to USDA. USDA makes a decision in consultation with F&N.

If USDA determines that a CE, responsible principal(s) and/or individual(s) will be removed from the NDL, the organization may apply for participation in the CACFP and the responsible principal(s) and/or individual(s) may perform CACFP duties.

If USDA decides to retain the CE, responsible principal(s) and/or individual(s) on the NDL, the decision may not be appealed. The CE, responsible principal(s) and/or individuals will continue to be ineligible to participate in the CACFP.

A Reference For More Detailed Information

A more detailed outline of the serious deficiency process is available in the CACFP CCC Program Handbook.



Food and Nutrition

3E'S OF HEALTHY LIVING

Education, Exercise and Eating Right

Child Care CACFP

The Application Process

Chapter 10

Application Process 10-1

Application Cycle

Completing the application in its entirety is required the first Program Year. You are then entered into the three-year application cycle, which is:

- 1st year – completing the application in its entirety; and
- 2nd & 3rd years – updates

To assist you in completing the initial application:

- To complete the initial phase, go to <http://txunps1.texasagriculture.gov> and click on 'Interested in Applying?' You will not need a login to complete this section;
- The link also contains links to 'TX-UNPS Project Website' which contains a training link;
- Next you are directed to fax in a FN 101 to obtain a login and password to complete your application;
- Refer to the CACFP Child Care Centers Handbook as a resource; and
- Contact your **Community Operations Office** if you need additional assistance.

You may check the status of your application on TX-UNPS.

If you submit an *incomplete* or *incorrect* application:

- Corrections to the application must be returned within 45 calendar days from date on notification letter;
- Remember each form has its own set of instructions; and
- If the required information has not been submitted within 45 calendar days, your application may be denied.

You may reapply at any time.

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

Answer all the questions in this assessment booklet and bring it to the teleconference. Transfer your answers to the Learning Assessment Answer Sheet.

Chapter 2

1. _____ convey information or clarification of existing policy, but do not change the policy.
 - A. Policy Notices
 - B. Policy Alerts
 - C. Revisions

2. _____ inform you of new or revised state or federal policy, and supersede existing information in the handbook.
 - A. Policy Notices
 - B. Policy Alerts
 - C. Revisions

3. _____ are updates to the handbook.
 - A. Policy Notices
 - B. Policy Alerts
 - C. Revisions

Chapter 3

4. A type of CE is:
 - A. Independent CE
 - B. Paid Category
 - C. Free/Reduced Price lunch
 - D. Free Category

5. For profit centers may participate in the CACFP if _____% of the enrolled children or _____% of the licensed capacity (whichever is less) is eligible for free or reduced price meals or receive Title XX benefits according to the Child Care Workforce Services (CCS) of the Texas Workforce Commission (TWC).
 - A. 50%
 - B. 10%
 - C. 25%
 - D. 30%

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

6. For profit and nonprofit sites must have a current _____.
- A. 501C(3)
 - B. sponsor
 - C. license
 - D. Independent CE
7. Private, nonprofit organizations will be required to submit proof of their tax-exempt status, known as a _____.
- A. 501C(3)
 - B. sponsor
 - C. license
 - D. Independent CE
8. V, C, A, stands for _____, _____ and _____.
- A. Visual, Capability and Accounts
 - B. Viability, Child Care Management System and Accounts
 - C. Viability, Capability and Accountability
 - D. Viable, Child Care Center and Adult Care Center
9. As a CACFP CE, you must:
- A. prepare your application materials
 - B. submit monthly claims
 - C. operate a nonprofit food service
 - D. all of the above
10. All organizations must:
- A. open a new bank account for the funds
 - B. operate a nonprofit food service
 - C. keep no documentation on funds
 - D. none of the above

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

11. The nonprofit food service account funds are _____ and can only be used for _____ nonprofit food service costs.
- A. available, all
 - B. unrestricted, all
 - C. restricted, allowable
 - D. unrestricted, allowable
12. Identify the two categories of costs:
- A. restricted, allowable
 - B. monitoring, training
 - C. operating, administrative
 - D. supporting, cash-in-lieu
13. To eligible for the CACFP non-profit CEs in the CACFP must be either a _____ or a _____.
- A. public institution (i.e.) federal, city, county, military
 - B. day care home, a child care and an adult care
 - C. private, non-profit tax-exempt organization
 - D. center with 25% of their children eligible for free or reduced priced meals

Chapter 4

Independent Centers Only

T for True F for False.

14. Training for new employees must take place before CACFP responsibilities begin.
T or F
15. Program training happens every 5 years for all current employees who have CACFP duties.
T or F
16. Civil Rights training is only required of new employees.
T or F
17. Training your staff is a requirement outlined in the handbook.
T or F
18. Training must be documented in writing.
T or F

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

Sponsors Only

T for True F for False.

19. A new site must receive training prior to participation and annually thereafter.
T or F
20. A new employee of a site who performs key activities must receive training every two years.
T or F
21. Current employees receive training every three months.
T or F
22. Civil Rights training is required every year.
T or F
23. Written documentation of training is required every year.
T or F
24. Choose the seven training topics below that are required in training content.
 - A. Program Meal Patterns
 - B. SquareMeals
 - C. Meal Counts
 - D. Claims Submission
 - E. Point of Service
 - F. Claims Review Procedures
 - G. Civil Rights
 - H. Reimbursement System
 - I. Record Keeping Requirements
25. Two of the three reviews per year must _____.
 - A. include observation of a meal service
 - B. conducted on a Saturday or a Sunday
 - C. be unannounced
26. Choose the two monthly edit checks that sponsors are required to perform on meal counts submitted by each site.
 - A. Maximum Number of Meals
 - B. Approved Meal Type
 - C. Household Contact Procedures

Chapter 5

T for True and F for False.

27. Each child in a child care center must be enrolled.
T or F
28. F&N requires enrollment information to be updated annually.

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

T or F

29. Enrollment forms only have to be turned in for new children who are claimed in the Child and Adult Care Food Program (CACFP).

T or F

30. Choose the information that must be on an enrollment form. *NOTE: Enrollment forms are updated annually.*

- A. Child's name
- B. Child's date of birth
- C. Enrollment/Withdrawal dates
- D. Days and hours child is normally in care
- E. Meals/snacks usually served to the child while in care
- F. Parent/guardian signature
- G. Date of signature
- H. all of the above

Chapter 6

Choose the correct answers.

31. Choose the components required at breakfast for 1 to 12 year olds.

- A. milk
- B. grains/breads
- C. vegetable/fruit
- D. meat/meat alternate

32. Choose the components required at lunch or supper for 1 to 12 year olds.

- A. meat/meat alternate
- B. milk
- C. vegetable/fruit
- D. grains/breads
- E. creditable
- F. noncreditable

33. You need to serve ____ of the four components at snack for 1 to 12 year olds.

- A. three
- B. four
- C. one
- D. two

34. What component is required for infant (birth through 3 months) for breakfast, lunch or supper and snack?

- A. breast milk
- B. whole milk
- C. formula
- D. breast milk or formula

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
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35. What component is required for 4 through 7 months for breakfast, lunch or supper and snack?
- A. breast milk
 - B. whole milk
 - C. formula
 - D. breast milk or formula
36. What two additional components must be added when a 4 through 7-month-old infant becomes developmentally ready to accept them?
- A. whole milk
 - B. meat/meat alternate
 - C. vegetable/fruit
 - D. infant cereal
37. At 8 through 11 months what components are required at breakfast?
- E. breast milk or formula
 - F. whole milk
 - G. vegetable/fruit
 - H. infant cereal
38. At 8 through 11 months what components are required at lunch or supper?
- A. meat/meat alternate
 - B. breast milk or formula
 - C. vegetable/fruit
 - D. infant cereal
 - E. whole milk
39. At 8 through 11 months what components are required at snack?
- A. breast milk, formula or fruit juice
 - B. bread (when developmentally ready)
 - C. crackers (when developmentally ready)
 - D. whole milk

Learning Assessment Booklet
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40. What must a parent or guardian do if they bring their own formula?

- a. feed their infants themselves
- b. decline the center's formula
- c. cannot use their own formula
- d. does not have to decline center's formula

Check the box in each pair of meals below that meets CACFP Child Care meal pattern requirements

41.

Lunch for children ages 6-12

Menu A

2 oz. roast beef
1 slice wheat bread
½ cup pared cucumbers
¼ cup strawberries
1 cup milk

Menu B

2 oz. roast beef
1 slice white bread
¼ cup pared cucumbers
½ cup strawberries
1 cup orange juice

42.

Lunch for children ages 3-5

Menu A

¼ cup potatoes with 1 oz
cheese
3/8 cup pinto beans
¼ cup sliced peaches
1/4 cup broccoli
1 cup milk

Menu B

¼ cup potatoes with 1 oz
cheese
1/4 cup broccoli
3/8 cup pinto beans
1/2 roll
¾ cup milk

43.

Lunch for children ages 1-2

Menu A

1 oz sliced turkey
½ cup rice
¼ cup gravy
½ cup green beans
½ slice bread
½ cup milk

Menu B

1 oz sliced turkey
1/4 cup rice
1/8 cup green beans
1/8 cup applesauce
1/2 cup milk

44.

Breakfast for children ages 6-12

Menu A

blueberry muffin
½ cup Cream of Wheat
½ cup apple juice
1 cup milk

Menu B

bran muffin
1 tsp. peach jam
scrambled egg
1 cup milk

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

45.

Snack for children ages 3-5

Menu A

½ bagel
1 tsp cream cheese
1 cup lemonade

Menu B

½ deviled egg
½ cup strawberries

46.

Lunch for infants ages 4-7 months

Menu A

8 oz. breast milk
3 T dry infant cereal
2 T carrots

Menu B

2 T dry infant cereal
8 oz. low iron formula
2 T bananas with tapioca
(prepared, out of jar)

Circle T for True and F for False

47. You may claim up to two meals and one snack or two snacks and one meal per child per day.
T or F
48. Two hours must elapse between the beginning of breakfast and the beginning of lunch.
T or F
49. The duration for lunch and supper is two hours.
T or F
50. Breakfast duration is one and one half hours.
T or F
51. 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
 - Snack and the beginning of another snack
- T or F

Circle the correct answers.

52. CN labels have the following information printed on the display panel of the label:
- a. product name
 - b. CN Label Statement
 - c. establishment
 - d. all of the above

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
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53. Product Formulation Statements include:
- A. a detailed explanation of what the product actually contains.
 - B. the amount of each ingredient in the product by weight or measure.
 - C. 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.
 - D. all of the above
54. You _____ meal component substitutions to a disabled child/infant when supported by a medical statement signed by a licensed physician.
- a. may serve
 - b. are required to provide
55. You _____ substitutions to children/infants who are not a "disabled child/infant" but who are unable to consume a food item because of medical or other special dietary needs. The parent/guardian of the child/infant must provide a medical statement signed by a recognized medical authority.
- a. may serve
 - b. are required to provide
56. On the Daily Meal Production Record, H-1530. You have three main columns to fill in. The _____, _____ and _____.
- a. Menu
 - b. Required Food Components
 - c. Food Items Used
 - d. Quantity used
57. Attendance and meal counting are to be recorded_____.
- a. hourly
 - b. daily
 - c. weekly
 - d. monthly
58. Meal counts are taken at _____.
- a. in the kitchen
 - b. in the dining area
 - c. wherever people are eating
 - d. at the point of service
59. No child may be claimed for more than ____ different meal services.
- a. 5
 - b. 4
 - c. 3
 - d. 2

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

60. Keep a separate meal _____ for breakfast, lunch, supper and snacks.
- a. type
 - b. time
 - c. count
 - d. list

Chapter 7

61. Claims may be submitted until midnight of the ____th day after the last day of the claim month.
- a. 30
 - b. 40
 - c. 45
 - d. 60
62. TDA has ____ days to pay the claim.
- a. 30
 - b. 40
 - c. 45
 - d. 60

Chapter 8

Circle T for True and F for False.

63. Procurement of items, or combined groups of items that cost less than \$25,000 can be done using small purchase procedures.
T or F
64. Non-competitive negotiation is also known as "sole source".
T or F
65. Competitive negotiation can be used when conditions for sealed bids do not exist, and the purchases will be \$25,000 or more.
T or F
66. When selecting a bid, you must always award it to the lowest bidder.
T or F

Circle the correct answer.

67. You plan to purchase new silverware for the food service and can spend \$300 dollars. What type of purchasing would you use?
- a. competitive negotiation
 - b. competitive sealed bids
 - c. small purchase
 - d. non-competitive negotiation

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

68. Which of the following are you not required to do?
- A. Completely and accurately describe what you want to purchase
 - B. Locate two or more responsible suppliers who are willing to compete for your business
 - C. Place unreasonable qualifications on suppliers to do business
 - D. Choose among bidders mainly on the basis of price

Chapter 9

69. One of the resolutions is _____.
- A. successful correction of the serious deficiency
 - B. Notice of Proposed Termination and Disqualification
 - C. resolution of any outstanding audits
 - D. serious deficiency determination
70. Document maintained by USDA of CEs, responsible principals, responsible individuals, and day care home providers disqualified from participation in the CACFP for seven years or when the deficiency has been resolved.
- A. Letter Requesting Removal
 - B. Notice of Serious Deficiency
 - C. Outstanding Funds Record
 - D. National Disqualified List (NDL)
71. The proposed termination of the CE's agreement and the proposed placement of the CE and responsible principal(s) and individual(s) on the National Disqualified List is a part of the _____.
- A. Resolution
 - B. National Disqualified List
 - C. Corrective Action
 - D. Notice of Serious Deficiency
72. If the CE, responsible for principals, and/or individuals request to be removed from the NDL, one of the following must take place:
- A. Notice of Serious Deficiency
 - B. Notice of Termination and Disqualification
 - C. all outstanding funds must be repaid
 - D. placement on the National Disqualified List (NDL)

Learning Assessment Booklet
Introduction to CACFP for NEW Child Care Centers
(Independents and Sponsors)

Chapter 10

- 73.** To assist you in completing the initial application use the _____.
- a. handbook
 - b. H1530 Instructions
 - c. Claims Instructions
- 74.** If you submit an incomplete or incorrect application
- a. your application will be denied.
 - b. you will receive a letter that states the specific error(s) that need to be completed or corrected.
 - c. you must return the corrections within 60 calendar days from the date on the notification letter.

Acknowledgement Statement for Intro to NEW CACFP Child Care Course

Name (print first and last name):

--	--	--	--	--	--	--	--	--	--

Personal User Code:

			-			-			
--	--	--	---	--	--	---	--	--	--

Name of Contracting Organization (print):

--	--	--	--	--	--	--	--	--	--

Acknowledgement Statement (Please read and acknowledge):

I understand and acknowledge the training I am attending does not cover the entire scope of the program. I am also responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance; as well as and any other forms of communication that provide guidance and instruction on operating the program.

Signature _____

Date: _____

Learning Assessment – Answer Sheet

Transfer your original answers from the Learning Assessment booklet to the answer chart below. List either "T" or "F" for True/False AND the letter(s) corresponding to your multiple choice answers below.

Examples:	16	34	56	74
Q1 T	17	35	57	
Q2 C,D	18	36	58	
Chapter 2	Chapter 4 Sponsors	37	59	
1	19	38	60	
2	20	39	Chapter 7	
3	21	40	61	
Chapter 3	22	41	62	
4	23	42	Chapter 8	
5	24	43	63	
6	25	44	64	
7	26	45	65	
8	27	46	66	
9	Chapter 5	47	67	
10	28	48	68	
11	29	49	Chapter 9	
12	30	50	69	
13	Chapter 6	51	70	
Chapter 4 Independents	31	52	71	
14	32	53	72	
15	33	54	Chapter 10	
		55	73	

FND Training
Use ONLY

Rec'd

_____ Initial

_____ Date

Fax to FND Training at 888-237-5030

Introduction to the CACFP – Teleconference Instructions

To complete the training program, each participant must take part in a mandatory teleconference. The teleconference is designed to review key information from the training workbook and provide the opportunity to ask questions about the material in the workbook.

To Join the Teleconference:

On the day of your scheduled teleconference, be prepared to call in at least 5 minutes before it begins. Once you dial in, you will be asked to enter the Passcode listed below. If you try to call in more than 10 minutes after the posted start of the teleconference, you will have to reschedule for another session.

Toll Free Phone Number: **877-370-6109**

Participant Passcode: **9142304**

Teleconference Guidelines:

- Place the call in a quiet area with no background noise or distractions. If using a speakerphone, place it on "MUTE" when not speaking by pressing the "MUTE" button on your speakerphone, or pressing *6.
- Be prepared to introduce yourself with your name, the name of your organization and your business location when asked.
- Have your workbook and a copy of your *completed* Learning Assessment booklet and Answer Sheet in front of you.
- Be prepared to participate actively by having supplies to highlight key information in the workbook, take notes and answer questions about when called upon.
- Please speak clearly when asking questions. The facilitator will provide instructions on the appropriate time to ask and answer questions.
- If you accidentally disconnect from the conference, call the Toll Free number and re-enter the Passcode.

Help:

If you need assistance or have to cancel from this event, please contact the Food and Nutrition Training Unit at 512-475-0586 before the day of your teleconference.

TEXAS DEPARTMENT OF AGRICULTURE

Food and Nutrition Division - Course Evaluation

Intro to the CACFP for NEW Child Care Centers (Indep & Sponsors) (Code CAC1-^CCC1)				Teleconference Date:		
Instructor:		Self-Study & Teleconference				
Directions: Please check the appropriate boxes in the following						
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
		1	2	3	4	5
The Course						
Main points/objectives were clear						
Well organized/sequenced logically						
Contained the right amount of information						
Topics helped me better understand program requirements						
The Materials						
Topics were well organized						
Directly related to the subject being taught						
Easy to understand vocabulary/terminology						
The Teleconference Instructor						
Knowledgeable about the subject						
Well prepared for teleconference						
Answered questions effectively						
Comments:						

Thanks for Your Input!



Food and Nutrition Division
3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

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TEXAS
Department of Agriculture
Food and Nutrition