



CHILD CARE FOOD PROGRAM PROVIDER TRAINING 2024-2025

After reviewing the Annual Provider Training Handbook, the following forms must be returned to our office by the deadline date of **Monday, October 14, 2024**

- Provider Data Sheet
- Field Trip Policy
- Standard Infant Menu
- Training Checklist
- Enrollment Renewal Report
*(download report after
October 1, 2024)*

**The completed, original forms can be dropped off at our office or sent by mail.
Forms sent by e-mail will not be accepted.**

How to Access the Enrollment Report on KidKare

- Go to app.Kidkare.com. Enter your Login ID and Password. Click "Log In".
- From the menu to the left, click "Reports"
- Click the "Select a Category" drop-down menu and select "Worksheet".
- Click the "Select a Report" drop-down menu and select "Enrollment Renewal Worksheet".
- Click the Date box and select the month of October 2024.
- Click "Run".
- The Enrollment Renewal Report will download. Print the document

The screenshot shows the 'Reports' section of the KidKare application. The title is 'Enrollment Renewal Worksheet - October 2023'. Below the title, there are three dropdown menus: 'Worksheet', 'Enrollment Renewal Worksheet', and 'October 2023'. To the right of the date dropdown is a calendar icon. A blue 'Run' button is located to the right of the date dropdown.

A certificate of training completion will be sent to you once the above items are received.

Note: the following forms should be posted visibly at your facility:

- WIC (*revised 6/24*)
- Building for the Future (*revised 06/22*)
- NEW!** Notice to Beneficiaries and Prospective Beneficiaries

If you need additional guidance, please contact our office. Technical assistance from a program monitor is available if desired. Contact information for all program monitors is available in the Provider Training Handbook.



CHILD CARE FOOD PROGRAM PROVIDER DATA SHEET

Authorization #: D-154 Organization Name: Lutheran Services Florida

1. Provider Information:

Provider First Name: _____ Last Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____ County: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

2. Is your name, address and phone number listed as CONFIDENTIAL with DCF or your local licensing agency?
[] Yes [] No

3. Names of all children that reside in your home: _____

4. Days you provide care for children other than those that reside in your home: (Check all that apply)
[] Sunday [] Monday [] Tuesday [] Wednesday [] Thursday [] Friday [] Saturday

5. Operating Hours: Start: _____ Finish: _____

6. Meals Served: (Check all that apply)
[] Breakfast [] Morning Snack [] Lunch
[] Afternoon Snack [] Supper [] Evening Snack

7. a. Do you have child care shifts? [] Yes (Go to # 7b) [] No (Skip to # 8)

b. Meals to be claimed by shift (Complete all that apply)

Table with 8 columns: Shift, Start, Finish, Breakfast, Morning Snack, Lunch, Afternoon Snack, Supper, Evening Snack. Rows for 1st, 2nd, 3rd, and 4th shifts.

8. Meal Time Information

Table with 6 columns: Meal Type, Start, Finish, Meal Type, Start, Finish. Rows for Breakfast, Morning Snack, Lunch, Afternoon Snack, Supper, Evening Snack.

9. Holidays that you provide care (Check all that apply)

- [] Martin Luther King Day (January) [] President's Day (February) [] Memorial Day (May) [] Juneteenth (June)
[] Columbus Day (October) [] Veteran's Day (November) [] New Year's Eve (December)

Note: Our offices will be closed on the following holidays. Therefore, meals served on these days cannot be submitted for reimbursement:

- ✓ New Year's Day ✓ Good Friday ✓ Independence Day
✓ Labor Day ✓ Thanksgiving (Thursday and Friday) ✓ Christmas Day

I certify that all information on this Provider Data Sheet is true and correct.

Provider's Signature: _____

Signature Date: _____

Staff Use Only
Approved by: _____
Date: _____



CHILD CARE FOOD PROGRAM
FIELD TRIP POLICY

Authorization #: D-154
Organization Name: Lutheran Services Florida

In accordance with our Sponsor-Provider agreement (Section II, Part P), all Providers must notify our office, in advance, when the day care home will be closed (temporarily or permanently) , or when the Provider will be away from home during approved CCFP meal service. Lutheran Services Florida Child Care Food Program may terminate agreement with the Provider for cause due to Provider’s non-compliance with this provision.

- I understand that for my first review visit attempt, I will be subject to
A CORRECTIVE ACTION PLAN
- I understand that in the event a second CCFP review visit attempt arises,
A NOTICE OF SERIOUS DEFICIENCY WILL BE ISSUED
- I understand that in the event a third CCFP review visit attempt arises,
A PROPOSED TERMINATION WILL BE ISSUED

I have read the above policy and understand each section and paragraph.

Provider Last Name

First Name

Provider Signature

Today’s Date

Segun el acuerdo entre el patrocinador (LSF) y el proveedor (Parte II Seccion P), todas las proveedoras deben notificar con anterioridad cuando los FCCH estaran cerrados (temporalmente o permanentemente), o cuando el proveedor (a) estara fuera de su hogar durante los servicios de comida aprobados por el Programa de comida para niños. Servicios Luteranos/ Programa de Comidas para Niños puede terminar el contrato si la provedora no cumple con el mismo.

- Entiendo que mi primer intento de visita sera sujeto a un
PLAN DE ACCION CORRECTIVO
- Entiendo que en caso de que surja un segundo intento de visita una
NOTIFICACION DE DEFICIENCIA SERA LLEVADO A CABO
- Entiendo que en caso de que surja un tercer intento de visita una
PROPUESTA DE TERMINACION DEL PROGRAMA SERA LLEVADO A CABO

He leído la poliza antes mencionada y entiendo cada seccion y parrafo.

Apellidos del Proveedor

Primer Nombre

Firma de la Provedora

Fecha

For Staff Use Only:

Received by: _____

Date Received: _____

Name of Child Care Facility: _____

Standard Infant Menu

The following iron-fortified infant formulas are offered at this facility:

Milk-based: _____ Soy-based: _____

Note: Breastmilk offered when provided by parent.

Birth to 5 Months

Breakfast, Lunch/Supper, and Snack:

Breastmilk and/or iron-fortified infant formula

6 to 11 Months

Breakfast and Lunch/Supper:

Breastmilk and/or iron-fortified infant formula

*One or more of the following:

Infant cereal (dry infant cereal mixed with breastmilk and/or formula)
Variety of meats and poultry (cooked plain or from jar)
Fish (cooked plain, boneless)
Whole egg
Cooked dry beans/peas (cooked plain)
Cheese regular (plain, sliced thin or thin trips)
Cottage cheese
Yogurt

*A variety of vegetables and/or fruits:

Carrots	Applesauce
Green Beans	Bananas
Mixed vegetables	Mixed fruits
Peas	Peaches
Potatoes/sweet potatoes	Pears
Squash	

Snack:

Breastmilk and/or iron-fortified infant formula

*One or more of the following:

Bread (small pieces of bread or toast)
Crackers (small pieces of unsalted plain crackers or teething biscuits)
Infant cereal (dry infant cereal mixed with breastmilk and/or formula)
Ready-to-eat cereal (e.g.: Cheerios, Chex)

*A variety of vegetables and/or fruits:

Carrots	Applesauce
Green Beans	Bananas
Mixed vegetables	Mixed fruits
Peas	Peaches
Potatoes/sweet potatoes	Pears
Squash	

*A serving of this component(s) is required when the infant is developmentally read to accept it.

Note: This menu is based on the NEW *Meal Pattern for Infants*.



CHILD CARE FOOD PROGRAM TRAINING CHECKLIST 2024-2025

Authorization #:
D-154
Organization Name:
Lutheran Services Florida

I have received/ completed the following trainings as required in the Sponsor-Provider Agreement (Section II, L: Attend training sessions as required by the sponsor).

Training Topics

CCFP Menu Planning and Meal Pattern Requirements

CCFP Meal Counts and Other Record Keeping Requirements

Claims Submission and Review Procedures

Reimbursement System

Food Safety and Sanitation

Nutrition Education

Civil Rights Requirements

Infant Feeding

Provider

Last Name: _____ First Name: _____

Signature: _____ Date: _____

Substitute/ Aide (if applicable)

Last Name: _____ First Name: _____

Signature: _____ Date: _____

For Staff Use Only: Received by: _____ Date Received: _____
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Contact WIC Today!



WIC provides healthy foods that are good for you, your infant, and your child, plus helpful nutrition information—all at no cost. For more details, call your **County Health Department**, call toll-free **1-800-342-3556**, or go to **FloridaWIC.org**.

WIC serves Women, Infants, and Children:

- Women who are pregnant or breastfeeding
- Women who have recently been pregnant
- Infants under 12 months of age
- Children under 5 years of age

This institution is an equal opportunity provider.

WIC Income Guidelines Pautas de Ingresos para WIC Règleman pou Revni WIC

Household Size Tamaño de la Familia Kantite moun ki nan kay la	Monthly Income* Ingreso Mensual* Revni Mansyè*
1.....	\$2,322
2.....	\$3,152
3.....	\$3,981
4.....	\$4,810
5.....	\$5,640
6.....	\$6,469
7.....	\$7,299
8.....	\$8,128

*before taxes & deductions

*antes de descontados los impuestos y otras deducciones

*anvan taks ak dediksyon

Revised/Revisado/Revize 6/21/24

¡Póngase en contacto con WIC hoy!

WIC provee alimentos saludables para usted, su bebé y su niño, además le brinda información nutricional, sin costo alguno para usted. Para obtener más detalles, llame al **Departamento de Salud de su condado** ó gratis al **1-800-342-3556** o ir a **FloridaWIC.org**.

WIC ofrece servicios a Mujeres, Infantes y Niños que son elegibles:

- Mujeres embarazadas o que estén dando pecho
- Mujeres que hayan estado embarazadas recientemente
- Bebés menores de 12 meses de edad
- Niños menores de 5 años de edad

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Kontakte WIC jodi a menm!

WIC bay manje ki bon pou lasante ou, pou ti bédé ou, epi pou ti moun ou, anplis li ba w enfòmasyon sou nitrasyon ki itil—tout bagay sa yo san ou pa peye senk kòb. Pou plis detay, rele **Depatman Lasante Konte** a oswa rele gratis nan **1-800-342-3556** oubyen ale nan **FloridaWIC.org**.

WIC bay sèvis pou fanm, ti bédé, ak ti moun ki elijib:

- Fanm ki ansent oswa k ap bay tete
- Fanm ki fèk ansent
- Ti bédé ki poko genyen 12 mwa
- Ti moun ki poko genyen 5 an



Enstitisyon sa a ofri tout moun menm opòtinite a.

Florida Department of Health
WIC Program
FloridaWIC.org



Building for the Future

This facility participates in the Child Care Food Program (CCFP), a Federal program that provides healthy meals and snacks to children in child care settings. Each day more than 4.2 million children across the country participate in the CCFP. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of child care and making it more affordable for low-income families.

Meals

CCFP facilities follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five)
Milk Fruit or vegetable Grain	Milk Meat or meat alternate Vegetable Fruit Grain	Milk Meat or meat alternate Vegetable Fruit Grain

Participating

Facilities

Many different facilities operate the CCFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and certain for-profit centers
- **Family Day Care Homes:** Licensed private homes
- **Afterschool Programs:** Sites that provide educational or enrichment programming and are located in low-income areas
- **Homeless Shelters:** Emergency shelters that provide temporary shelter to homeless children

Eligibility

State agencies reimburse facilities that offer non-residential child care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- children through age 18 in eligible afterschool programs and homeless shelters.

Civil Rights

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Contact Information If you have questions about the CCFP, please contact one of the following:

Sponsoring Organization/Facility:

Lutheran Services Florida Child Care Food Program
3615 W. Waters Avenue, Tampa, FL 33614
Email: ccfp@lsfnet.org | Phone: 813-877-9303
www.lsfnet.org/

State Agency:

Florida Department of Health
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin A-17
Tallahassee, Florida 32399-1727
850.245.4323
www.FloridaHealth.gov/ccfp



Construyendo Para El Futuro

Esta guardería infantil participa en el Programa de Alimentación Para Niños en Guarderías (CCFP por sus siglas en inglés: Child Care Food Program) un programa Federal que provee comidas y merienda saludables a niños y a adultos en guarderías diurnas. Todos los días, más de 4.2 millones de niños de todo el país participan en el programa del CCFP en centros y en hogares de familia para el cuidado de niños. Los proveedores son reembolsados por servir comidas nutritivas que cumplen con los requisitos establecidos por el Departamento de Agricultura de los Estados Unidos (USDA). El programa juega un papel vital al mejorar la calidad de las guarderías y al poner las guarderías al alcance económico de familias de bajos recursos.

Comidas

Hogares y centros del CCFP siguen los patrones alimentarios establecidos por USDA.

Desayuno	Almuerzo o Cena	Merienda (Dos de los cinco grupos)
Leche Fruta o Vegetales Granos	Leche Carne o un alternativo de carne Granos Frutas Vegetales	Leche Carne o una alternativa a la carne Granos Fruta Vegetales

Establecimientos Participantes

Muchos tipos de establecimientos diferentes operan el CCFP, compartiendo todos los objetivos comunes de brindar comidas y meriendas nutritivas a sus participantes. Estos incluyen:

- **Centros de Cuidado de Niños (Child Care Centers)** Centros para el cuidado de niños, ya sean públicos o privados, pero sin ánimo de lucro, que hayan sido licenciados o aprobados; programas del Head Start, y ciertos centros de lucro.
- **Hogares de Familia Para el Cuidado de Niños (Family Day Care Homes)** Hogares privados licenciados o aprobados.
- **Programas Escolares Después de Clases (Afterschool Care Programs)** Centros que proporcionen programación educativa o de enriquecimiento y que estén situados en áreas de bajos ingresos.
- **Centros de Refugio Para Personas Sin Hogar (Homeless Shelters)** Centros de emergencia de refugio que proveen refugio a niños sin hogar.

Elegibilidad

Agencias Estatales reembolsan a establecimientos que ofrecen cuidado infantil no residencial a los siguientes niños:

- niños hasta los 12 años de edad
- niños de familias migratorias hasta los 15 años de edad
- niños hasta los 18 años de edad en programas escolares después de clases y refugios para personas sin hogar.

Derechos Civiles

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

(1) **correo:**

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

(2) **fax:**

(833) 256-1665 o (202) 690-7442; o

(3) **correo electrónico:**

program.intake@usda.gov

Esta entidad es un proveedor que brinda igualdad de oportunidades.

Para Más Información

Si está interesado en participar el CCFP, por favor póngase en contacto con uno de los siguientes:

Organización Patrocinadora/Centro:

Lutheran Services Florida Child Care Food Program
3615 W Waters Avenue, Tampa, FL 33614
Email: ccfp@lsfnet.org | Phone: 813-877-9303
www.lsfnet.org

Florida Department of Health
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin A-17
Tallahassee, Florida 32399-1727
850.245.4323
www.FloridaHealth.gov/ccfp



Florida Child Care Food Program

NOTICE TO BENEFICIARIES AND PROSPECTIVE BENEFICIARIES

Organization Name: _____

Facility Name: _____

Phone Number: _____

E-mail: _____

Because this program is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

- (1) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- (2) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;
- (3) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance; and
- (4) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the Office of the Assistant Secretary for Civil Rights, Center for Civil Rights Enforcement, Program Complaint Division by mail, fax, or e-mail at:

Mail:

United States Department of Agriculture
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410

Fax: (202) 690-7442

Email: program.intake@usda.gov

- (5) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please contact the Florida Child Care Food Program by visiting www.floridahealth.gov/ccfp or calling 850-245-4323.

This written notice must be provided to you before you enroll in the program or receive services from the program, unless the nature of the service provided, or exigent circumstances make it impracticable to provide such notice before we provide the actual service. In such an instance, this notice must be provided to you at the earliest available opportunity.