LUTHERAN SERVICES FLORIDA

CHILD CARE FOOD PROGRAM

ANNUAL PROVIDER TRAINING HANDBOOK

2024-2025

3615 W. Waters Avenue Tampa, FL 33614
Phone: 813-877-9303
Email: ccfp@lsfnet.org

https://www.lsfheadstart.org/lsf-head-start-child-care-food-program/

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 AD3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

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Reviewing the contents of this handbook is **MANDATORY** and is considered as part of your **Annual Provider Training for 2024-2025**.

Topics

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Claims Submission and Review Procedures

Reimbursement System

Food Safety and Sanitation

Nutrition Education

Civil Rights Requirements

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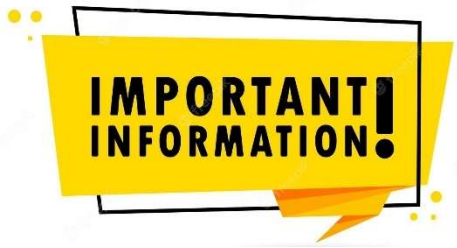
Mail all correspondence to:
LSF Child Care Food Program
3615 W. Waters Avenue
Tampa, FL 33614

**Use the door slot on our office door to drop off program documents.*

Phone: 813-877-9303
Fax: 813-514-9815
Email: ccfp@lsfnet.org

Website:
https://www.lsfheadstart.org/lsf-head-start-child-care-food-program/



Tips for a Successful Review

1. Updated records should always be available for review.
2. Submit a copy of your updated childcare license as soon as you receive a new one.
3. Serve meals during the approved meal service times listed on the Provider Data Sheet (exception: feed infants when they are hungry, not by a strict schedule). Record all meals counts at least by the end of the day.
4. Post a current, legible menu and maintain a copy on file.
5. Program Monitors conduct a minimum of three (3) unannounced site visits per year. Site visits can be at any meal type (breakfast, lunch, snack, or supper). A monitoring review visit may also occur during weekends, evenings and/or holidays if a provider is permitted to claim meals during these times.
6. A Department of Health representative may conduct an unannounced monitoring visit jointly with LSF CCFP Program staff or unaccompanied. Providers must allow the DOH Representative access to review the food program records.

Enrollment Forms – for more information, contact Becky Morris at 813-676-9402

1. Fill out the Enrollment Form and Infant Feeding Form (if applicable) completely. If any information is missing in the enrollment form, the child will not be added to your roster until the missing information is obtained. The child's Enrollment Date is effective on the date of the Parent's signature.
2. On the Infant Enrollment Form, you must notify us who supplies the infant formula and food.
3. Original copies must be sent to the office immediately. Fax or emailed copies will not be accepted.

Monthly Claims – for more information, call your *Program Monitor*

1. Claims are due by the **3rd of the month**. If the 3rd of the month falls on a weekend or holiday, the claim is due on the first business day following the weekend/holiday.
2. Ensure new enrollment forms are in our office by the 3rd of the month.

Tier I/ Own Child Application – for more information, contact Ramonita Figueroa at 813-676-9410

1. This application must be in the office **before the 25th day of the month**.
2. Submit your Tier I application with income verification for all Household Members. If you are receiving Food Assistance or TANF, you must submit the application with a copy of your Award Letter.

Closure/ Field Trip Policy

1. You must notify your Program Monitor, in advance, if your day care will be closed or if you are planning a field trip.
2. You must call our office immediately if you receive a CCFP Visit Attempt Form.
3. If you are closing temporarily for a long period or closing permanently, please notify your Program Monitor and complete a Provider Request for Closure form.

Reimbursement Rates
(Effective July 1, 2024 to June 30, 2025)

TIER I:	Breakfast - $1.66	Lunch/Supper - $3.15	Snack - $0.93
TIER II:	Breakfast - $0.60	Lunch/Supper - $1.90	Snack - $0.26

Record-Keeping

1. Effective October 1, 2023, CCFP records and program related records must be retained for a period of **6 years** (5 years plus the current fiscal year) from the end of the federal fiscal year.
2. Make sure your records are updated, onsite, and available at all times for review.
3. Keep your information updated. If there's any changes to your operating hours, meal served, meal times, and holidays open, you must complete a new Provider Data Sheet.
4. Make sure we always have your updated license information. This can be submitted by mail and by e-mail.

Forms

1. Various forms can be downloaded from our website at https://www.lsfheadstart.org/lsf-head-start-child-care-food-program/
2. Updated forms available:
   - Medical Statement (May 2024)
   - Dietary Preference Request (April 2024)
   - WIC Cereal List 2024-2025 (June 2024)
   - Milk Substitutions List (August 2024)
   - WIC Flyer (June 2024)
   - NEW! Notice to Beneficiaries and Prospective Beneficiaries
3. If there's something you'd like for us to put on our website that's not there, please email: ccfp@lsfnet.org

Meals and attendance should be recorded daily. "Daily" means that meals and attendance for today MUST be recorded online before midnight. If meal and attendance information is not entered into the Minute Menu/ KidKare system before midnight, the meals and attendance for that day will not be allowed and cannot be reimbursed.

It is the Provider's responsibility to have a back-up plan in place if their computer or internet is not working.

If you are unable to record meal counts due to issues with Minute Menu/ KidKare, you must contact your Program Monitor within 24 hours so that the situation may be investigated and resolved.

Communication

1. The KidKare broadcast message feature is used to send information to Providers. The message appears as soon as you open KidKare for the first time on the day the message was sent.
2. Email is used for communication. Providers are expected to check their emails regularly.

NOTICE OF RIGHT TO ADMINISTRATIVE REVIEW

You have the right to appeal a notice of intent to terminate your agreement for cause, or a notice of suspension of your participation, and have your case heard by an independent and impartial hearing official. In the event that you wish to challenge either of these circumstances, should they arise, the procedures outlined below must be followed.

If you wish to receive an administrative review of such notice, a written request for a review must be submitted no later than 15 calendar days after receipt of the notice to:

LSF Child Care Food Program
3615 West Waters Avenue, Tampa, FL 33614
***Phone: 813-877-9303* | Fax: 813-514-9815**

The request must provide a brief explanation of the basis of the administrative review. We, the sponsoring organization, will acknowledge receipt of the request within 10 calendar days and will appoint an administrative review official (ARO). **Robert Haley, Esq., Staff Attorney**. Failure to request the administrative review within 15 calendar days will result in termination.

You have the right to review the records related to your case and can function as your own representative or can be represented by legal counsel or someone else.
Documentation in opposition to the notice of intent to terminate or notice of suspension must be submitted no later than 30 calendar days after receipt of such notice. The administrative review official will consider the notice based upon written submissions. The administrative review official must make a determination based on the information provided by the sponsoring organization and the day care home and on Federal and State laws, regulations, policies, and procedures governing the Program. A hearing will be held in addition to, or in lieu of, a review of written information only if you request such a hearing in the initial written request for administrative review.

The administrative review official will notify both parties in writing of his or her decision within three (3) business days of the administrative review. The administrative review official's determination is final. If you desire to contest the administrative review official's decision, you must do so through a court of law. The administrative review (hearing or paper review) must be concluded within 30 calendar days from the date the written appeal request was received by the sponsor.

MENUS

Reminders

- Please refer to the meal pattern requirements section of this handbook.
- Have copies of CN Labels or Product Formulation Statements (PFS) for all main dish commercially processed/ combination foods that have been purchased and are on your menu. Be sure to use the calculations on the label to ensure the correct amounts are being served. If self-preparing combination foods, you must have a standardized recipe on file.
    - To ensure your CN Labels are valid, use the USDA CN Label Verification Reporting System website (https://www.fns.usda.gov/cn/labeling/usdausdc-authorized-labels-and-manufacturers) and click CN Label Verification Report.
    - To determine the correct serving sizes from CN Labels, visit the FL DOH CCFP website (https://www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/Nutrition/cn-calculator.html) for a tutorial and calculator.
- A current menu must be legible, posted in an area visible to parents, and maintained on file.
- Menus must have dates, menu type (breakfast, lunch, snack, supper), menu items, type of milk (for example, 1%, whole, etc.) and flavored or unflavored milk, and "WG" for whole grain or "WGR" for whole grain-rich items.
- Fruit juice does not appear on the menu more than once a day.
- Menu changes must be made prior to the meal service and must reflect any meal component substitutions that are made.

MEAL SERVICE

- Menus must clearly identify the type(s) of milk served—the fat content and whether or not the milk is flavored.
- Ensure that the daily whole grain/whole grain-rich item is clearly noted on your menu. You can label this as "WGR Graham crackers" or "WG bread."
- If you only serve one meal (lunch or supper), then every grain must be WG/WGR. If you only serve snack, then every time a grain is served as part of the reimbursable meal, it must be WG/WGR.
- Grain-based desserts are not creditable. They include cookies, granola bars, cereal bars, doughnuts, fig bars, etc. If it could be seen as a "treat", then not creditable.
- If you serve combination entrees that require a CN Label, Product Formulation Statement (PFS), or standardized recipe, you must have these documents on hand for review purposes. These supporting documents must match what is actually served in the child care facility.
- Please specify types of cereal, juice, and crackers on menus

OUNCE EQUIVALENTS

Ounce equivalents are used to measure grains. As of July 1, 2022, all grains are measured in ounce equivalents. This means that each portion of grains given to children is slightly larger than previous measures. The grains section of the meal pattern sheets have been updated to reflect the measurement as "ounce equivalent." Refer to the Facts Sheet for more information.

UPDATES TO CCFP NUTRITION REQUIREMENTS

The USDA recently released a Final Rule to better align meal patterns in the CCFP with the Dietary Guidelines for Americans. The chart below lists requirements and implementation dates. See the USDA Final Rule for more information. These changes are reflected in the CCFP meal pattern sheets.

	Updated Requirements	Implementation Date
Added Sugars	• Breakfast Cereals: Must contain no more than 6 grams of added sugars per dry ounce. • Yogurt: Must contain no more than 12 grams of added sugars per 6 ounces	October 1, 2025
Meal Modification	• Clarifies that a state licensed healthcare professional* and a Registered Dietitian (RD) may write medical statements to request meal modifications on behalf of participants with disabilities. • Defines a state licensed healthcare professional* as an individual authorized to write medical prescriptions under state law. • Regarding non-disability requests, makes clear in regulation that USDA encourages institutions and facilities to meet participants' non-disability dietary preferences when planning and preparing CCFP meals.	October 1, 2025 July 1, 2024
Nuts and Seeds	• Allows nuts and seeds to credit for the full meat/meat alternate component, removing the 50 percent crediting limit for nuts and seeds at breakfast, lunch and supper.	July 1, 2024

Fluid Milk Substitutes	• Updates unit of measurement per 8 fluid ounces:
	  ○ Vitamin A - 150 mcg retinol activity equivalents (RAE)
	  ○ Vitamin D - 2.5 mcg
		July 1, 2024

Miscellaneous Changes	• Changes references from "dry beans and peas (legumes)" to "beans, peas and lentils." • Changes references from "food components" to "meal components."	July 1, 2024

MENU PLANNING PRINCIPLES

Keep these in mind when planning menus based on the meal pattern requirements and the nutritional needs of the children in your care.

Focus on Good Nutrition
- Include a variety of whole grains
- Provide more whole fruits and vegetables than juice
- Reduce processed foods on the menu
- Try dried beans, peas, and lentils for protein

Strive for Balance
- Balance flavors in appealing ways.
- Use herbs and spices to balance flavors
- Balance high-fat foods with low-fat foods.

Emphasize Variety
- Include a wide variety of foods from day to day.
- Vary the types of main entrees (courses) you serve.
- Include different forms of foods and prepare them in a variety of ways.
- Include a small amount of a new or unfamiliar food periodically.

Add Contrast
- Use foods with different textures to enhance taste and appearance.
- Vary the types of food on the menu
- Use pleasing combinations of sizes and shapes of foods.

Think About Color
- Use foods with a variety of colors in each meal
- Incorporate fruits and vegetables to add color
- Use colorful foods in combination with those that have little or no color.
- Sprinkle herbs and species on top of food for added color.

Consider Eye Appeal
- Consider the way food looks on plates and bowls

INFANT FEEDING REMINDERS

- Infants in your care must be offered CCFP meals.
- Soy yogurt and tofu are now creditable in meals for developmentally ready infants.
- Center/site-prepared and commercially prepared combination foods may be served, but documentation must be on file. Example: baby food jars of chicken and rice (rice is considered an "extra") or beef and broccoli
- Eggs served to infants must include the whole egg (white plus yolk).
- Puff cereal snacks may be credited if the snack is easily recognizable as a ready-to-eat cereal and contains no more than 6 grams of sugar per dry ounce.
- Freeze-dried yogurt snacks are not creditable.
- Parents/ caregivers may supply only 1 component of the infant's reimbursable meal.

TIPS FOR FEEDING A VEGETARIAN

Vegetarian meals and snacks for children can meet the CCFP Meal Pattern requirements with some planning. By making substitutions to the regular menu where necessary, vegetarian children can be accommodated within the CCFP Meal Pattern requirements.

Most vegetarian diets will fall into one of the following categories:

Type of Vegetarian	Included Foods	Excluded Foods
Lacto-Ovo	Milk, dairy products, eggs	Meat, fish, poultry
Lacto	Milk, dairy products	Meat, fish, poultry, eggs
Ovo	Eggs	Meat, fish, poultry, milk, dairy products
Pesco (Pescatarian)	Fish, seafood May include dairy products and eggs	Meat, poultry
Semi (Flexitarian)	May occasionally include dairy products, eggs, chicken, fish, meat	
Vegan	Only plant-based foods	Any animal products, including meat, fish, poultry, eggs, dairy, honey, gelatin, etc.

All types of vegetarians will eat foods from the Vegetables, Fruits, and Grains components. Only the Fluid Milk component and Meat/Meat alternate component may need adjustment for vegetarian meals.

For vegetarian children who do not drink milk, CCFP allows non-dairy beverages that are nutritionally equivalent to fluid milk to be served, with a note from the child's parent or guardian or medical provider. For more information, see the Milk Substitutions & Creditable Milks.

Although meat, poultry, and fish are omitted from most vegetarian diets, legumes, certain soy products, nuts and their butters, and seeds may be substituted to meet the meat/meat alternate requirement in the CCFP meal pattern. In addition, many vegetarian children will also eat cheese, eggs, and yogurt. Nuts and seeds may fulfill no more than one-half of the meat/meat alternate requirement for lunch/supper. Children under four years of age are at high risk of choking. Nuts and seeds should be ground or finely chopped in meal preparation and nut/seed butters should be spread thinly. Alternate protein products (APP) are processed from soy or other vegetable protein sources. APP may be used alone or in combination with other food ingredients to fulfill the meat/meat alternate component. All APP require CN labels or manufacturer's Product Formulation Statements (PFS) to document that they have the proper protein levels by weight and digestibility. Tofu and soy yogurt are creditable for children ages one and older.

FOOD SAFETY

Food safety is important for young children since they are highly susceptible to illness. Here are some tips and techniques for safely preparing food.

Handwashing

- Washing hands with soap and water is the best method for reducing germs on hands. It is the number one way to prevent the spread of foodborne illness.
- When to wash Hands:

BEFORE

- Children arrive
- Preparing food and beverages
- Serving food and eating
- Participating in food activities

AFTER

- Using the toilet
- Changing diapers or assisting a child using the toilet
- Blowing nose, coughing, or sneezing
- Eating and Participating in food activities
- Touching garbage, sweeping, mopping, or wiping counters
- Returning from outdoor playtime
- Using the phone
- Hands become contaminated, look, or feel dirty

Safe Grocery Shopping and Taking Groceries Home

- Always refrigerate perishable food within 2 hours of purchase (within 1 hour when the outside temperature reaches 90°F)
- Bring a cooler or thermal insulated bag to pack perishables for the drive home

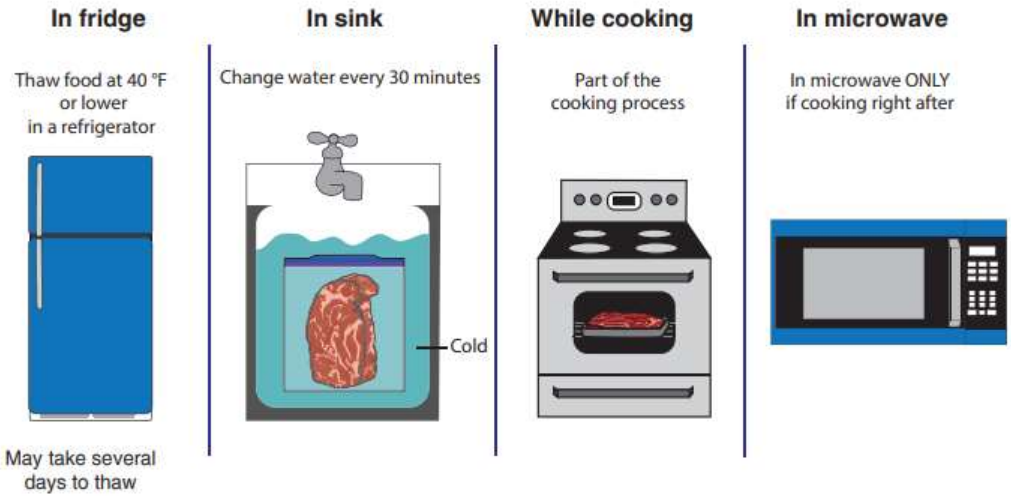
Food Storage

- When storing food, place new items towards the back and use older items first. This is the First In-First Out method.
- Store canned foods and other shelf-stable products in a cool, clean, dry place. Never put them above the stove, under the sink, in a damp garage or basement, or any place exposed to extreme temperatures.
- Use appliance thermometers to check the refrigerator and freezer temperature. Freezer temperature should be at 0°F or below, and refrigerator temperature should be at 40°F or below.

Avoid Cross-Contamination

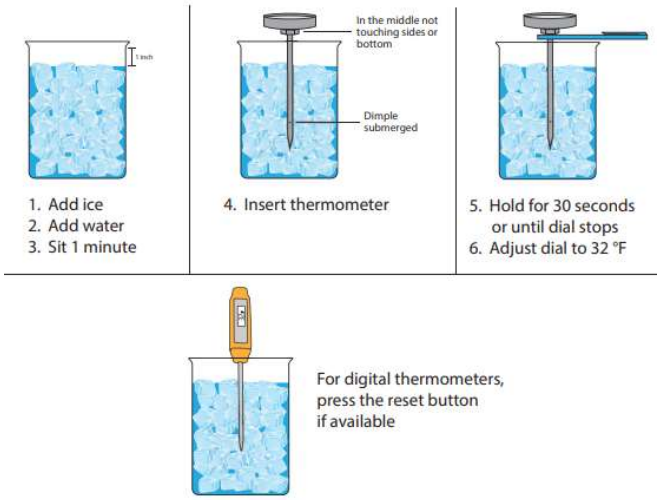
- Separate meats and other raw products from ready-to-eat foods
- Use separate cutting boards for raw meats and fresh produce. If separate cutting boards are not available, wash, rinse, sanitize, and air-dry the cutting board between tasks

Thawing Food



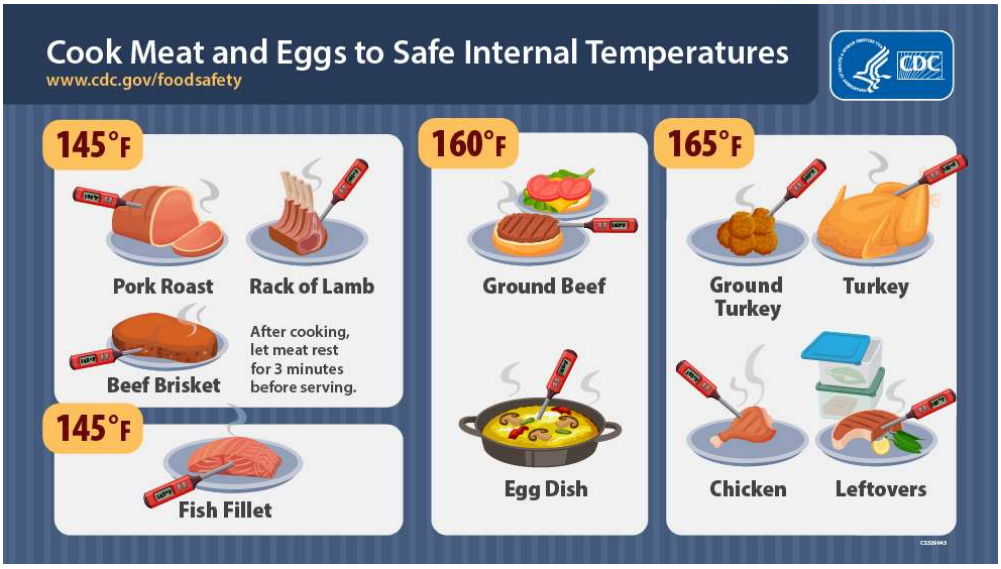
Using Food Thermometers

- Calibrate thermometers to make sure they provide an accurate temperature reading.
- Calibrate thermometers when are bumped or dropped, and when they are exposed to high temperatures.



Cooking and Holding Food Safely

- Use food thermometers to check food temperatures to ensure food has been cooked to a safe temperature. Color and texture are not always reliable ways to determine if food is safely cooked
- Cold foods must be kept at 41˚F or below and hot foods at 135 ˚F or above.



Meal Pattern for Children

Ages 1 - 18

BREAKFAST

3 required meal components

Milk

	1-2	3-5	6-18
fluid milk **1 year olds: unflavored whole milk** **2-5: unflavored 1% or skim** **6-18: unflavored or flavored 1% or skim**	**4 oz**	**6 oz**	**8 oz**

Vegetables/Fruits

vegetables, fruits, or portions of both **(juice may only be served once/day)**	**1/4 cup**	**1/2 cup**	**1/2 cup**

Grains

bread, biscuit, muffin	**1/2 oz eq**	**1/2 oz eq**	**1 oz eq**
cereal, cooked	**1/4 cup**	**1/4 cup**	**1/2 cup**
cereal, dry: *granola	**1/8 cup**	**1/8 cup**	**1/4 cup**
cereal, dry: *flakes or rounds	**1/2 cup**	**1/2 cup**	**1 cup**
cereal, dry: *puffed	**3/4 cup**	**3/4 cup**	**1 1/4 cup**

***Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce**

Meat/Meat Alt. *optional*

lean meat, poultry, or fish	**1/2 oz**	**1/2 oz**	**1 oz**
cheese (natural/processed)	**1/2 oz**	**1/2 oz**	**1 oz**
cottage cheese, cheese food, cheese spread	**1 oz**	**1 oz**	**2 oz**
egg, whole	**1/4 egg**	**1/4 egg**	**1/2 egg**
***yogurt**	**1/4 cup**	**1/4 cup**	**1/2 cup**
nut/seed butter	**1 Tbsp**	**1 Tbsp**	**2 Tbsp**

***Starting October 1, 2025, yogurt must contain no more than 12 grams *added sugars* per 6 ounces.**

conversions:

1/2 c = 4 oz
3/4 c = 6 oz
1 c = 8 oz

1 pint = 2 c
1 quart = 2 pints = 4 c
1 gallon - 4 quarts = 16 c

Please note, portions listed are minimums.
Serving larger portions is encouraged, especially to older children and those that ask for more.

JUNE 2024

Meal Pattern for Children

Ages 1 - 18

LUNCH & SUPPER

5 required meal components

Milk

	1-2	3-5	6-18
fluid milk **1 year olds: unflavored whole milk** **2-5: unflavored 1% or skim** **6-18: unflavored or flavored 1% or skim**	**4 oz**	**6 oz**	**8 oz**

Vegetables

vegetables **(juice may only be served once/day)**	**1/8 cup**	**1/4 cup**	**1/2 cup**

Fruits

fruits **(juice may be served once/day;** **a 2nd vegetable may be served in place of fruit)**	**1/8 cup**	**1/4 cup**	**1/4 cup**

Grains

bread, biscuit, roll, bun, tortilla, crackers	**1/2 oz eq**	**1/2 oz eq**	**1 oz eq**
pasta, rice, grits	**1/4 cup**	**1/4 cup**	**1/2 cup**

Meat/Meat Alt.

lean meat, poultry, or fish	**1 oz**	**1 1/2 oz**	**2 oz**
cheese (natural/processed)	**1 oz**	**1 1/2 oz**	**2 oz**
cottage cheese, cheese food, cheese spread	**2 oz**	**3 oz**	**4 oz**
beans, peas and lentils	**1/4 cup**	**3/8 cup**	**1/2 cup**
egg, whole	**1/2 egg**	**3/4 egg**	**1 egg**
***yogurt**	**1/2 cup**	**3/4 cup**	**1 cup**
nut/seed butter	**2 Tbsp**	**3 Tbsp**	**4 Tbsp**
nuts and seeds	**1/2 oz**	**3/4 oz**	**1 oz**

***Starting October 1, 2025, yogurt must contain no more than 12 grams of *added sugars* per 6 ounces.**

conversions:

1/2 c = 4 oz
3/4 c = 6 oz
1 c = 8 oz

1 pint = 2 c
1 quart = 2 pints = 4 c
1 gallon - 4 quarts = 16 c

Please note, portions listed are minimums.
Serving larger portions is encouraged, especially to older children and those that ask for more.

JUNE 2024

Meal Pattern for Children

Ages 1 - 18

SNACK

2 required meal components
only 1 may be a beverage

Milk

	1-2	3-5	6-18
fluid milk **1 year olds: unflavored whole milk** **2-5: unflavored 1% or skim** **6-18: unflavored or flavored 1% or skim**	**4 oz**	**4 oz**	**8 oz**

Vegetables

vegetables **(juice may only be served once/day)**	**1/2 cup**	**1/2 cup**	**3/4 cup**

Fruits

fruits **(juice may be served once/day)**	**1/2 cup**	**1/2 cup**	**3/4 cup**

Grains

bread, biscuit, roll, bun, tortilla, crackers	**1/2 oz eq**	**1/2 oz eq**	**1 oz eq**
pasta, rice, grits	**1/4 cup**	**1/4 cup**	**1/2 cup**
***cereal, dry: granola**	**1/8 cup**	**1/8 cup**	**1/4 cup**
***cereal,dry: flakes or rounds**	**1/2 cup**	**1/2 cup**	**1 cup**
***cereal, dry: puffed**	**3/4 cup**	**3/4 cup**	**1 1/4 cup**

***Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce**

Meat/Meat Alt.

lean meat, poultry, or fish	**1/2 oz**	**1/2 oz**	**1 oz**
cheese (natural/processed)	**1/2 oz**	**1/2 oz**	**1 oz**
cottage cheese, cheese food, cheese spread	**1 oz**	**1 oz**	**2 oz**
beans, peas and lentils	**1/8 cup**	**1/8 cup**	**1/4 cup**
egg, whole	**1/2 egg**	**1/2 egg**	**1/2 egg**
***yogurt**	**1/4 cup**	**1/4 cup**	**1/2 cup**
nut/seed butter	**1 Tbsp**	**1 Tbsp**	**2 Tbsp**
nuts and seeds	**1/2 oz**	**1/2 oz**	**1 oz**

***Starting October 1, 2025, yogurt must contain no more than 12 grams of *added sugars* per 6 ounces.**

conversions:

1/2 c = 4 oz
3/4 c = 6 oz
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1 pint = 2 c
1 quart = 2 pints = 4 c
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Please note, portions listed are minimums.
Serving larger portions is encouraged, especially to older children and those that ask for more.

JUNE 2024

Meal Pattern for Children

Important Reminders

Milk

- Children age one (after first birthday and prior to second), must receive unflavored whole milk.
- Children ages 2 - 5 must receive unflavored 1% (lowfat) or fat-free (skim).
- Children ages 6 and older must receive unflavored or flavored 1% or fat-free.
- Children 12 - 13 months may continue to receive infant formula as they transition to unflavored whole milk.
- Breastmilk is creditable for children of any age.
- Children 24 - 25 months may receive whole or 2% milk as they transition to 1% or fat-free.
- The type(s) of milk served must be noted on the menu (fat content and unflavored or flavored).
- Refer to the *Milk Substitutes & Creditable Milks* list for creditable non-dairy substitutes.

Fruits & Vegetables

- Vegetable or fruit juice must be full-strength, pasteurized, and 100% juice.
- Juice may not be served more than once per day.
- One cup of raw, leafy greens credits as 1/2 cup vegetable.
- 1/4 cup dried fruit, such as raisins, credits as 1/2 cup fruit.
- Lunch and supper must contain at least one vegetable and one fruit. A second, different vegetable may be served in place of fruit.

Grains

- All grains must be whole, enriched, or whole grain-rich.
- Pre-packaged grains must have enriched flour or meal or whole grains as the first ingredient (or 2nd after water). Sugar must not be the first ingredient.
- At least one serving of grains per day must be whole grain-rich and it must be noted on the menu (e.g. "WGR graham crackers"). 100% whole grain strongly encouraged.
- Corn masa and masa harina are considered whole grain-rich.
- Corn flour, corn meal, and other corn products must clearly state they are whole or enriched to be creditable as a grain. In order to be considered whole grain-rich, they must be whole or treated with lime (nixtamalized).
- Grain based-desserts such as cookies, donuts, granola/grain bars are not creditable.
- Cereals must have no more than *6 g sugar/dry ounce. See the *Florida WIC Approved Cereal List (additional cereals not listed here may be creditable, also).*

Meat/Meat Alt.

- Commercially processed combination foods such as breaded chicken, pizza, and lasagna must have a CN Label or Product Formulation Statement identifying the meal pattern contribution.
- Meat/meat alternates are not required at breakfast but may be served as an extra or in place of the entire grains component no more than 3 times/week.
- Yogurt must have no more than **23 g sugar/ 6 oz.
- A serving of nuts or seeds may credit as 100% of the meat alternate meal component.
- A serving of cooked beans, peas or lentils may credit as either a meat alternate *or* vegetable.

***Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce**

****Starting October 1, 2025, yogurt must contain no more than 12 grams *added sugars* per 6 ounces.**






JUNE 2024

Meal Pattern and Menu Checklist

Use this checklist to ensure that all CCFP meal requirements are met. All answers must be marked "Yes."

CHILD MEAL PATTERN REQUIREMENTS

I. Breakfast:	Yes	No
A. **3 components**: Fluid Milk, Vegetables and/or Fruits, Grains		
B. Only ready-to-eat breakfast cereals (cold/hot) containing 6 g of sugar or less per dry oz are served (refer to the *Florida WIC-Approved Cereal List*).		
C. Meat/Meat alternates are used to meet entire grains requirement no more than three times/week.		
II. Lunch/Supper:	**Yes**	**No**
A. **5 components**: Fluid Milk, Meat/Meat Alternates, Vegetables, Fruits, Grains		
B. One vegetable and one fruit *or* two different vegetables are served (two fruits may not be served).		
III. Snack:	**Yes**	**No**
A. **2 different components:** Fluid Milk, Meat/Meat Alternates, Vegetables, Fruits, Grains *Note: Juice must not be served when milk is the only other component.*		
B. Water does not appear on the menu as one of the two required components.		
IV. General Menu Requirements:	**Yes**	**No**
A. Fruit juice does not appear on the menu more than once a day.		
B. At least one grain serving per day, across all eating occasions, is 100% whole grain or whole grain-rich. *Menus must clearly identify the whole grain or whole grain-rich item (e.g. "WG bread" or "WGR crackers").*		
C. Grain-based desserts (e.g. granola bars, cookies) are not served as part of a reimbursable meal. *Grain-based desserts may be served as an "extra." Plain/honey graham and animal crackers are creditable.*		
D. Yogurt (milk or soy) contains no more than 23 g of total sugars per 6 oz (15 g/4 oz or 3.8 g/oz).		
E. Children age one receive unflavored whole milk (unless breastfed).		
F. Children ages 2 through five receive unflavored lowfat (1%) or unflavored fat-free (skim) milk.		
G. Flavored milk is not served to children under 6 years of age. *Flavored powder/liquid may not be added to milk (cow or soy) for children ages 1-5.*		
H. When flavored milk is served to children age 6 years and older, it is fat-free (skim) or lowfat (1%).		
I. The menu clearly identifies the types of milk served (fat content and unflavored or flavored).		
J. Commercially processed combination foods (served at *any* meal) have a CN label or manufacturer's Product Formulation Statement (PFS) stating the food component contribution. Self-prepared combination foods have a standardized recipe on file.		
K. Pre-packaged grain products must have enriched flour or meal or whole grains as the first ingredient listed on the package. *Sugar cannot be the first ingredient.*		
L. Meals do not include foods deep-fried on site. *Providers may purchase or receive pre-fried foods but must reheat them using an alternate method (baking or pan frying/sautéing).*		
M. CCFP funds are not used to purchase non-creditable food items (e.g.: grain-based desserts).		
N. Children with special dietary needs (not a disability): parents do not provide more than one component of the reimbursable meal. *Parents may supply only one component of the reimbursable meal for children with special dietary needs. The contractor must supply all other components.*		
O. Children with documented disabilities: *parents may supply one or more components of the reimbursable meal. The contractor must supply at least one component.*		

Reminders:

- *During snack, juice must not be served when milk is the only other component.*
- *Tofu is creditable as a meat/meat alternate.*

INFANT MEAL PATTERN REQUIREMENTS

V. General Menu Requirements:	Yes	No
A. At least one approved iron-fortified infant formula is offered. However, it is strongly encouraged to offer two; one milk-based and one soy-based.		
B. Breastmilk and/or formula is served at every meal and snack.		
C. Solid foods are served to infants when they are developmentally ready for them. *Solids should be introduced around 6 months of age, but may be served/claimed earlier.*		
D. Once an infant is developmentally ready to accept solid foods, the contractor offers them to the infant.		
E. Juice is not served as part of a reimbursable meal.		
F. Only ready-to-eat breakfast cereals (cold) containing 6 g of sugar or less per dry oz are served (refer to the *Cereal List for Infants*). *These cereals may only be served at snack to developmentally ready 6-11 month olds.*		
G. Yogurt contains no more than 23 g of total sugars per 6 oz (15 g/4 oz or 3.8 g/oz). *Soy yogurt is not creditable for infants. Yogurt must be traditional/"cold" yogurt; not baby yogurt blends that are shelf-stable. Whole milk yogurt is recommended.*		
H. Cheese food and cheese spread are not served/included on the menu.		
I. Commercially prepared combination baby foods (e.g. chicken and peas or rice) *may* be served.		
J. When eggs are served to infants, the whole egg (white and yolk) is served.		
K. CCFP funds are not used to purchase non-creditable food items (e.g.: juice).		
L. Infants with special dietary needs (not a disability): Parents supply no more than one component. The contractor supplies all other components.		
M. Infants with documented disabilities: Contractor supplies at least one component. *Parents may supply one or more components of the reimbursable meal.*		
Reminder: a reimbursable meal may contain breastmilk fed to baby by mother		
Reminder: whole grains are not required for infants		

VI. Best Practices for Children Ages One and Older (strongly recommended):
▪ Fresh, frozen, or canned vegetables and/or fruits should be served at least twice a week on the breakfast menu and twice a week on the snack menu. Please note: For those centers that claim two snacks and one meal, instead of two meals and one snack, fresh, frozen, or canned vegetables and/or fruits should be served at least twice a week <u>*at each*</u> snack time.
▪ *Good vitamin A sources from vegetables and fruits should be served a minimum of two times a week.
▪ *Good vitamin C sources from vegetables and fruits or fruit juice should be served daily.

*Please refer to *Fruit and Vegetable Sources of Vitamins A and C* found on the CCFP website and in *A Guide to Crediting Foods.*

Crediting Combination Foods in the CCFP

What is a combination food?

A food is considered a combination item when it has more than one food component in it. A few examples of this are chicken nuggets, lasagna, macaroni and cheese and pizza. Documentation is required to show that the combination food has sufficient quantities of meat/meat alternate (M/MA), grains, vegetables, and/or fruit to meet the meal pattern. Otherwise, it may not be counted towards a reimbursable meal.

There are three forms of acceptable documentation:

1.CN Labels:

A valid CN Label on a product communicates how the product contributes to USDA meal pattern requirements. Validity of CN Labels can be verified at:
www.fns.usda.gov/cn/labeling/usdausdc-authorized-labels-and-manufacturers

- Contractors must maintain original CN Label logo and crediting statement, or a photocopy or photograph of the original CN Label. Photocopies or photographs must be attached to the original product carton. Photocopies or photographs must be visible and legible.
- A CN label with a watermark may be used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document.
- If the original CN Label, or the valid photograph or photocopy of the original CN Label is not available, contractors may provide the Bill of Lading (invoice) containing the product name and a hard or electronic copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor.
- CN labels are valid for 5 years or until the product formulation changes.
- CN labeled products that contain grains will indicate whole-grain or enriched. See below:

CN
XXXXXX
Three breaded chicken nuggets provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the FNS, USDA mm/yy).
CN CN CN

Whole-grain rich

CN
XXXXXX
Three breaded chicken nuggets provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains (enriched) for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the FNS, USDA mm/yy).
CN CN CN

Enriched grain

2. Product Formulation Statements (PFS):

If a valid CN Label is not available, the contractor must obtain a PFS.

- A PFS can be obtained by calling the toll-free number on the packaging of the food item and may look different for each food manufacturer.
- PFS must be on signed letterhead that demonstrates how the processed product contributes to the meal pattern requirements by listing amount of each food component it contains per serving.
- Templates for documenting meal components are available on the FNS website at: **http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry.**
- PFS may be modified for various products contributing to more than one meal component. The crediting information for each meal component may be documented on the same PFS.
- Creditable ingredients listed in the PFS must match a description in the Food Buying Guide* for Child Nutrition Programs available at: **https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs**
- PFS should verify that the product's contribution to the meal pattern requirements is not greater than the serving size of the product (i.e., a 2.15oz beef patty may not credit more than 2.00oz M/MA).
- PFS should assure that the creditable components are in the finished product.




3. Standardized Recipe:

A ***standardized recipe*** is one that has been tried, adapted, and retried for use in a foodservice operation and is shown to produce the same high-quality product and yield every time.

Standardized recipes are written documents with the following parts:

- Name of the recipe (which should match the way it is listed on the menu)
- List of all ingredients and the amount of each needed for the recipe
- Specific instructions on how to make the recipe
- Serving size
- CCFP crediting information per serving size

Resources for Standardized Recipes

Websites listed below provide recipes with serving sizes (portions) and CCFP crediting information. Most recipes are for 25 or 50 servings for larger groups, and 6 servings for family child care. See the **Adjusting Recipes** section later in this document, for information on how to modify the yield of a recipe when needing a different number of servings than provided in recipes.

Child Nutrition Recipe Box Institute of Child Nutrition (ICN)

New CACFP Snack Recipes (ICN)

New CACFP Lunch/Supper Recipes (ICN)

USDA CACFP Recipes for Child Care Homes and Adult Day Care

USDA Multicultural Child Care Recipes

USDA Recipes for Healthy Kids:

- **Cookbook for Centers**
- **Cookbook for Homes**

Snack Inspirations (Wisconsin CACFP)

Idaho Menu Toolkit

For training on standardized recipes:

Team Nutrition Recipes

The Food Buying Guide for Child Nutrition Programs has all the current information in one manual to help you and your purchasing staff:

- Buy the right amount of food and the appropriate type of food for your program(s).
- Determine the specific contribution each food makes toward the meal pattern requirements.

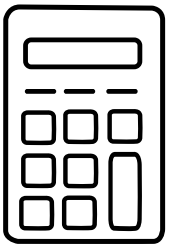
Food Buying Guide Series on the iLearn Center (ICN)

Adjusting Recipes

The number of servings (yield) in a recipe can be increased or decreased depending on the number needed. Below are instructions for adjusting a recipe and an example.

Step 1: Determine the Multiplying Factor:

_____	÷	_____	=	_____
New Yield	divided by	Original Yield	equals	Multiplying Factor



Step 2: Determine the New Quantity of Each Ingredient:

_____	X	_____	=	_____
Original Quantity	times	Multiplying Factor	equals	New Quantity

Adjusting Recipes Example:

A program needs 35 servings. The recipe's original yield is 25 servings.

Step 1: 35 ÷ 25 = 1.4

Step 2: Original recipe calls for 3 cups of tomatoes: 3 cups x 1.4 = 4.2 cups*

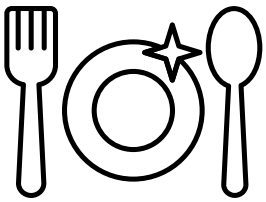
*Round 4.2 cups up to 4.25 cups (4 ¼ cups of tomatoes)

If a CN Label or Product Formulation Statement Cannot Be Obtained:

A processed combination food may be used if another creditable ingredient is added in sufficient quantity to meet the meal pattern.

The added ingredient must:
1. Be sufficient on its own to meet the meal pattern requirement, and
2. Be one of the ingredients already in the processed combination food or typically associated with the food being served. For example, beef chunks could be added to canned stew, ground beef could be added to spaghetti sauce, or shredded cheese could be added to pizza.

For your use in determining serving sizes, a CN Label and Product Formulation Statement Calculator is available on our website **www.floridahealth.gov/ccfp/**.

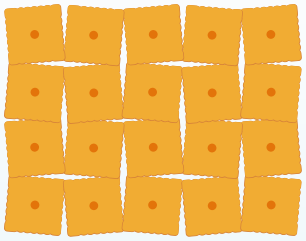


USDA
United States Department of Agriculture
Food and Nutrition Service

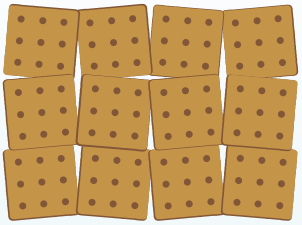
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

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

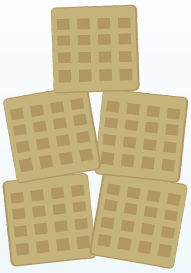
How Much Is 1 Ounce Equivalent?



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



12 thin wheat crackers (1 ¼" by 1 ¼") = 1 oz. eq.



5 woven whole-wheat crackers (1 ½" by 1 ½") = 1 oz. eq.

Using the Grains Measuring Chart

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

1. Find the grain you want to serve under the "Grain Item and Size" column.

2. Check if the chart lists a size or weight by the name of the grain. If the chart:

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

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

Lists a size for the grain, such as *about 1 ¼" by 1 ½"*, then check if the item is the same size, or larger than, this amount. See page 6.

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

Grain Item and Size	**1- through 5-year-olds** at Breakfast, Lunch, Supper, Snack **Serve at Least ½ oz. eq.**, which equals about…
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams
Popcorn	1 ½ cups or 14 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**	7 twists or 11 grams

More training, menu planning, and nutrition education materials for the CACFP can be found at **https://teamnutrition.usda.gov**.

Grains Measuring Chart for the Child and Adult Care Food Program

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	**6- through 18-year-olds** at Breakfast, Lunch, Supper, Snack **Adults** at Snack only	**Adults** at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about…	**Serve at Least 1 oz. eq.**, which equals about…	**Serve at Least 2 oz. eq.**, which equals about…
Bagel (entire bagel) at least 56 grams*	¼ bagel or 14 grams	½ bagel or 28 grams	1 bagel or 56 grams
Bagel, Mini (entire bagel) at least 28 grams*	½ bagel or 14 grams	1 bagel or 28 grams	2 bagels or 56 grams
Biscuit at least 28 grams*	½ biscuit or 14 grams	1 biscuit or 28 grams	2 biscuits or 56 grams
Bread (whole grain-rich or enriched) at least 28 grams*	½ slice or 14 grams	1 slice or 28 grams	2 slices or 56 grams
Bun or Roll (entire bun or roll) at least 28 grams*	½ bun/roll or 14 grams	1 bun/roll or 28 grams	2 buns/rolls or 56 grams
Cereal Grains (barley, bulgur, quinoa, etc.)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Cereal, Ready-to-Eat: Flakes or Rounds	½ cup or 14 grams	1 cup or 28 grams	2 cups or 56 grams
Cereal, Ready-to-Eat: Granola	⅛ cup or 14 grams	¼ cup or 28 grams	½ cup or 56 grams
Cereal, Ready-to-Eat: Puffed	¾ cup or 14 grams	1 ¼ cup or 28 grams	2 ½ cups or 56 grams
Corn Muffin at least 34 grams*	½ muffin or 17 grams	1 muffin or 34 grams	2 muffins or 68 grams
Cracker, Animal (about 1 ½" by 1")**	8 crackers or 14 grams	15 crackers or 28 grams	30 crackers (~1 cup) or 56 grams
Cracker, Bear-Shaped, Sweet (about 1" by ½")**	12 crackers (~¼ cup) or 14 grams	24 crackers (~½ cup) or 28 grams	48 crackers (~1 cup) or 56 grams
Cracker, Cheese, Square, Savory (about 1" by 1")**	10 crackers or 11 grams	20 crackers (~⅓ cup) or 22 grams	40 crackers (~⅔ cup) or 44 grams
Cracker, Fish-Shaped or Similar, Savory (about ¾" by ½")**	21 crackers (~¼ cup) or 11 grams	41 crackers (~½ cup) or 22 grams	81 crackers (~1 cup) or 44 grams

!

**Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.*

***Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.*

Grains Measuring Chart for the Child and Adult Care Food Program

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	**6- through 18-year-olds** at Breakfast, Lunch, Supper, Snack **Adults** at Snack only	**Adults** at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about…	**Serve at Least 1 oz. eq.**, which equals about…	**Serve at Least 2 oz. eq.**, which equals about…
Cracker, Graham (about 5" by 2 ½")**	1 cracker or 14 grams	2 crackers or 28 grams	4 crackers or 56 grams
Cracker, Round, Savory (about 1 ¾" across)**	4 crackers or 11 grams	7 crackers or 22 grams	14 crackers or 44 grams
Cracker, Saltine (about 2" by 2")**	4 crackers or 11 grams	8 crackers or 22 grams	16 crackers or 44 grams
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")**	6 crackers or 11 grams	12 crackers or 22 grams	23 crackers or 44 grams
Cracker, Woven Whole-Wheat, Square, Savory (about 1 ½" by 1 ½")**	3 crackers or 11 grams	5 crackers or 22 grams	10 crackers or 44 grams
Croissant at least 34 grams*	½ croissant or 17 grams	1 croissant or 34 grams	2 croissants or 68 grams
English Muffin (top and bottom) at least 56 grams*	¼ muffin or 14 grams	½ muffin or 28 grams	1 muffin or 56 grams
French Toast Stick at least 18 grams*	2 sticks or 35 grams	4 sticks or 69 grams	8 sticks or 138 grams
Grits	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Melba Toast (about 3 ½" by 1 ½")**	2 pieces or 11 grams	5 pieces or 22 grams	8 pieces or 44 grams
Muffin and Quick Bread (banana, etc.) at least 55 grams*	½ muffin/slice or 28 grams	1 muffin/slice or 55 grams	2 muffins/slices or 110 grams
Oatmeal	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams

!

**Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.*

***Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.*

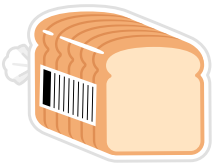
Grains Measuring Chart for the Child and Adult Care Food Program

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	**6- through 18-year-olds** at Breakfast, Lunch, Supper, Snack **Adults** at Snack only	**Adults** at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about…	**Serve at Least 1 oz. eq.**, which equals about…	**Serve at Least 2 oz. eq.**, which equals about…
Pasta (whole grain-rich or enriched, all shapes)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams	½ pita or 28 grams	1 pita or 56 grams
Popcorn	1 ½ cups or 14 grams	3 cups or 28 grams	6 cups or 56 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**	7 twists (~⅓ cup) or 11 grams	14 twists (~⅔ cup) or 22 grams	27 twists (~1 cup) or 44 grams
Pretzel, Hard, Thin Stick (about 2 ½" long)**	16 sticks or 11 grams	31 sticks or 22 grams	62 sticks or 44 grams
Pretzel, Soft at least 56 grams*	¼ pretzel or 14 grams	½ pretzel or 28 grams	1 pretzel or 56 grams
Rice (all types)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Rice Cake at least 8 grams*	1 ½ cakes or 11 grams	3 cakes or 22 grams	5 ½ cakes or 44 grams
Rice Cake, Mini (about 1 ¾" across)**	7 cakes or 11 grams	13 cakes or 22 grams	25 cakes or 44 grams
Taco or Tostada Shell, Hard at least 14 grams*	1 shell or 14 grams	2 shells or 28 grams	4 shells or 56 grams
Tortilla, Soft, Corn (about 5 ½")**	¾ tortilla or 14 grams	1 ¼ tortillas or 28 grams	2 ½ tortillas or 56 grams
Tortilla, Soft, Flour (about 6")**	½ tortilla or 14 grams	1 tortilla or 28 grams	2 tortillas or 56 grams
Tortilla, Soft, Flour (about 8")**	¼ tortilla or 14 grams	½ tortilla or 28 grams	1 tortilla or 56 grams
Waffle at least 34 grams*	½ waffle or 17 grams	1 waffle or 34 grams	2 waffles or 68 grams

!

**Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.*

***Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.*



Using the Nutrition Facts Label

Some items on the Grains Measuring Chart may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

1 Find the grain item and its minimum weight in the Grains Measuring Chart.

For example, the minimum weight for a pancake is at least 34 grams.

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	**6- through 18-year-olds** at Breakfast, Lunch, Supper, Snack **Adults** at Snack only	**Adults** at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about…	**Serve at Least 1 oz. eq.**, which equals about…	**Serve at Least 2 oz. eq.**, which equals about…
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams

2 Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size (usually provided as grams (g)). One serving of Brand P pancakes weighs 117 grams.

3 Using the Nutrition Facts label, find how many items are in one serving. There are three pancakes in one serving of Brand P pancakes.

4 If there is more than one of an item in a serving, you will need to divide to find the weight of each item. For example, the serving size of Brand P pancakes is three pancakes.

Divide the serving weight by the number of items in one serving to find the weight of each item.

Brand P Pancakes

Nutrition Facts

4 servings per container

Serving size **3 Pancakes** **117g**

Amount per serving

Calories **280**

	% Daily Value*
Total Fat 9g	**12%**
Saturated Fat 1.5g	**8%**
Trans Fat 0g	

117 grams ÷ **3 pancakes** = **39 grams per pancake**

Serving Weight *Serving Size* *Weight of Each Item*

Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?

✓ **Yes:** Use the Grains Measuring Chart to see how much of your grain to serve to meet CACFP meal pattern requirements. In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each Brand P pancake weighs 39 grams, you may use the chart as a guide to the minimum serving amount.

✗ **No:** Use another method to determine how much of a grain item to serve. See "What If My Grain Is Different?" on page 6 for more information.

Are There Other Menu Planning Considerations?

If you serve an item that is larger, or weighs more, than what's listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The Grains Measuring Chart can help make serving enough grains easier. However, the tools described under "What If My Grain Is Different?" can also help you determine how much of an item to serve to meet the meal pattern without serving more than what is needed.

What If My Grain Is Different?

Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If so, you will need to use another way to tell how much to serve in order to meet CACFP meal pattern requirements. You could:

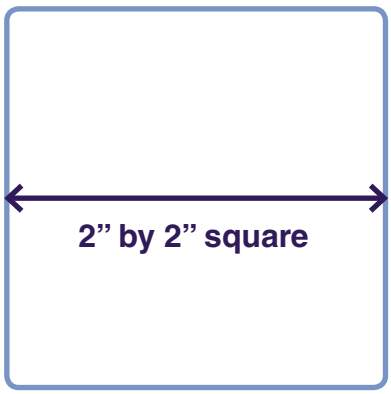
- Enter information from the Nutrition Facts label into the *Food Buying Guide for Child Nutrition Program's (FBG) Exhibit A Grains Tool*.* This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the *FBG Recipe Analysis Workbook (RAW)** to determine the ounce equivalents per serving for standardized recipes.

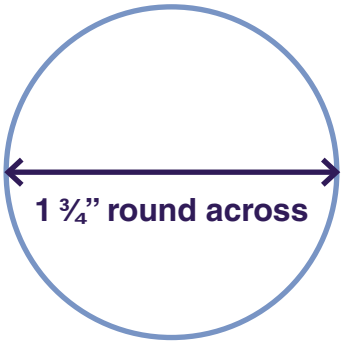
Available at **https://foodbuyingguide.fns.usda.gov.*

Grains Measuring Tools

Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

Guides appear as actual size when this worksheet is printed at 100% on standard 8 ½" by 11" paper.





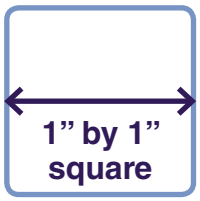


Exhibit A: Grain Requirements[1,2]

GROUP A	Ounce Equivalent (Oz Eq) for GROUP A
• Bread type coating • Bread sticks (hard) • Chow Mein noodles • Savory Crackers (saltines and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) *Note: weights apply to bread in stuffing*	1 oz eq (1 svg) = 22 gm or 0.8 oz 1/2 oz eq (1/2 svg) = 11 gm or 0.4 oz
GROUP B	**Ounce Equivalent (Oz Eq) for GROUP B**
• Animal crackers • Bagels • Batter type coating • Biscuits • Breads (sliced, French, Italian) • Buns (hamburger and hot dog) • Egg roll skins • English muffins • Graham crackers (plain/honey) • Pita bread • Pizza crust • Pretzels (soft) • Rolls • Tortillas • Tortilla chips • Taco shells	1 oz eq (1 svg) = 28 gm or 1.0 oz 1/2 oz eq (1/2 svg) = 14 gm or 0.5 oz
GROUP C	**Ounce Equivalent (Oz Eq) for GROUP C**
• Cornbread • Corn muffins • Croissants • Pancakes • Waffles	1 oz eq (1 svg) = 34 gm or 1.2 oz 1/2 oz eq (1/2 svg) = 17 gm or 0.6 oz
GROUP D	**Ounce Equivalent (Oz Eq) for GROUP D**
• Muffins (all, except corn)	1 oz eq (1 svg) = 55 gm or 2.0 oz 1/2 oz eq (1/2 svg) = 28 gm or 1.0 oz
GROUP E	**Ounce Equivalent (Oz Eq) for GROUP E**
• French toast	1 oz eq (1 svg) = 69 gm or 2.4 oz 1/2 oz eq (1/2 svg) = 35 gm or 1.2 oz
GROUP F/G	**Ounce Equivalent (Oz Eq) for GROUP F/G**
Grain-based desserts are not creditable.	
GROUP H	**Ounce Equivalent (Oz Eq) for GROUP H**
• Breakfast cereals (cooked)[3] • Bulgur or cracked wheat • Cereal Grains (barley, quinoa, etc.) • Macaroni (all shapes) • Noodles (all varieties) • Pasta (all shapes) • Ravioli (noodle only) • Rice (white or brown)	1 oz eq (1 svg) = 1/2 cup cooked or 1 oz (28 g) dry
GROUP I	**Ounce Equivalent (Oz Eq) for GROUP I**
• Ready to eat breakfast cereal (cold, dry)[3]	Flakes & rounds: 1 oz eq (1 svg) = 1 cup or 1 oz 1/2 oz eq (1/2 svg) = 1/2 cup or 0.5 oz Puffed cereal: 1 oz eq (1 svg) = 1.25 cups or 1 oz 1/2 oz eq (1/2 svg) = 3/4 cup or 0.5 oz Granola: 1 oz eq (1 svg) = 1/4 cup or 1 oz 1/2 oz eq (1/2 svg) = 1/8 cup or 0.5 oz

1. The following foods must be whole grain, whole grain-rich, or enriched. At least one serving per day must be 100% whole grain or whole grain-rich.
2. Some of the following foods or their toppings/extras (such as cream cheese, syrup, etc.) may contain more sugar, salt and/or fat than others. This should be a consideration when deciding how often to serve them.
3. Breakfast cereals are traditionally served as a breakfast item but may be served in meals other than breakfast. Cereals must contain no more than 6 grams of sugar per dry ounce and must be whole grain, enriched, or fortified. Refer to *Florida WIC-Approved Cereal List*.

HOW CAN I TELL IF A FOOD IS A GRAIN-BASED DESSERT?

Grain-based dessert items are not creditable to serve in the CCFP because of added sugar and saturated fats, which contribute to increased risk of chronic disease. These include store-bought items as well as homemade. Many times, grain-based desserts will include creditable ingredients that even may be whole grain. See below for listing of common grain-based desserts:

Some Common Grain-Based Desserts: Not Creditable in the CCFP

- Biscotti, sweet, made with fruits, chocolate, icing
- Bread/breadstick with sweet filling (such as pie filling)
- Bread pudding, sweet
- Brownies
- Cake (coffee cake, pound cake, cupcakes)
- Caramel popcorn and kettle corn
- Cereal bars, breakfast bars, marshmallow cereal treats
- Cinnamon rolls
- Cookies
- Croissants, sweet, such as chocolate-filled
- Crusts of dessert pies, cobblers, fruit turnovers
- Danish pastries (Danishes), sweet pastries
- Doughnuts
- Fig or fruit-filled bars/rolls/cookies
- Gingerbread
- Granola bars, grain-fruit bars
- Ice cream cones
- Pita chips, sweet, such as cinnamon-sugar flavored
- Rice pudding, sweet
- Scones, sweet, made with fruits, chocolate, icing
- Sopapillas
- Sweet rolls/buns
- Toaster pastries
- Vanilla/chocolate wafers

What if I'm Not Sure?

How a food item is ***perceived*** is important to consider when determining whether it is a grain-based dessert or not. There is no specific sugar, fat or other nutrient limit set by the United States Department of Agriculture (USDA) that signifies a grain-based food item as a dessert. The USDA gives states' flexibility in determining that themselves. Before adding an item to your menu, consider whether the food is commonly thought of as a dessert or sweet treat, especially by a toddler or preschooler.

Ask yourself the following questions:

Does the Food Item Contain:

- Chocolate or other flavored chips?
- Candy Pieces?
- Jam, fruit puree or custard filling?
- Marshmallows?

Is the Food Item:

- Dessert flavored? (chocolate, caramel, butterscotch, etc.)
- Coated with dessert flavored coatings or toppings? (cocoa, caramel, toffee, cinnamon-sugar, powdered sugar, glazes, etc.)
- Iced or frosted?
- Covered with sprinkles, or other sweet garnishes?
- Shaped like a cookie or one of the grain-based desserts listed above?
- An unfrosted piece of cake or a cupcake?
- A breakfast, cereal, or granola bar (store-bought or homemade)?
- A sweet pie, pastry or turnover?

If you answered "yes" to any of these questions, then the item is a grain-based dessert and must not be served!

Resources

USDA Policy Memo: Grain-Based Desserts in the CACFP - www.fns.usda.gov/cacfp/grain-based-desserts-child-and-adult-care-food-program

Exhibit A: Grain Requirements - www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/Nutrition/_documents/exhibit-a-english.pdf

Grain-Based Desserts in the CACFP - www.fns.usda.gov/tn/grain-based-desserts-cacfp

Adapted for the Florida Child Care Food Program from WI Dept. of Public Instruction and MI Dept. of Education April, 2024

Cereal Shapes & Ounce Equivalents

Ages 1 - 18

Cereal - FLAKES

	1-5 1/2 oz eq	6-18 1 oz eq
Bran Flakes Corn Flakes Fiber One Grape Nuts Flakes Great Grains Honey Bunches of Oats Mini Spooners Mini Wheats Oatmeal Squares Shredded Wheat Special K Total Wheaties	**1/2 cup**	**1 cup**

Cereal - ROUND

Cheerios Crispy Oats Tasteeos Toasted Oats	**1/2 cup**	**1 cup**

Cereal - PUFFED

Chex Cereal (Corn, Rice, Wheat) Crispix Crispy Rice Kix Life Rice Krispies	**3/4 cup**	**1 1/4 cup**

Cereal - GRANOLA

Granola Grape Nuts	**1/8 cup**	**1/4 cup**

Identifying Whole Grain-Rich

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

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

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

WGR[1]

Certain bread and pasta products specifically labeled "Whole Wheat" on the package and which conform to an FDA Standard of Identity can be considered whole grain-rich.

An **FDA STANDARD OF IDENTITY** is a set of rules for what a certain product must contain or may contain to legally be labeled with that product name.

ONLY breads and pastas with these exact product names conform to FDA's Standard of Identity and can be considered whole grain-rich using this method:

BREADS

- whole wheat bread
- entire wheat bread
- graham bread
- whole wheat rolls
- entire wheat rolls
- graham rolls
- whole wheat buns
- entire wheat buns
- graham buns

PASTAS

- whole wheat macaroni
- whole wheat spaghetti
- whole wheat vermicelli
- whole wheat macaroni product

NOTE: *Manufacturers may label their food with similar terms to FDA's Standard of Identity. Watch for terms such as, "whole grain," "made with whole grain," "made with whole wheat," or "contains whole grains." These terms do not indicate an FDA Standard of Identity for whole wheat products.*

#2 FOOD IS FOUND ON ANY STATE AGENCY'S WIC–APPROVED WHOLE GRAIN FOOD LIST

WIC
Women • Infants • Children

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

NOTE: *Complete product guides identifying all WIC creditable food products can be found on State agency websites.*

WGR[2]

Sample WIC Shopping Guide

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Identifying Whole Grain-Rich

#3 FDA STATEMENT

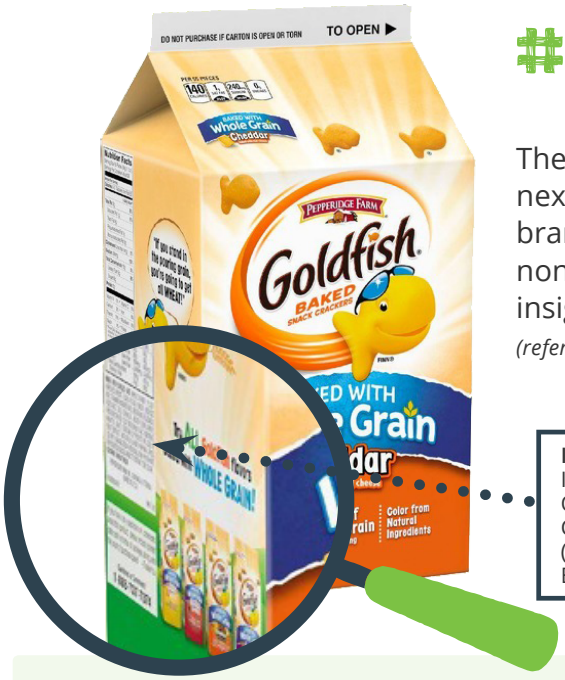
WGR[3] FDA

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

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

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

FNS is allowing the FDA whole grain health claims to be sufficient documentation to demonstrate compliance with the whole grain-rich criteria in the CACFP, **ONLY**.



#4 RULE OF THREE

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

(reference NCA's Identifying Grain Ingredients for list of creditable grains)

#1 Whole Grain **2nd Grain Ingredient**

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

There is no 3rd grain ingredient.

WGR[4]

DISREGARDED INGREDIENTS

Disregarded ingredients may be ignored, as these ingredients are not included in the rule of three. Grains that can be disregarded are either:

1. Any grain derivatives, such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch, or modified food starch.

2. Any grain ingredients that are listed as "less than 2%..." of the product weight.

#1 Whole Grain **Grain Derivative**

INGREDIENTS Whole Wheat Flour, Filtered Water, Vital Wheat Gluten, Brown Sugar. Contains 2% Or Less Of The Following: Wheat Fiber, Cultured Wheat Starch, Vinegar, Inulin, Yeast, Oat Fiber, Soybean Oil, Salt, Soy Lecithin, Barley Malt Powder, Enzyme Blend (Wheat Flour, Dextrose, Natural Enzymes), Ascorbic Acid.

Listed after "Less than 2%..." statement

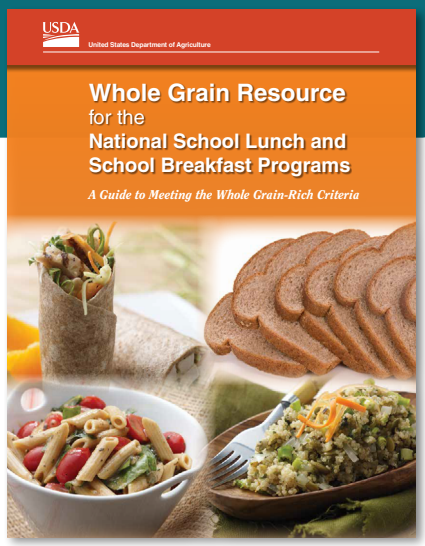
Page 2

Identifying Whole Grain-Rich

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

WGR5

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



Available to download at cacfp.org and the USDA FNS website.

#6 MANUFACTURER DOCUMENTATION OR STANDARDIZED RECIPE

WGR6

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

This guide is meant to be used to identify CACFP Creditable **WHOLE GRAIN-RICH** products.

What about cereal?

WGRC

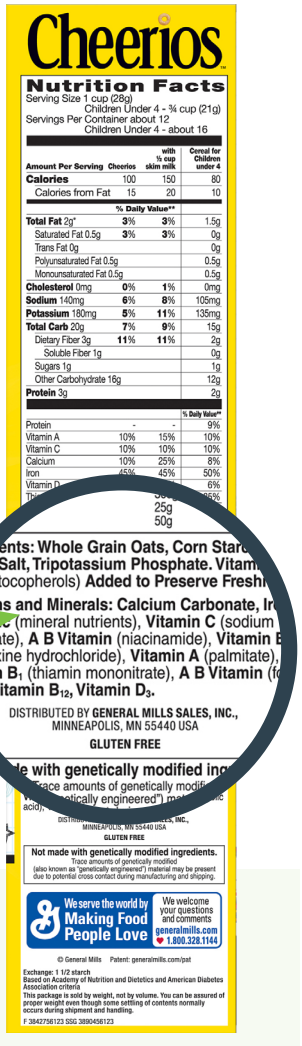
If a ready-to-eat breakfast cereal has a whole grain as the first ingredient (or second after water), and it is fortified, it also meets the whole grain-rich criteria.

#1 Whole Grain

INGREDIENTS: Whole Grain Oats, Corn Starch, Sugar, Salt, Tripotassium Phosphate. Vitamin E (Mixed Tocopherols) Added to Preserve Freshness.

VITAMINS AND MINERALS: Calcium Carbonate, Iron and Zinc (Mineral Nutrients), Vitamin C (Sodium Ascorbate), a B Vitamin (Niacinamide), Vitamin B6 (Pyridoxine Hydrochloride), Vitamin A (Palmitate), Vitamin B1 (Thiamin Mononitrate), a B Vitamin (Folic Acid), Vitamin B12, Vitamin D3.

Fortified



Don't forget...

Not only does a ready-to-eat breakfast cereal have to meet the above criteria but it also has to meet the sugar limits in order to be creditable in the first place.

GRAINS 101

BRAN is the seed husk or outer coating of cereal grains such as wheat, rye, and oats. The bran can be mechanically removed from the flour or meal by sifting or bolting.

CREDITABLE GRAINS represents all of the grain ingredients in a product that are creditable towards the grains component; they include whole grains or enriched meal and/or flour.

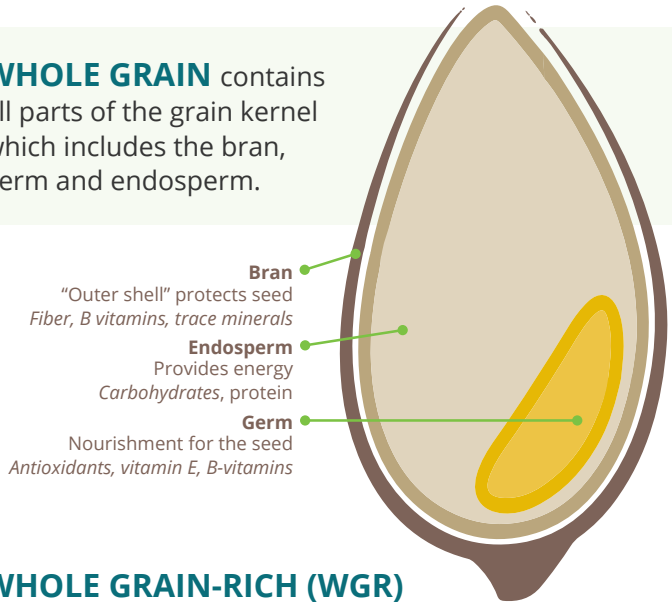
ENRICHED means that the product conforms to the U.S. Food and Drug Administration's, (FDA) Standard of Identity for levels of iron, thiamin, riboflavin, niacin, and folic acid. The terms "enriched," "fortified," or similar terms indicate the addition of one or more vitamins or minerals or protein to a food, unless an applicable Federal regulation requires the use of specific words or statements.

FLOUR is the product derived by finely grinding and bolting (sifting) wheat or other grains. Flour may be made from all grains (wheat, rye, corn, etc.).

GERM is the vitamin-rich embryo of the grain kernel. The germ can be separated before milling for use as a cereal or food supplement.

PRIMARY GRAIN INGREDIENT is the first grain ingredient listed in the ingredient statement.

WHOLE GRAIN contains all parts of the grain kernel which includes the bran, germ and endosperm.



WHOLE GRAIN-RICH (WGR) is the term designated by USDA Food and Nutrition Service (FNS) to indicate that the grain components in a product are at least 50 percent whole grain, with the remaining grains being enriched. This term only refers to FNS criteria for meeting the grain requirements for CACFP.

Identifying Whole Grain-Rich

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Identifying Grain Ingredients

WHOLE GRAINS

CORN
Whole Corn
Whole Grain Corn
Whole Grain Corn Flour

OATS
Instant Oatmeal
Oat Groats
Old Fashion Oats
Quick Cooking Oats
Steel Cut Oats
Whole Grain Oat Flour

RICE
Brown Rice
Sprouted Brown Rice
Wild Rice

RYE
Rye Groats
Sprouted Whole Rye
Whole Rye Flour

WHEAT
Bulgur
Cracked Wheat
Graham Flour
Sprouted Whole Wheat
Wheat Berries
Wheat Groats
Whole Durum Flour
Whole Grain Wheat Flakes
Whole Wheat Flour

OTHER WHOLE GRAINS
Amaranth
Amaranth Flour
Buckwheat
Buckwheat Flour
Buckwheat Groats
Millet
Millet Flour
Quinoa
Sorghum
Sorghum Flour
Spelt Berries
Sprouted Buckwheat
Sprouted Einkorn
Sprouted Spelt
Teff
Teff Flour
Triticale
Triticale Flour
Whole Einkorn Berries
Whole Grain Einkorn Flour
Whole Grain Spelt Flour

CREDITABLE GRAINS

- Any Whole Grain Above
- Enriched Grains
- Bran or Germ
  Creditable in CACFP, SFSP & afterschool snacks only.

These ingredients are not whole nor enriched and cannot be one of the first 3 ingredients when identifying whole grain-rich products.

NON-CREDITABLE GRAINS
Barley Malt
Corn
Corn Fiber
Degerminated Corn Meal
Farina
Oat Fiber
Semolina
Yellow Corn Meal

NON-CREDITABLE FLOURS
not enriched
Any Bean Flour
Any Nut Flour
Bromated Flour
Durum Flour
Malted Barley Flour
Potato Flour
Rice Flour
Wheat Flour
White Flour
Yellow Corn Flour

DISREGARDED INGREDIENTS

Disregarded ingredients may be ignored, as these ingredients are not included in the rule of three. Grains that can be disregarded are either:

1. Any grain ingredients that are listed as "less than 2%..." of the product weight.

2. Any grain derivatives, such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch, or modified food starch.

Please note that this list is not meant to be exhaustive, and there may be other items that qualify, or are not creditable, that are not listed above. Check with your sponsor and/or state agency.

Identifying Whole Grain-Rich In the Aisles

FOOD IS LABELED AS "WHOLE WHEAT" AND MEETS FDA STANDARD OF IDENTITY

RULE OF THREE

The first ingredient (second after water) must be whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ.

Ingredients: White Quinoa,[1] Red Quinoa,[2] Black Quinoa [3]

Ingredients: Whole Wheat Flour,[1] Enriched Bleached Flour [2](Bleached Wheat Flour, Niacin, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid, Leavening (Sodium Bicarbonate, Sodium Aluminum Phosphate, Monocalcium Phosphate), Brown Sugar, Sugar, Dried Molasses, Salt, Wheat Germ,[3] Hydroxylated Soy Lecithin, Soy Flour.

Ingredients: Whole Grain Wheat Flour,[1] Canola Oil, Sugar, Corn Starch [2*] Malt Syrup (From Corn And Barley), Salt, Refiner's Syrup, Leavening (Calcium Phosphate And Baking Soda). Bht Added To Packaging Material To Preserve Freshness.

2* considered disregarded

Ingredients: Organic Whole Wheat Flour,[1] Organic Wheat Flour,[2] Organic Vegetable Oil (Organic Expeller Pressed Sunflower Oil and Organic Expeller Pressed Palm Fruit Oil), Organic Whole Flax Flour, Organic honey, Organic Whole Oat flour, Organic Sesame Seeds, Organic Evaporated Cane Syrup...

DOES NOT MEET WGR4
2nd grain is not whole or enriched. *

CEREAL

1st grain ingredient must be whole grain and cereal is fortified with Vitamins & Minerals.

Ingredients: Whole Grain Wheat, Sugar, Contains 2% or Less of Brown Rice Syrup, Gelatin, BHT for Freshness.

Vitamins and Minerals: Reduced Iron, Niacinamide, Vitamin B6 (Pyridoxine Hydrochloride), Vitamin B2 (Riboflavin), Vitamin B1 (Thiamin Hydrochloride), Zinc Oxide, Folic Acid, Vitamin B12.

Ingredients: Whole Grain Wheat, Corn, Sugar, Whole Grain Rolled Oats, Brown Sugar, Rice, Canola Oil, Wheat Flour, Malted Barley Flour, Corn Syrup, Salt, Whey (from Milk), Malted Corn and Barley Syrup, Honey, Caramel Color, Natural and Artificial Flavor, Annatto Extract (Color), BHT Added to Packaging Material to Preserve Product Freshness.

Vitamins and Minerals: Reduced Iron, Niacinamide, Vitamin B6, Vitamin A Palmitate, Riboflavin (Vitamin B2), Thiamin Mononitrate (Vitamin B1), Zinc Oxide (Source of Zinc), Folic Acid, Vitamin B12, Vitamin D3.

Ingredients: Whole Grain Corn, Corn Meal, Sugar, Canola Oil, Salt, Brown Sugar Syrup, Tricalcium Phosphate, Vegetable and Fruit Juice Color, Baking Soda, Citric Acid, Natural Flavor. Vitamin E (Mixed Tocopherols) Added to Preserve Freshness.

Vitamins and Minerals: Calcium Carbonate, Iron and Zinc (Mineral Nutrients), Vitamin C (Sodium Ascorbate), a B Vitamin (Niacinamide), Vitamin B6 (Pyridoxine Hydrochloride), Vitamin B1 (Thiamin Mononitrate), Vitamin A (Palmitate), Vitamin B2 (Riboflavin), a B Vitamin (Folic Acid), Vitamin B12, Vitamin D3.

Ingredients: Whole Grain Oats*, Cane Sugar*, Sunflower Oil*, Rice*, Whole Grain Quinoa*, Whole Grain Spelt*, Kamut Brand Khorasan Wheat*, Molasses*, Sea Salt, Cinnamon*, Natural Flavor*. Vitamin E (Mixed Tocopherols) Added to Preserve Freshness.*Organic.

DOES NOT MEET WGRC
Not fortified with Vitamins & Minerals. *

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*** These products may meet another standard for indentifying whole grain-rich but do not in the section noted.**

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Wondering if your food is WHOLE GRAIN-RICH?

Is it a cereal?

NO

YES

STOP

NOT CACFP CREDITABLE

Is it a bread or pasta labeled "WHOLE WHEAT" and does it meet the Standard of Identity?

YES

WHOLE GRAIN-RICH

NO

Is the product found on ANY State agency's WIC approved lists?

YES

WHOLE GRAIN-RICH

NO

Does the product packaging list either of the **FDA** statements?

YES

WHOLE GRAIN-RICH

NO

Does it meet the whole grain-rich criteria under the NSLP?

YES

WHOLE GRAIN-RICH

NO

Is the 1st ingredient (2nd after water) a "**WHOLE GRAIN**"?

YES

NO

Does it meet the sugar limit requirements?

NO

YES

Is the 1st ingredient (2nd after water) a "**WHOLE GRAIN**"?

DOES NOT MEET THE WHOLE GRAIN-RICH REQUIREMENTS

YES

NO

NO

Do you have proper documentation from manufacturer proving WGR?

YES

WHOLE GRAIN-RICH

NO

Is it fortified with Vitamins & Minerals?

YES

WHOLE GRAIN-RICH

NO

Are the next two grain ingredients whole grain, enriched, bran, or germ?

YES

WHOLE GRAIN-RICH

NO

Do they follow the statement, "contains less than 2%..."?

YES

WHOLE GRAIN-RICH

NO

Do you have proper documentation from manufacturer proving WGR?

YES

NO

DOES NOT MEET THE WHOLE GRAIN-RICH REQUIREMENTS

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Meal Pattern for Infants

Birth - 11 months

Breakfast, Lunch, and Supper

3 required components when developmentally ready

Breastmilk or Formula

required for all infants

	birth - 5 mos	6 - 11 mos
breastmilk, formula, or portions of both	**4 - 6 oz**	**6 - 8 oz**

Good Sources of Iron

required when infant is developmentally ready- choose one or more of the following

infant cereal		**0 - 1/2 oz eq**
meat/poultry/fish/whole egg		**0 - 4 Tbsp**
cooked dry beans and peas		**0 - 4 Tbsp**
cheese		**0 - 2 oz**
yogurt/cottage cheese		**0 - 4 oz**

Fruits or Vegetables

required when infant is developmentally ready

fruits, vegetables, or portions of both		**0 - 2 Tbsp**

Snack

3 required components when developmentally ready

Breastmilk or Formula

required for all infants

	birth - 5 mos	6 - 11 mos
breastmilk, formula, or portions of both	**4 - 6 oz**	**2 - 4 oz**

Grains

required when infant is developmentally ready- choose one or more of the following

bread		**0 - 1/2 oz eq**
crackers		**0 - 1/4 oz eq**
infant cereal		**0 - 1/2 oz eq**
cereal, dry: flakes or rounds		**4 Tbsp or 1/4 cup**
cereal, dry: puffed		**5 Tbsp or 1/3 cup**

Fruits or Vegetables

required when infant is developmentally ready

fruits, vegetables, or portions of both		**0 - 2 Tbsp**

Please note, portions listed are minimums. Serving larger portions is encouraged.

JUNE 2022

Meal Pattern for Infants

Important Reminders

Breastmilk and Formula

- Breastmilk, iron-fortified infant formula, or portions of both, must be served to infants birth through 11 months of age.
- Breastmilk is recommended in place of formula from birth through 11 months.
- Breastmilk is creditable for children of any age.
- Some breastfed infants consume less than the minimum amount of breastmilk per feeding. A meal containing less than the minimum amount of breastmilk may still be claimed as long as additional breastmilk is offered at a later time.
- Infant formula must be iron-fortified. Facilities must offer at least one infant formula. It is strongly encouraged to offer two; one milk-based and one soy-based.
- If an infant is not yet ready for solids, then a meal containing only breastmilk or formula is creditable, regardless of whether the parent or provider provides it.
- When a parent or guardian chooses to provide breastmilk or iron-fortified infant formula and the infant is consuming solid foods, the institution or facility must supply all other required meal components in order for the meal to be reimbursable.
- Meals in which a mother directly breastfeeds her infant at the institution or facility are eligible for reimbursement.

Fruits & Vegetables

- Fruit and vegetable juices must not be served.
- Fruits and vegetables may be served as separate items or may be combined (e.g. apple/banana/pumpkin).

Grains

- Grain items (bread, soft tortilla, crackers, teething biscuit, ready-to-eat breakfast cereals) must be whole grain, enriched, or made from whole grain or enriched meal or flour.
- Infant cereal must be iron-fortified.
- Only ready-to-eat breakfast cereals containing 6 g of sugar or less per dry ounce may be served. See the *Florida WIC-Approved Cereal List*.

Solid Foods

- The gradual introduction of solid foods may begin at 6 months of age, or before or after 6 months of age if it is developmentally appropriate for the infant.
- Once an infant is developmentally ready to accept solid foods, the institution or facility is required to offer them to the infant.
- Solids must be of an appropriate texture and consistency and should only be introduced after consulting with the infant's parent or guardian.
- Parents or guardians should request in writing when an institution or facility should start serving solid foods to their infant.
- Solids can be either home-prepared baby foods or commercially-prepared baby foods.
- If commercially-prepared combination foods are offered (e.g. chicken and rice), documentation from the manufacturer must be on file stating the portion of each component.
- Do not serve honey or food that contains honey to infants less than one year of age - honey may contain botulinum spores, which can be harmful to infants.
- Yogurt must have no more than 23 g sugar/ 6 oz.

USDA
United States Department of Agriculture
Food and Nutrition Service

Crediting Store-Bought Combination Baby Foods in the Child and Adult Care Food Program

Combination baby foods are foods that include a mixture of two or more foods, such as meat and vegetables. Under certain circumstances, these foods may be counted toward a reimbursable infant meal or snack in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP).

Before serving a store-bought combination baby food, check with your State agency or sponsoring organization. It may require you to have the baby food packaging, a Product Formulation Statement, or other form of documentation to show how the food credits toward the CACFP infant meal pattern.

How Much of the Combination Baby Food Needs to be Offered?

In the CACFP infant meal pattern*, amounts of food served at meals and snacks are shown as ranges, such as 0 to 2 tablespoons. This range lets you introduce new foods slowly when the infant is developmentally ready. Once a baby is regularly eating a food, offer the infant the full amount of the food (the uppermost range).

Combination baby foods should be offered only after the infant has been introduced to the individual ingredients in the combination food. For example, before an infant is given a chicken and vegetable combination baby food, the infant should have already been introduced to both chicken and the vegetable individually as single component foods. More information on the introduction of foods is available at fns.usda.gov/tn/feeding-infants-child-and-adult-care-food-program.

Since infants eating combination baby foods have already shown that they are developmentally ready and accepting of each food in the combination baby food, you must ensure that the combination baby food package provides the full, required amount of the food component. If it does not, you must offer more food from that component to meet the full amount of the food.

Remember, this amount must be *offered* to the infant, but the infant does not have to eat all of it.

*For information on the CACFP infant meal pattern, please see the "Feeding Infants in the Child and Adult Care Food Program" guide at fns.usda.gov/tn/feeding-infants-child-and-adult-care-food-program.

FNS-873 September 2020

Required Amounts of Food Components at Meals and Snacks

Breakfast, Lunch, Supper*

- **Grains/Meats/Meat Alternates:** ½ oz eq (4 tbsp) iron-fortified infant cereal or 4 tbsp meat, fish, poultry, whole eggs, cooked dry beans or peas; or ½ cup (4 oz) yogurt or cottage cheese; or a combination.
- **Vegetables/Fruit:** 2 tbsp vegetable, fruit, or both.

Snack*

- **Grains:** ½ oz eq (4 tbsp) infant cereal, ½ oz eq of bread/bread-like items, ¼ oz eq ready-to-eat breakfast cereal, or ¼ oz eq crackers.
- **Vegetables/Fruit:** 2 tablespoons fruit, vegetable or a combination of both.

*You must also offer a baby breastmilk and/or iron-fortified infant formula at breakfast, lunch, supper, and snack.

How Do I Credit Combination Baby Foods?

Follow the steps below to see how combination baby foods count toward a reimbursable meal or snack.

1 Look for the creditable ingredient(s) in the baby food. What component(s) do the ingredient(s) credit toward?

The charts below and on page 3 show some common ingredients that are and are not creditable in the CACFP infant meal pattern. Although there are ingredients that may not be creditable, if there is at least one creditable component, the combination baby food may be offered.

Look for combination baby foods that are made with few or no non-creditable ingredients. This will help ensure the infant gets the nutrition he or she needs for growth and development.

Creditable

Food Item	Food Component
Beans	Grains/Meats/Meat Alternates or Vegetables/Fruit
Cheese (natural or processed)	Grains/Meats/Meat Alternates
Fin fish and shellfish	Grains/Meats/Meat Alternates
Fruits (not freeze-dried, not juice)	Vegetables/Fruit
Iron-fortified infant cereal*	Grains/Meats/Meat Alternates
Meats (beef, pork)	Grains/Meats/Meat Alternates
Poultry (chicken, turkey)	Grains/Meats/Meat Alternates
Ready-to-Eat Cereal	Grains (creditable at snack only)
Vegetables (not freeze-dried, not juice)	Vegetables/Fruit
Yogurt (not soy yogurt)	Grains/Meats/Meat Alternates

*At snack, iron-fortified infant cereal counts toward the grains component, as there is no required meats/meat alternates component at snack.

For more information on creditable foods in the infant meal pattern, see "Appendix F: Infant Foods List" in the "Feeding Infants in the Child and Adult Care Food Program" guide at fns.usda.gov/tn/feeding-infants-child-and-adult-care-food-program.

Not Creditable	
Food Item	
Barley	Nuts and seeds
Cooked grains	Nut and seed butters
Dried or powdered cheese*	Oats
Freeze-dried vegetables and fruit (e.g., banana)	Quinoa
Granola	Rice
Macaroni and other pastas	Soy yogurt
Millet	Wheat
Mixed grains	

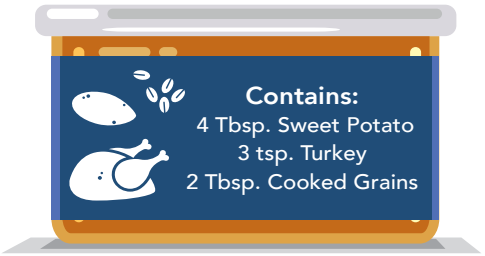
*According to the Food and Drug Administration, dried or powdered cheese does not meet the definition of "cheese."

2 Does the combination baby food only include ingredients from one food component?

- **Yes.** If the combination baby food only has ingredients from one food component, go to Step 4. You can also see Example #1 (Page 5) on how to credit this food.
- **No.** Go to Step 3.

How Do I Credit Combination Baby Foods? (continued)

3 Is the amount of each creditable ingredient listed on the food container as a unit of volume (i.e., cups, tablespoons (tbsp), or teaspoons (tsp), etc.)?



- **Yes.** If the amount of each ingredient is listed as a unit of volume, such as cups, tbsp, tsp, etc., go to Step 4. You can also see Example #2 (Page 5) on how to credit this food.

Ingredients:
65% organic bananas, 30% water, 3% organic oat flour, 1% organic barley flakes, 0.277% organic cinnamon, 0.1% organic lemon juice concentrate.

- **No.** Is the amount of each of the ingredients listed as a percentage of the total weight? If so, you may need to calculate the amount of each ingredient to determine the number of tbsp, tsp, etc., or request more information from the manufacturer. See Example #3 on page 6.

- **No.** If the package does not list the volume or percentage of each creditable ingredient, then you will need more information from the manufacturer, such as a Product Formulation Statement. For more information on a PFS, see fns.usda.gov/sites/default/files/resource-files/manufacturerPFStipsheet.pdf.

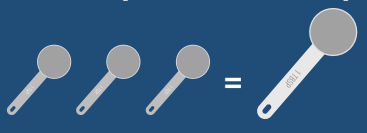
4 Compare the amount of each food component in the container with the amount required in the CACFP infant meal pattern.

- If the food has more than one ingredient from the same component, add the volume (cups, tbsp, tsp, etc.) of the ingredients together to see the total amount from the food component.
- If the volume (cups, tbsp, tsp, etc.) of ingredients that credit toward a food component is less than the required amount for that food component, additional foods are needed.

Converting to Tablespoons

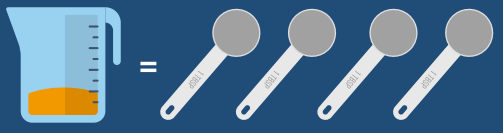
If the package lists amounts in teaspoons or cups, see the information below for how many tablespoons are in that amount.

3 teaspoons (3 tsp) = 1 tablespoon (tbsp)



⅛ cup = 2 tablespoons (tbsp)

¼ cup = 4 tablespoons (tbsp)



USDA
United States Department of Agriculture
Food and Nutrition Service

Feeding Infants Using Ounce Equivalents for Grains

in the Child and Adult Care Food Program

Grains in the form of bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals are an important part of meals and snacks in the Child and Adult Care Food Program (CACFP). To make sure infants get enough grains, required amounts of grain items are listed in the infant meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grain in a portion of food.

As a reminder, iron-fortified infant cereal is the only grain that may count toward a reimbursable breakfast, lunch, or supper in the CACFP infant meal pattern. You may serve bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals as part of a reimbursable snack.

Reminder!

Infant cereals and ready-to-eat cereals must be iron-fortified. Ready-to-eat cereals must contain no more than 6 grams of sugar per dry ounce.

All grains served must be enriched, fortified, or whole grain-rich.

Breakfast/Lunch/Supper

Grain Item	Requirements
Iron-Fortified Infant Cereal; or meats/meat alternates; or both	0-½ oz eq

Snack
(choose at least one item below)

Grain Item	Requirements
Bread/Bread-like Items; or	0-½ oz eq
Crackers; or	0-¼ oz eq
Iron-Fortified Infant Cereal; or	0-½ oz eq
Ready-to-Eat Cereal	0-¼ oz eq

For more information on the CACFP infant meal pattern, see the "Feeding Infants in the Child and Adult Care Food Program" guide at TeamNutrition.USDA.gov.

FNS-874 September 2020

Using the Grains Measuring Charts

The Grains Measuring Charts on pages 3–4 tell you how much bread/bread-like items, crackers, iron-fortified infant cereal, and ready-to-eat cereals you need to serve to meet CACFP infant meal pattern requirements. To use these charts:

1. Find the chart that applies to the grain item you want to serve: Iron-Fortified Infant Cereal (Page 3), Bread/Bread-Like Items (Page 3), Ready-To-Eat Cereal (Page 4), Crackers (Page 4).

2. Find the grain you want to serve under the "Grain Item and Size" column.

3. Check if the chart lists a size or weight by the name of the grain. If the chart:

   - **Lists a weight** for the grain, such as ***at least 28 grams***, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same or more than the grain on the chart. See page 5.
   - **Lists a size** for the grain, such as ***about 2" by 2"***, then check if the item is the same size or larger than this amount. See page 6.
   - **Does not list a weight or size** for the grain, then you do not need to check the size or weight of the product before using the chart.

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size
Bread at least 28 grams
Cracker, Saltine (about 2" by 2")
Iron-Fortified Infant Cereal (single and multigrain)

Reminder!

Do not offer babies crackers containing seeds and nuts. These items can increase a baby's risk of choking.

Reminder!

Cut breads and bread-like items into thin strips or small pieces no larger than ½ inch. This will reduce the risk of a baby choking.

BREAD/BREAD-LIKE ITEMS = ½ oz eq

IRON-FORTIFIED INFANT CEREAL = ½ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size		½ oz eq is about…	Creditable at Meals or Snacks?
Biscuit at least 28 grams	★	½ biscuit or 14 grams	Snack only
Bread at least 28 grams	★	½ slice or 14 grams	Snack only
Bun or Roll (entire bun or roll) at least 28 grams	★	½ bun/roll or 14 grams	Snack only
Corn Muffin at least 34 grams	★	½ muffin or 17 grams	Snack only
English Muffin (top and bottom) at least 56 grams	★	¼ muffin or 14 grams	Snack only
Iron-Fortified Infant Cereal (single and multigrain)		4 tablespoons (¼ cup) dry	Breakfast, lunch, supper, snack
Pancake at least 34 grams	★	½ pancake or 17 grams	Snack only
Pita Bread/Round at least 56 grams	★	¼ pita or 14 grams	Snack only
Tortilla, Soft, Corn (about 5 ½")	■	¾ tortilla or 14 grams	Snack only
Tortilla, Soft, Flour (about 6")	■	½ tortilla or 14 grams	Snack only
Tortilla, Soft, Flour (about 8")	■	¼ tortilla or 14 grams	Snack only
Waffle at least 34 grams	★	½ waffle or 17 grams	Snack only

★ Check that the item you want to serve weighs this amount, or more.
See "Using the Nutrition Facts Label" on page 5 for more information.

■ Check that the item you want to serve is about this size or larger.
See "Grains Measuring Tools" on page 6 for more information.

CRACKERS = ¼ oz eq

READY-TO-EAT CEREALS = ¼ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size	¼ oz eq is about…	Creditable at Meals or Snacks?
Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal)	4 tablespoons (¼ cup) or 7 grams	Snack only
Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal)	5 tablespoons (~⅓ cup) or 7 grams	Snack only
Cracker, Animal (about 1 ½" by 1")	■ 4 crackers or 7 grams	Snack only
Cracker, Bear-shaped or Similar, Sweet (not honey flavored) (about 1" by ½")	⬢ ■ 6 crackers or 7 grams	Snack only
Cracker, Cheese, Square, Savory (about 1" by 1")	■ 5 crackers or 6 grams	Snack only
Cracker, Fish-shaped or Similar, Savory (about ¾" by ½")	■ 11 crackers or 6 grams	Snack only
Cracker, Graham (not honey flavored) (about 5" by 2 ½")	⬢ ■ ½ cracker or 7 grams	Snack only
Cracker, Round, Savory (about 1 ¾" across)	■ 2 crackers or 6 grams	Snack only
Cracker, Round, Savory, Mini (about 1" across)	■ 4 crackers or 6 grams	Snack only
Cracker, Saltine (about 2" by 2")	■ 2 crackers or 6 grams	Snack only
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")	■ 3 crackers or 6 grams	Snack only
Cracker, Zwieback (not honey flavored)	⬢ 1 cracker or 6 grams	Snack only

⬢ Honey should never be fed to babies younger than 1 year.

■ Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Using the Nutrition Facts Label

Some items on the Grains Measuring Charts may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

Example #1: Pita Bread/Round (1 item in a serving)

1. Find the grain item and its size in the Grains Measuring Chart.

Grain Item and Size
Pita Bread/Round at least 56 grams

The pita bread/round you are comparing must weigh ***at least 56 grams*** to use the chart as a guide to the minimum serving amount.

- If the pita bread/round you want to serve is ***at least 56 grams***, then you can serve that item.
- If the pita bread/round is lighter in weight than the item listed on the Grains Measuring Chart, see page 6.

Nutrition Facts

6 Servings Per Container
Serving Size **1 Round (57g)**

Example #2: Pancakes (more than 1 item in a serving)

1. Find the grain item and its size in the Grains Measuring Chart.
2. Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size. One serving of pancakes weighs 117 grams.
3. Using the Nutrition Facts label, find out how much is in one serving (for example, the number of pancakes). There are three pancakes in one serving.
4. If there is more than one of an item in a serving, you will need to find the weight of each item. In this example, the serving size is three pancakes.

Grain Item and Size	½ oz eq is about…
Pancake at least 34 grams	½ pancake or 17 grams

Nutrition Facts

4 Servings Per Container
Serving Size **3 Pancakes** **(117g)**

Divide the weight of the serving by the number of items in one serving to find the weight of one item.

117 grams ÷ 3 pancakes = 39 grams per pancake

Serving Weight *Serving Size* *Weight of Each Item*

Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?

☑ **Yes:** In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each pancake weighs 39 grams, you may use the chart as a guide for the minimum serving amount.

What If My Grain Is Different?

Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If the answer is "yes", you will need to use another method to determine how much of a grain item to serve in order to meet CACFP infant meal pattern requirements. You could:

- Enter information from the Nutrition Facts label into the "Food Buying Guide for Child Nutrition Program's (FBG) Exhibit A Grains Tool."* This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the "FBG Recipe Analysis Workbook (RAW)"* to determine the ounce equivalents per serving for standardized recipes.

*Available at foodbuyingguide.fns.usda.gov.

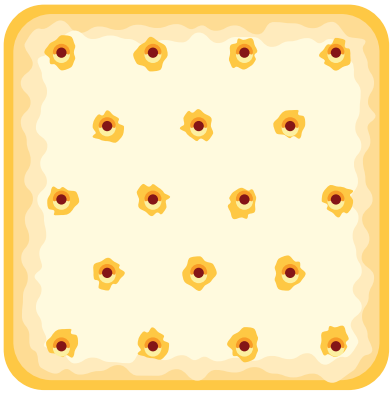
Note: Make sure the food you are entering is creditable for infants. For more information, see "Feeding Infants in the CACFP's Appendix F: Infant Foods List" at fns.usda.gov/sites/default/files/resource-files/FI_AppendixF.pdf.

Grains Measuring Tools

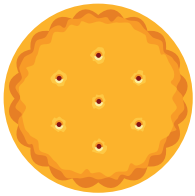
Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

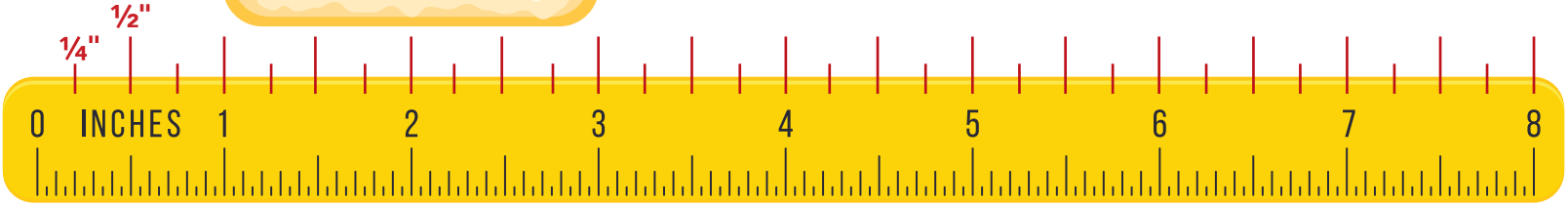
Guides appear as actual size when this worksheet is printed at 100% on standard 8.5" by 11" paper.

2" by 2"



1" across





Creditable Infant Formulas in the CCFP

The **CCFP infant meal pattern** requires a site to offer at least one iron-fortified infant formula that is regulated by the Food and Drug Administration (FDA). The FDA has strict nutrition and safety standards for infant formula to make sure infants are getting the nutrients they need for healthy growth. All infant formulas sold in the United States are regulated by the FDA.

Infant formulas manufactured outside the United States are not creditable, but the FDA has provided a pathway for manufacturers of infant formula products that were imported, sold, and/or distributed under a letter of **enforcement discretion** received based on factors described in a **guidance to industry issued on May 16, 2022** to continue marketing their products while they work toward meeting all applicable FDA requirements. The list of these approved foreign infant formulas can be found here: **www.fda.gov/food/infant-formula-guidance-documents-regulatory-information/enforcement-discretion-manufacturers-increase-infant-formula-supplies**. The infant formulas on this list are creditable in the CCFP.

Infant formula served in a CCFP reimbursable meal must be FDA approved, should not be on the FDA Exempt Infant Formula list, and must be iron-fortified.

How to determine if an infant formula is eligible for reimbursement:

1. Ensure that the formula is not an FDA Exempt Infant Formula, which is labeled for use by infants who have inborn errors of metabolism, low birth weight or who otherwise have unusual medical or dietary problems, as defined in 21 CFR 107.3. FDA Exempt Infant Formulas are special infant formulas that are meant only for babies who have an unusual medical or dietary restriction. An exempt infant formula can only be served as part of a reimbursable meal if the substitution is supported by a medical statement signed by the infant's health care provider.

More information and a list of FDA Exempt Infant Formulas can be found at: **www.fda.gov/food/infant-formula-guidance-documents-regulatory-information/exempt-infant-formulas-marketed-united-states-manufacturer-and-category**

2. Look for "Infant Formula with Iron" or a similar statement on the front of the formula package.

All iron-fortified infant formulas must have this type of statement on the package.

3. Use the nutrition facts label as a guide to ensure that the formula is iron-fortified. The nutritive values of each formula are listed on the product's nutrition facts label.

To be considered iron-fortified, an infant formula must have 1mg of iron or more per 100 calories of formula when prepared in accordance with label directions.

For more information, view USDA's Feeding Infants in the CACFP guide here:
www.fns.usda.gov/tn/cacfp/feeding-infants

June 2024

Child Care Food Program
Infant Feeding Form

Child Care Facility Name: _____

Formula(s) offered: _____

_____

Infant Name: _____ Date of Birth: _____

This child care facility participates in the Child Care Food Program (CCFP) and is required to offer infant formula and food to all enrolled infants. Solid foods are offered only when authorized by parents and when each infant is developmentally ready, in accordance with the CCFP Meal Pattern.

We welcome breastfed babies and support and encourage moms to continue breastfeeding when returning to work or school. For formula fed infants, we offer iron-fortified infant formula.

Parents, please complete the following:

Breastmilk - Please check if you plan to do one or both:

❒ Provide pumped breastmilk

❒ Visit facility to nurse

Infant Formula:

❒ I accept the formula(s) offered by the facility

❒ I prefer to supply my own formula: _____

Record changes and updates below, as needed (i.e. infant switches from breastmilk to a center-provided infant formula).

Notes	Date	Parent Initials

Please attach additional pages as needed.

❒ This facility has not requested or required me to provide infant formula or food.

❒ If desired, I understand I may supply only <u>one</u> component per meal.

Parent Signature: _____ Date: _____

Printed Name of Parent: _____

*Please note: Early Head Start facilities provide the brand of formula you currently give your infant as well as all age-appropriate food

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 strips)
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 ready to accept it.

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

Is Your Facility Breastfeeding Friendly?

A facility that is Breastfeeding Friendly:

- Provides an atmosphere that welcomes and promotes breastfeeding as a normal method of feeding infants
- Helps mothers continue to breastfeed when they return to work or school
- Makes breastfeeding resources available to parents
- Feeds infants on cue and coordinates feeding times with parent's schedule
- Trains staff so they are able to support breastfeeding parents
- Has a written breastfeeding policy

If you think your center or home is Breastfeeding Friendly, complete the following information and the self-assessment on the back. Mail, fax, or email this completed form and a copy of your breastfeeding policy to the address below. Facilities that answer "Yes" to all six standards and whose policy supports breastfeeding will be designated as a Breastfeeding Friendly Child Care Facility. Facilities will be awarded a certificate and window cling to display at the center or home. The certificate expires after 2 years and you will need to complete another self-assessment at that time.

If your facility is not ready to apply yet and you would like more information on becoming a Breastfeeding Friendly Child Care Facility, contact us at the address below.

CCFP Authorization Number (if applicable): _____

Facility Name: _____

Sponsor Name (if applicable): _____

Facility Address: _____

City: _____State: _____Zip: _____

Number of infants (under 12 months of age) currently in care: _____

Contact Information:

Krista Schoen, MS, RD, LD
Florida Department of Health
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin A-17
Tallahassee, FL 32399
krista.schoen@flhealth.gov
Phone: 850-245-4323 FAX: 850-414-1622

Breastfeeding Friendly Self-Assessment

1. *Our facility provides an atmosphere that welcomes and promotes breastfeeding.* Yes___ No___

The facility encourages mothers to visit and breastfeed during the day, if their schedules permit. Facility employees are also encouraged to breastfeed their infants in care. There are breastfeeding posters on display and learning/play materials that promote breastfeeding (e.g. books that contain pictures of babies or animals nursing).

2. *Our facility helps mothers continue to breastfeed their babies when they return to work or school.* Yes___ No___

Parents are told about the facility's policies and services regarding breastfeeding. The facility's information packet for new families includes information on breastfeeding that is not provided by or produced by formula companies. There is a quiet comfortable place that mothers can feed their babies or express breast milk.

3. *Our facility has accurate written materials on breastfeeding topics available for all parents.* Yes___ No___

Staff is familiar with written materials and available community resources (support groups, La Leche League, lactation consultants, and local WIC agency) and refers moms as appropriate.

4. *Our facility feeds infants on cue and coordinates feeding times with the mother's normal schedule.* Yes___ No___

Breastfed babies do not receive food or drink (other than breast milk) unless indicated. Parents are asked what they want the facility to do if mom will be late and their baby is hungry or the supply of breast milk is gone.

5. *Our facility trains all staff so they are able to support breastfeeding.* Yes___ No___

Facility staff convey a positive attitude that moms can return to work and continue to breastfeed and that the facility can help them. Staff is trained about the benefits and normalcy of breastfeeding; the preparation, storage, and feeding of breast milk; and resources available for staff and parents.

6. *Our facility has a written policy that reflects the facility's commitment to breastfeeding*. Yes___ No___

Staff is familiar with the policy and it is available so that staff can refer to it.

Enclosed is a copy of our facility's Breastfeeding Policy.

Name of Facility Director: _____ Signature: _____

Phone: _____ E-mail: _____

Florida WIC Approved Cereal List for the Child Care Food Program 2024-2025

GF = Gluten Free *All cereals on this list meet CCFP sugar limits and are creditable to serve.* *June 2024*

Whole Grain/Whole Grain-Rich Cereals

Cold Cereals

Cheerios GF

Cheerios Oat Crunch Berry

Cheerios Veggie Blend Apple Strawberry GF

Cheerios Veggie Blend Blueberry Banana GF

Cheerios Multi-Grain GF

Oatmeal Squares Brown Sugar

Oatmeal Squares Cinnamon

Oatmeal Squares Honey Nut

Chex Blueberry GF

Chex Cinnamon GF

Chex Corn GF

Chex Rice GF

Chex Wheat

Total

Wheaties

Complete Bran

Great Grains Banana Nut

Kix Berry Berry

Kix Honey

Kix

Special K Protein Original Multi Grain

Life Vanilla

Life Original

Grape Nuts Flakes

Grape Nuts

Great Grains Crunchy Pecan

Frosted Mini-Wheats

Little Bites Original

Little Bites Chocolate

Frosted Mini-Wheats Blueberry

Frosted Mini-Wheats Strawberry

Frosted Mini-Wheats Pumpkin Pie Spice

Frosted Mini-Wheats Golden Honey

Frosted Mini-Wheats Cinnamon Roll

Strawberry Cream Mini Spooners

Frosted Mini Spooners

Hot Cereals

Instant Rolled Oats GF

Instant Oatmeal Original

Cream of Wheat Whole Grain 2 1/2 minute

Enriched Cereals

Cold Cereals

Rice Krispies

Special K Original

Crispix

Honey Bunches of Oats Maple Pecan

Honey Bunches of Oats Cinnamon Bunches

Honey Bunches of Oats Honey Roasted

Corn Flakes

Honey Frosted Corn Flakes

Honey Bunches of Oats with Almonds

Crispy Rice GF

Honey Bunches of Oats Vanilla

Hot Cereals

Hot Wheat Original

Instant Grits Original

Farina Original

Iron Fortified Quick Grits

Cream of Rice Instant GF

Cream of Rice 2 1/2 minute

Cream of Wheat Original 2 1/2 minute

Cream of Wheat Original 1 minute

Cream of Wheat Original Instant

Any store brand or Ralston Foods brand

WHOLE GRAIN/WHOLE GRAIN-RICH CEREALS

Bran Flakes
Frosted Shredded Wheat/Frosted Wheat
Instant Oatmeal - Original/Regular Multigrain Flakes
MultiGrain Medley, Tasteeos, Spins or Toasted Cereal
Nutty Nuggets/Crunchy Nuggets/Crunchy Wheat
Oat Crunch/Oat Wise/Oat Squares/Lively Oats
Strawberry Frosted Shredded Wheat
Toasted Oats/Tasteeos/Toasted Oat Spins/Happy O's
Wheat Flakes
Wheat Squares, Biscuits, or Crisps

ENRICHED CEREALS

Corn Flakes
Corn Squares, Biscuits, Crisps, or Bites
Crisp Rice/Crispy Rice
Crispy Hexagons (Corn & Rice)
Essentially You/Toasted Rice
Instant Grits - Original/Regular
Oats & More with Almonds/Almonds & Oats
Oats & More with Honey/Honey & Oats
Rice Squares, Biscuits, Crisps, or Pockets

MILK...
Part of a Healthy Eating Pattern

Drinking milk is an important habit for young children and serving them milk at meals is a CACFP requirement.

Each sip of milk is loaded with essential nutrients needed for growth and development. Milk is high in protein, calcium, potassium, and vitamin D.

Dairy milk delivers more!

- Builds strong bones and teeth
- Contains high-quality protein to help children grow and build strong muscles
- Keeps you fuller between meals and snacks
- Reduces risk of developing type 2 diabetes[1]

CACFP Creditable Milk

All of these types of milk are equally wholesome and safe to drink. Whole milk is only creditable for 1 year olds. Low-fat and fat-free milk are only creditable for ages 2 and older. Lactose-free milk is creditable for all ages 1 and older.

Whole Milk | **1% Low-Fat Milk** | **Fat-Free Milk** | **Lactose-Free Milk**

Low-fat and fat-free milk have all the same essential nutrients found in whole milk, but with less fat. No water is added.

Not all 'milk' is the same. Drinks made with nuts, rice, or coconuts often contain little or no protein. Non-dairy beverages that are not nutritionally equivalent to cow's milk are not a creditable replacement for milk in the CACFP.

[1] ref: 1 Drouin-Chartier, JP et al., 2016

One Year
Whole Milk
(unflavored)

2-5 Years
1% or Fat-Free
(unflavored)

6 & Older
1% or Fat-Free

The Truth About Dairy Milk

1. Milk is an important beverage for nutrients and hydration, even when your child has a cold.
2. Milk is a natural, fresh product that comes from cows, traveling from a local dairy farm to your grocery store in about two days.
3. In pasteurized milk, natural hormones and bacteria are destroyed or are broken down and do not enter the body.

Don't kids need fat to be healthy? Yes, children ages 12 months through 23 months need fat for brain and nerve growth and development. After age 2, children need less fat in their diet as growth slows significantly.

Isn't whole milk more nutritious than low-fat? Low-fat milk is equally nutritious as whole milk. Key nutrients in milk like vitamin A, vitamin D and calcium are the same or a little higher in 1% and fat-free milk compared to whole milk.

I'm concerned if I offer low-fat milk my kids won't drink it. It is surprising how easily most children make the transition from whole milk to 1% or fat-free. Serving milk very cold may be the key to the transition.

Are soy beverages creditable? Some fortified soy beverages may be creditable and served in the CACFP when the parent has submitted a written request and the soy beverage is nutritionally equivalent to cow's milk.

CACFP in the Know

- For newborn through 11 months, breastmilk and iron-fortified formula are reimbursable. Breastmilk is allowed at any age in the CACFP.
- Between the ages of 12 months and 13 months, iron-fortified formula may be served to children to help with the transition to whole milk.
- Between the ages of 24 months and 25 months, unflavored whole milk and unflavored reduced-fat (2%) milk may be served to help with the transition to fat-free (skim) or low-fat (1%) milk.
- Many non-dairy beverages may only be served when there is a medical statement on file. Contact your sponsoring organization or state agency for more information.
- Flavored milk is not allowed for children 5 years old and younger.
- Lactose-free and organic milk are reimbursable without a written request.

DAIRY COUNCIL of CALIFORNIA® Healthy Eating Made Easier®

Learn more about healthy eating at HealthyEating.org.

NATIONAL CACFP SPONSORS ASSOCIATION

Visit cacfp.org for more helpful tools.

Creditable Milks/Milk Substitutions in the Florida Child Care Food Program

Creditable Milks

What is a Creditable Fluid Milk?

For Children ages one and older, CCFP regulations require that each child's breakfast lunch and supper must include fluid milk to be eligible for reimbursement. Fluid milk may also be served as one of the two components of a snack.

The following milks may be served as part of a reimbursable meal with no extra documentation needed:

- **Breastmilk**
- **Pasteurized Cow or Goat Milk**
- **Lactose-Free or Lactose-Reduced Milk**
- **UHT (Ultra High Temperature) Milk**
- **Acidified or Cultured Milk**
- **Organic Milk**

Non-Creditable Non-Dairy Beverages

- **Almond Milk**
- **Cashew Milk**
- **Coconut Milk**
- **Hemp Milk**
- **Oat Milk**
- **Rice Milk**

These do not meet the USDA nutrient requirements and are not creditable without a completed Medical Statement.

Milk Substitutions: Creditable Non-Dairy Beverages

What is a Creditable Non-Dairy Beverage?

A creditable, non-dairy beverage is a beverage that meets the USDA nutrient standards for fluid milk substitutes (see table below). They may be requested by either parent note or Dietary Preference Form.

Non-dairy beverages are not required to be low-fat or fat-free. When served to children 1-5 years old, they must be unflavored.

Nutrients (1 cup cow's milk)	Requirement per cup (8 fluid oz.)	% DV
Protein	8g	16%
Calcium	276mg	28%
Vitamin A	150mcg	10%
Vitamin D	2.5mcg	25%
Magnesium	24mg	6%
Phosphorus	222mg	23%
Potassium	349mg	10%
Riboflavin	.44mg	26%
Vitamin B-12	1.1mcg	19%

Creditable Non-Dairy Beverages Approved for Use in the CCFP

Find these on store shelves: (shelf-stable)

For Children Ages 1-5 (Unflavored Only)

Kikkoman Pearl Organic Soymilk Smart Original

Silk Original Soymilk

Pacific Ultra Soy Original

Ripple Original Dairy Free Milk

Sunrich Naturals Original Soymilk

For Children Ages 6 and Older (Flavored)

Kikkoman Pearl Organic Soymilk Smart Vanilla

Kikkoman Pearl Organic Soymilk Smart Chocolate

Ripple Vanilla Dairy Free Milk

Ripple Chocolate Dairy Free Milk

Sunrich Naturals Soymilk Vanilla

Silk Soymilk Very Vanilla

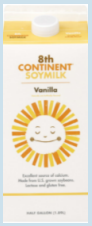
Silk Soymilk Chocolate

Find these in the refrigerated section:

Silk Original Soymilk

Better Goods Original Soymilk (formerly "Great Value" brand)

8th Continent Soymilk Original



8th Continent Soymilk Vanilla

Adapted for the Florida Child Care Food Program from MI Dept. of Education, August 2024

Special Dietary Needs in the CCFP

Meal Modifications Due to Disability

Requirements: When completed medical documentation is received, CCFP providers **must** make reasonable modifications that effectively accommodates the participant's disability and provides equal opportunity to program benefits. This applies to catered as well as self-prepared meals.

What is a Disability?

The Americans with Disabilities Act (ADA) Amendments Act of 2008 made important changes to the term "disability" to include any person with a physical or mental impairment that limits one or more major life activities, including major bodily functions. Most physical and mental impairments will constitute a disability, it does not need to be life-threatening.
USDA requires programs to make reasonable modifications to accommodate participants with disabilities to provide equal opportunity to participate. Examples of a disability may include diabetes, food allergy or intolerance, developmental delay or autism.

What is a Reasonable Modification?

The modification provided does not have to be the exact modification requested.

- Providers are not required to provide the specific brand names requested however, must work with family to determine a reasonable modification that effectively accommodates the disability. Meal accommodations do not need to mirror items being substituted. *Example: If lasagna is on the menu, you are not required to provide a gluten free lasagna option for a participant with Celiac disease; you could provide beans and rice instead.*
- Providers are required to provide the participant a meal that is safe for them to eat, allowing them equal opportunity to participate in the program, but it does not need to be a different meal each day. It is best to provide a variety, but some diets are too restrictive, and it may not be possible.
- A disability may require modifications to more than one meal component.
- To the extent possible, the meal or snack provided should follow the applicable USDA meal pattern.
- Providers may never require the family to supply the accommodation.
- Providers may not unduly delay providing the modification while awaiting the completed medical statement but should begin providing a reasonable modification to keep the child safe.
- Providers are required to serve participants with special diet requests due to medical need in the most inclusive way. *Example: a participant cannot be required to sit in another room during meal services.* However, always balance safety with stigma when accommodating a severe anaphylactic food allergy. A separate table may be necessary to control exposure to the allergen.
- If they desire to, parents/guardians may supply **all but one component** (supplied by the provider) for a reimbursable meal.

Major Life Activities

(included, but not limited to)

- Caring for oneself
- Performing manual tasks
- Seeing
- Hearing
- Eating
- Sleeping
- Walking
- Bending
- Speaking
- Breathing
- Learning
- Reading
- Concentrating

Major Bodily Functions

(included, but not limited to)

- Immune system
- Digestive
- Bladder
- Neurological
- Brain
- Respiratory
- Circulatory
- Endocrine
- Reproductive

Special Dietary Needs in the CCFP

Meal Modifications Due to Disability

What Documentation is Required?

Written Medical Statement

A valid **medical statement** is required when the special diet request results in a meal or snack that **does not fully meet meal pattern requirements.** This form is located in this guidance, on our website and MIPS.
It must be completed and signed by a licensed healthcare professional, defined as an individual authorized to write medical prescriptions. In Florida, this is a Physician, Physican Assistant (PA) and Nurse Practitioner (ARNP). A Registered Dietitian (RD) is authorized to complete and sign this form.
It must include the following information:

- **The physical/mental impairment that restricts the diet.**
- **What foods to omit and foods to be substituted or any necessary adaptive feeding equipment.**
- **Signature of licensed healthcare professional (physician, physician assistant, nurse practitioner), or a registered dietitian.**

What if the Medical Statement is Not Clear?

Seek clarification if statement is unclear or lacks sufficient detail so a proper and safe meal can be provided. Work with the parent or guardian to provide clarification.

It is not necessary to wait for a completed Medical Statement to provide meal accommodations to the best of your ability to keep the child safe. *Example: the Medical Statement lists "fish allergy" but doesn't list foods to be substituted. It is reasonable to remove fish from the child's meals and substitute another meat/meat alternate after speaking with the parent or guardian.*

As a reminder, it is never appropriate to say "no" to a requested meal modification due to a disability. If the parent and provider cannot come to an agreement as to what the reasonable accommodation will be, the sponsor (if applicable) must be notified. In turn, the sponsor and independent site providers must notify the Nutrition Section in the CCFP Tallahassee office of any situation where a meal modification due to disability is not accommodated.

Examples of Wording in Medical Statements

Not Acceptable Wording

Serve Cal almond milk.

Dr. Dan Physician, MD

Acceptable Wording

Cal has a milk allergy and cannot drink cow's milk. He should be served almond milk.

Dr. Dan Physician, MD

Steps to Get Started:

Step 1: Develop procedures for:

- Parents, guardians, and participants to request special diet accommodations.
- Getting required documentation
- Providing final written decision of the request
- Determining reasonable modifications
- Providing notice of nondiscrimination and accessible services, as outlined in 7 CFR 15b.7
- Receiving grievances and promptly resolving complaints

Step 2: Train staff and volunteers on:

- All special diet procedures
- Legal and confidentiality requirements

Step 3: Assign a key staff person:

- All child nutrition programs with 15 or more employees must designate a Section 504 Coordinator who is responsible for ensuring compliance with all disability requirements.
- All child nutrition programs with less than 15 employees should still designate someone who can provide technical assistance for participants with special diet requests due to a medical need.

Step 4: Use a team approach:

- Create a team (including those involved with providing special diet accommodations and others that may be trained in this area).
- This team will work with the participant or their parent or guardian to review the request and develop a solution as quickly as possible.
- The team should develop policies and practices that allow for the special diet requests they most commonly encounter to be quickly and consistently addressed.
- The team should be advised that any medical information they get must be kept confidential.

Medical Statement

A state licensed healthcare professional who is authorized to write medical prescriptions under state law or registered dietitian must complete Parts 2 and 3 and sign this form. In the Florida CCFP, a licensed medical professional is a Physician, Physician's Assistant and Nurse Practitioner (ARNP). A Registered Dietitian (RD) may also complete and sign the form. The parent or guardian must complete Part 1.

PART 1: GENERAL INFORMATION - Completed by the parent/guardian

First and Last Name	Date of Birth

Name of Center/Care Provider

Name of Parent/Guardian	Telephone Number

PART 2: ACCOMODATIONS - Completed by a licensed medical professional

How does the participant's physical or mental impairment restrict their diet?

What food(s)/type(s) of food must be omitted? Please be specific.

If a "Cow's Milk"/Dairy allergy, can the child eat the following:

1. **Milk/Dairy products in baked goods?** Y or N
2. **Milk/Dairy products like Mac & Cheese/Alfredo sauce?** Y or N
3. **Yogurt?** Y or N
4. **Cheese?** Y or N

If Eggs/Whole Eggs are listed as an allergy but stated can be "cooked in", can the child eat the following:

1. **Baked breads with egg ingredient?** Y or N
2. **French toast?** Y or N
3. **Foods with mayonnaise as an ingredient?** Y or N

List food(s) to be substituted for omitted food(s). (Avoid specific brand names, if possible)

Additional comments:

Texture modification (Complete if needed):

☐ Pureed	☐ Ground	☐ Bite-Size Pieces	☐ Other (specify)

PART 3: SIGNATURE - Completed by a licensed medical professional or registered dietitian

Licensed medical professional's name	Title: ☐ Physician ☐ Nurse Practitioner (ARNP) ☐ Physician Assistant ☐ Registered Dietitian (RD)
Signature of licensed medical professional or registered dietitian	Date signed
Medical office name and address	Phone number

Special Dietary Needs in the CCFP

Meal Modifications Due to Preference

What is a Dietary Preference? Eating certain foods or eliminating foods from the diet due to a general health concern and/or preference. *For example: Request that a participant does not drink cow's milk because of a preference, not because the participant has lactose intolerance.*

When a Dietary Preference Request is Received:

- Provider will verify that request is not related to a disability, but a non-disability dietary need:

1. **Religious (i.e. eliminating beef, pork or eggs)**
2. **Ethnic**
3. **Lifestyle preference (i.e. organic, vegetarian)**
4. **Other (health reason not supported by a completed medical statement, i.e. gluten free diet because parent believes it is healthier for the child).**

- Programs are **not required** to accommodate dietary preference request, but strongly encouraged to do so, if possible.
- All substitutions must meet meal pattern requirements.
- Dietary preference request is supported by a written statement from parent or guardian, or a completed Dietary Preference Form, which is available on our website and MIPS.
- Parent/guardian may supply **one creditable component** per meal, with the provider supplying the rest of the components for a reimbursable meal.

Documentation Required

Dietary Preference Form:

- Form is located on the CCFP website and MIPS.
- The form must be completed fully and signed by the parent/guardian.
- Provider will work with parent/guardian to determine how and if request will be accommodated.

-OR-

Written Statement from Family:

- Identifies the non-disability special dietary need, including items not to be served and allowable substitutions.
- May include a statement that the family chooses to provide foods (if applicable)

Accommodating Requests Within the Meal Pattern:

In many cases, requests can be managed within the meal pattern requirements when a well-planned variety of foods is available.

Examples:

- Offer one type of creditable soymilk to accommodate participants requesting a non-dairy beverage (refer to **CCFP Milk Substitutions List**). Because this modification is creditable, the meal meets CCFP requirements and is reimbursable.

- Accommodate vegetarian participants by serving creditable meat alternates.

For More Information:

Accommodating Children with Special Dietary Needs in the School Nutrition Programs

Modifications to Accommodate Disabilities in the Child and Adult Care Food Program (USDA memo CACFP 14-2017)

Adapted from MI Dept. of Education for the Florida Child Care Food Program 2024

Dietary Preference Request Form

It is considered a dietary preference when you eat certain foods, or eliminate them from the diet, due to a general health concern and/or preference. This is not related to a disability. *For example: religious, ethnic, vegetarian, vegan.* **CCFP institutions/facilities are not required to, but strongly encouraged, to make meal modifications due to preference. All substituted foods MUST meet CCFP meal pattern requirements in order to be claimed.**

Child's First and Last Name	Date of Birth

Name of Center/Care Provider

Name of Parent/Guardian	Phone Number

Dietary Preference (check all that apply):

☐ **My child does not have a medical need or disability but I am requesting a dietary accommodation based on a dietary preference. (*Complete dietary accommodations section below)***

☐ **My child does not have a medical need or disability but I am requesting that they be served an approved fluid milk substitute in place of cow's milk: _____**

Dietary Accommodations:

List reason(s) for requested accommodation(s):

List specific food items to be omitted and substitutions requested below:
(All food items MUST meet CCFP meal pattern requirements in order to be claimed.)

Foods to be Omitted	Foods to be Substituted

Parent/Guardian may supply ONE food item per meal (food supplied MUST meet CCFP meal pattern requirements). Check below and list food item(s) that will be supplied by parent/guardian

☐ **I will provide the following food item(s)_____**

_____

Parent Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

This request ☐ will be accommodated ☐ will not be accommodated by the child care center

Buy "Fresh From Florida"

Florida-grown produce is available all year. Use this chart to help plan your seasonal Florida menus. Local strawberries are a special winter treat and look for Fresh From Florida watermelon to serve as a refreshing summer snack.

Fresh From Florida

Fresh fruit is a healthier choice than fruit canned in syrup.

Yummy Florida Produce All Year Long

MEAL COUNTS AND RECORD KEEPING REQUIREMENTS

- Meal counts **MUST** be recorded daily, by the end of each day. Meal counts cannot be pre-recorded. Meals served but not recorded prior to a review visit will be disallowed and will not be reimbursed.

- Any changes or substitutions to a pre-planned/ scheduled menu must be recorded by the end of each day. Menu, meal counts, and attendance records submitted must match the menus, meal counts and names of children present during a home review visit. Meals will be disallowed if records do not match.

- **CCFP will reimburse no more than 2 meals and 1 snack OR 2 snacks and 1 meal per child per day**. Meal types must be approved and specified on the Provider Data Sheet. Providers must submit a new Provider Data Sheet if there are any changes to the meal types, meal days, and meal times.

- The "Weekly Meal Count and Attendance Worksheet" can be used on a temporary basis only.

- If a child has not attended your daycare for more than 30 days, the child must be **withdrawn**. This also applies to the children that are under your care during the Summer, Christmas Holidays, and Spring Break.

- Child Care Food Programs records must be kept for the current fiscal year plus 5 previous fiscal years.

- Make sure we always have your updated license information. As soon as you get a new one, send a copy to our office.

If you are planning to be away from your childcare home with the children during a meal service time, you must notify our office in advance.

Providers must record meal counts and attendance by the end of each day. Meal counts not documented on the actual day of service cannot be claimed for reimbursement.

If you are unable to record meal counts due to issues with Minute Menu/ KidKare, you must contact your Program Monitor within 24 hours.

MONITORING REQUIREMENTS

- All providers will receive a minimum of three (3) monitoring visits per fiscal year. Additional monitoring reviews may occur, if needed.

- Providers who are open for care on weekends and evenings may receive a monitoring visit during those hours.

- At the time of the visit, a Program Monitor may observe a meal or snack service and request to see various documents (i.e. menu, child care license, etc.)

TIERING

The tier level of each day care home determines the amount of reimbursement the day care home receives for meals served. Providers may qualify for Tier I through school data or census data with eligibility re-determined every five (5) years. Those who qualify for Tier I by provider income will have eligibility re-determined every year.

Providers who claim their own child/ren must complete a Provider Income Statement annually. Those who receive TANF or Food Assistance Benefits must provide a copy of the Eligibility Letter.

Income Tier II providers can request a reclassification review.

INCOME ELIGIBILITY GUIDELINES FOR TIER 1 MEALS

Effective from July 1, 2024 to June 30, 2025

HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER MONTH	BIWEEKLY	WEEKLY
1	27,861	2,322	1,161	1,072	536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
For each additional family member, add	+9,953	+830	+415	+383	+192

Remember: The total income before taxes, social security, health benefits, union dues, or other deductions, must be reported.

ENROLLMENT RENEWAL REPORT

1) Verify each child's information. Any changes (for example, meals received while in care) must be noted.

2) Each child's parent must sign to confirm the information.

3) If the child is no longer enrolled, indicate the date the child was withdrawn.

4) If you have an enrolled child who is not listed on the report, you can add the child. You must include all the required information, such as child's name, address, phone number, days in care, meals received while in care, etc.

5) When all the information is updated, the Provider must sign each page of the report.

6) Return the completed report to our office on or before the deadline date!

CIVIL RIGHTS

Why is Civil Rights Important? To ensure equal access to the Child Care Food Program.

Discrimination: The act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes

Six Protected Classes: Race, Color, National Origin, Age, Sex, Disability

Civil Right Assurances: A civil rights assurance is incorporated in all agreements between the state agency and contractor in order to ensure that ALL children have access to the child nutrition programs. Agreements between sponsors and their facilities also include civil rights assurances.

Public Notification System: Display in a prominent place the "And Justice For All" poster (Does not pertain to Day Care Home Providers). Inform participants and prospective participants of their program rights and responsibilities and the steps necessary for participation. Include the nondiscrimination statement on all publications, including web sites, that inform the public about the CCFP. (Examples of where this is found: News Release, "And Justice for All" poster, "Building for the Future" letter, any CCFP materials provided to the public) At a minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information. Participants must be advised of their rights and the complaint procedures including how to file a complaint

Handling Complaints
-Right to File a Complaint: Any person alleging discrimination based on race, color, national origin, age, sex, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
-Complaints: Written or verbal; Anonymous complaints should be handled as any other complaint. State agencies can develop complaint forms, but the use of such forms cannot be a prerequisite for acceptance of a complaint. A complaint can be made to any CCFP staff. All civil rights complaints must be forwarded to the appropriate Regional or FNS OCR Director. CCFP contractors have to notify the state agency of a civil rights complaint immediately
The USDA Program Discrimination Complaint Form can be found next to this presentation on the CCFP website, or at: https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf

Compliance Reviews: Civil rights compliance must be evaluated during: Pre-approval Reviews (Question on the pre-approval form and observation of practices), Post-award or Routine Compliance Reviews (Site, Sponsor and Provider Review Forms)

Resolving Non-Compliance: Noncompliance is a factual finding that any civil rights requirement, as provided by law, regulation, policy, instruction or guidelines, is not being adhered to by a contractor or its sponsored facilities. Noncompliance may be the result of: A review of civil rights compliance during routine reviews, A special review or
An investigation. Once noncompliance is determined, steps must be taken to immediately obtain voluntary compliance. Continued noncompliance may lead to suspension or final termination

Data Collection and Reporting: Each contractor is required to collect racial/ethnic data and maintain the data on file for three years plus the current year. This information is reported on site/provider information forms and site/provider review forms. The purpose is to: Determine how effectively FNS programs are reaching potential eligible persons and beneficiaries; Identify areas where additional outreach is needed; Complete reports, as required

Language Assistance: Contractors have a responsibility to take steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP). LEP describes individuals who do

not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Reasonable Accommodations for Persons with Disabilities: Americans with Disabilities Act – prohibits discrimination based on a disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services. This means that agencies must ensure persons with disabilities have: Program accessibility (phone, mail, etc.), Effective communication with agency staff, Easy access to the building itself

Equal Opportunity for Religious Organizations: Ensures a level playing field for the participation of faith-based organizations and other community-based organizations (FB/CBO) in USDA programs. Creates new opportunities to serve more people in need. USDA is working to ensure that FB/CBO have equal access to USDA funding opportunities, especially those groups that have not partnered with the government before

Good Customer Service: Providing good customer service is key to avoiding the appearance or perception by anyone of unlawful discriminatory statements or actions

Resolving Conflict: Conflict comes about from differences - in needs, values and motivations. Sometimes through these differences we complement each other, but sometimes we will conflict. Conflict is not a problem in itself - it is what we do with it that counts. For more information on strategies to resolve conflicts http://www.crnhq.org/12-Skills-Summary.aspx?rw=c

Civil Rights Training: All staff must receive training on all aspects of civil rights compliance on an annual basis, including: Effective public notification systems, Complaint procedures, Compliance review techniques, Resolution of noncompliance, Collection and use of racial/ethnic data, Requirements for language assistance, Requirements for reasonable accommodation of persons with disabilities, Customer service, Conflict resolution

CHILD CARE FOOD PROGRAM
Provider Training Handbook
2024-2025

For more information, contact: ccfp@lsfnet.org