

Child and Adult Care Food Program (CACFP) Program Requirement Reminders

The CACFP plays a vital role in improving the quality of Child Care by providing partial meal reimbursements. The following are important reminders for ACD Providers on meal patterns and claim submissions.

Meal Patterns and Requirements

Proper nutrition during early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, you receive reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the United States Department of Agriculture (USDA) meal pattern requirements listed below.

MEAL	REQUIREMENTS
Breakfast	<ol style="list-style-type: none"> 1. 100% juice, fruit, or vegetable 2. Enriched or whole grain bread products (such as toast, muffins, pancakes, etc.) 3. Fluid, pasteurized milk*
Lunch/Dinner	<ol style="list-style-type: none"> 1. Meat or meat alternate (such as beef, fish, poultry, cheese, eggs, dried beans, etc.) 2. Enriched or whole grain bread product (such as bread, pasta, rice, tortillas, etc.) 3. Two fruits or two vegetables (or one fruit and one vegetable) 4. Fluid, pasteurized milk*
Snack	<p><i>Chose any two of the following:</i></p> <ol style="list-style-type: none"> 1. Fluid, pasteurized milk* 2. 100% juice or fruit or vegetable 3. Enriched or whole grain bread product 4. Meat or meat alternate

Children less than one year old: Foods in the infant meal pattern vary according to the infant's age. If your children are less than one year old, please refer to the infant meal pattern requirements on the back of this handout.

***Children over two years of age:** Must be served fat-free or low-fat milk, fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk.

Meal Counts

Your Provider/Sponsor Permanent Agreement states that the Child Care Provider will claim no more than two meals and one snack or two snacks and one meal per child, per day. According to the Michigan Department of Education (MDE), you may not record more than these amounts on your monthly claim and submit it to ACD for reimbursement.

Claim Submissions

Please remember to submit your claims for Child and Adult Care Food Program (CACFP) reimbursement after the last meal or snack has been served for the claim month. Any claims received after the deadline will not be eligible for CACFP reimbursement. Additionally, any claims for reimbursement submitted prior to actual meal or snack services will be deducted.

Infant Meal Requirements

Birth through 3 Months	4 through 7 Months	8 through 11 Months
Breakfast		
4-6 fluid ounces breast milk or formula*	4-8 fluid ounces breast milk or formula* Optional: 0-3 Tbsp. infant cereal*	6-8 fluid ounces breast milk or formula* 2-4 Tbsp. infant cereal* 1-4 Tbsp. solid fruit or vegetable
Lunch/Supper		
4-6 fluid ounces breast milk or formula*	4-8 fluid ounces breast milk or formula* Optional: 0-3 Tbsp. infant cereal* Optional: 0-3 Tbsp. solid fruit or vegetable	6-8 fluid ounces breast milk or formula* 2-4 Tbsp. infant cereal* or 1-4 Tbsp. meat, fish, poultry, egg yolk or cooked dry beans or dry peas or 1/2-2 ounces cheese or 1-4 ounces cottage cheese 1-4 Tbsp. solid fruit or vegetable
Snack		
4-6 fluid ounces breast milk or formula*	4-6 fluid ounces breast milk or formula*	2-4 fluid ounces breast milk, formula*, or full-strength fruit juice** Optional: 0-1/2 slice of crusty bread or 0-2 crackers

*Infant formula must be iron-fortified infant formula

*Infant cereal must be iron-fortified, dry infant cereal

**Fruit juice must be 100% full-strength juice

Record Keeping

Federal Regulations state that Child Care Providers must retain records for **three years in addition to the current year.** Records for the current month and the past 12 months must be available for immediate review at the time of a Home Review. Records for the additional two years must be available to the Child Care Provider but can be maintained off-site.

The following documentation is required to ensure compliance with record maintenance:

- ☑ Child Enrollment Forms
- ☑ Meal Counts
- ☑ Menus
- ☑ Daily Attendance

You can maintain records electronically and/or in hard copy as long as they are available upon request.

Contacting parents/guardians of enrolled children to verify attendance is often required by Michigan Department of Education (MDE), as are unannounced follow-up home reviews. Both of these methods are utilized at ACD to ensure Providers are in compliance. You may not claim children who are not in attendance. You may be terminated from the Child and Adult Care Food Program for claiming children who are not in attendance.

Reimbursement Process

After reviewing your claim, ACD applies to MDE for your reimbursement money. As soon as funds become available to ACD, your reimbursement is mailed to your home in the form of a check or deposited directly into your savings or checking account. Claims are typically processed the month following the month claimed. For example, May claims submitted in early June would usually be reimbursed during the month of June.

Money Flow Chart



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider. (11/2015)