

# 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

Optimal nutrition is critical during children's early years and promotes healthy growth and development.

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. For more information, visit [www.acdkids.org](http://www.acdkids.org), select "Nutrition" and then, "CACFP Meal Patterns."

MEAL	REQUIREMENTS
<b>Breakfast</b>	<ol style="list-style-type: none"> <li>1. Vegetable or fruit</li> <li>2. Whole grain or enriched grain or bread products (such as toast, muffins, pancakes, etc.) OR meat or meat alternate (such as beef, poultry, cheese, eggs, etc.) <i>**Meat/meat alternate can be served in place of grains/breads up to three times per week</i></li> <li>3. Fluid, pasteurized milk*</li> </ol>
<b>Lunch/Dinner</b>	<ol style="list-style-type: none"> <li>1. Meat or meat alternate (such as beef, fish, poultry, cheese, eggs, dried beans, etc.)</li> <li>2. Whole grain or enriched bread product (such as bread, pasta, rice, tortillas, etc.)</li> <li>3. Two vegetables or one fruit and one vegetable</li> <li>4. Fluid, pasteurized milk*</li> </ol>
<b>Snack</b>	<p><i>Chose any two of the following:</i></p> <ol style="list-style-type: none"> <li>1. Fluid, pasteurized milk*</li> <li>2. Fruit or vegetable</li> <li>3. Whole grain or enriched grain or bread products</li> <li>4. Meat or meat alternate</li> </ol>

**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 one year of age:** Milk must be unflavored, whole, and could include regular milk, lactose-reduced milk, lactose-free milk, butter-milk, or acidified milk.

**\*Children over two through five years of age:** Milk must be unflavored fat-free (skim) or low-fat (1%) and could include regular milk, lactose-reduced milk, lactose-free milk, buttermilk, or acidified milk.

**\*Children over six years of age:** Milk must be unflavored or low-fat (1%), fat-free (skim) or flavored fat-free and could include regular milk, lactose-reduced milk, lactose-free milk, buttermilk, or 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 meals and snacks served will be deducted.

## Infant Meal Requirements

Birth through 5 Months	6 through 11 Months
<b>Breakfast/Lunch/Dinner</b>	
4-6 fluid ounces breast milk or formula*	6-8 fluid ounces breast milk or formula* and  0-4 Tbsp. infant cereal**, meat, fish, poultry, whole egg, cooked beans, or cooked peas, or 0-2 ounces of cheese; or 0-4 ounces of cottage cheese, or 0-4 ounces or 1/2 cup of yogurt**, or a combination of the above** and  0-2 Tbsp. solid fruit or vegetable***
<b>Snack</b>	
4-6 fluid ounces breast milk or formula*	2-4 fluid ounces breast milk or formula* and  0-1/2 slice bread** or 0-2 crackers**, or 0-4 Tbsp. infant cereal** or ready-to-eat breakfast cereal** and  0-2 Tbsp. vegetable or fruit***

\*Infant formula must be iron-fortified infant formula

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

\*\*A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

\*\*Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

\*\*Servings of solid food are required when the infant is developmentally ready to accept it.

\*\*\*Fruit and vegetable juices must not be served

## 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
- ☑ Point of Service Meal 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



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