

Illinois Provider Handbook



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Welcome

Thank you for choosing the Association for Child Development (ACD) as your sponsor of the Child and Adult Care Food Program (CACFP). We believe that healthy children are this country's greatest resource. By participating in the CACFP, you are promoting high quality nutrition and showing your commitment to healthy children. Together, we will work to ensure that children are given every opportunity to learn sound nutrition practices and healthy eating habits.

We value you as a Provider and we support you in your endeavor to operate a successful child care program.

Your reimbursement will begin from the date that the Illinois State Board of Education (ISBE) approves your Site Information Sheet.

We look forward to working with you to provide the children in your care with nutritious meals and snacks.

Feel free to contact our Customer Service Department anytime at (800) 284-5273 or ilcustomerservice@acdkids.org

Sincerely,

Association for Child Development
Field Monitor

Cell Phone Number

This Provider Handbook contains step-by-step instructions to guide you through your CACFP participation.

Keep this book on hand. Refer to it whenever needed, and store all CACFP related paperwork in this book for easy access and reference, including:

- ☑ Your Site Information Sheet
- ☑ Your Permanent Agreement
- ☑ Copies of your last three Home Review Forms
- ☑ Copy of your last three months of Menu Records
- ☑ Copies of current Child Enrollment Forms
- ☑ Copy of Doctor's Food Substitution Forms (if applicable)
- ☑ Copy of your current income approval letter and approval letter to claim your residential/foster children (if applicable)

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Introduction

Mission Statement

The Association for Child Development (ACD) is a non-profit organization that educates parents and caregivers about nutrition to promote the development of children and establish healthy eating habits to last a lifetime.

A Brief History

During the 1970s, ACD was known for its many child care centers in Michigan. ACD was the first center in the state to have swimming pools and provide progressive programs such as infant swimming classes, gymnastics, and leisure time activities. In 1975, ACD became a non-profit organization. The following year ACD became a statewide Child and Adult Care Food Program (CACFP) sponsor. Since then, the Association for Child Development has grown to include the state of Illinois. Also in 1975, Congress became aware of the need for separate legislation for licensed child care institutions. The CACFP, formerly part of the Special Food Service Program for Children (SFSPC), emerged as a separate program. Since that time, the CACFP has undergone many adjustments, but its underlying purpose remains the same: to assist Child Care Providers in serving nutritious food to children in their care and to provide nutrition education for child care personnel. In 1981, ACD closed the last of its original child care centers.

Today, ACD's primary responsibility is administering one of the largest CACFP sponsorships in the nation, serving both Michigan and Illinois. By monitoring more than 3,500 child care homes and centers annually and preparing monthly reimbursements for each of these Child Care Providers and Centers, ACD fulfills its mission, ensuring that nearly 42,000 children receive nutritious meals each day!

Abbreviations and Glossary of ACD Terms

CACFP - Child and Adult Care Food Program

Child Enrollment Form - This is the informational form that must be kept on file for each child in your care that you claim on the CACFP. This form must be renewed yearly.

CIF - Claim Information Form. This form lists the children in your care and must be sent with your Claim each month.

Claim - This is your menu which is referred to as a 'Claim' when received at ACD for reimbursement.

CN - Child Nutrition Label - A product statement based on USDA's Food and Nutrition Service guidelines.

Fiscal Year - The fiscal year for the CACFP is October 1 through September 30.

HM - Homemade

ISBE - Illinois State Board of Education

Licensed - Provider has been licensed/registered by the Illinois Department of Children & Family Services (DCFS).

License-exempt - Provider receives a child care subsidy from Illinois Department of Human Services.

Master Menu - Coded menu system

KidKare - Database for claims

Nonresidential - Child that does not live with the Child Care Provider.

Provider's Own - Any child that resides at the same address and unit as the provider.

USDA - United States Department of Agriculture

Section 1 - CACFP Overview

One of the goals of the Child and Adult Care Food Program (CACFP) is to ensure that children are given every opportunity to learn healthy eating habits through education and sound nutrition practices. The CACFP is federally funded by the United States Department of Agriculture (USDA) and is administered at the state level by the Illinois State Board of Education (ISBE).

How the CACFP Operates

You, a licensed or license-exempt Child Care Provider, enroll children for participation with the CACFP by having their parents/guardians complete a Child Enrollment Form. In order to be reimbursed for meals/snacks served to a child, this form must be submitted to the Association for Child Development (ACD) before or along with the Claim on which the child first appears.

You provide meals/snacks that meet USDA nutrition requirements. Additionally, you keep daily records of meals/snacks served and each child's attendance at the meals/snacks on the Claim.

You must submit the completed Claim monthly to ACD, either by mail or electronically. We review your Claim, then apply to ISBE for

your reimbursement money. Each fiscal year, which is the period between October 1st and

September 30th, your Child Care business is reviewed a minimum of three times in your home by an ACD Field Monitor.

Your Field Monitor:

(1) Monitors CACFP

compliance

(2) Trains you about the nutritional needs of children

(3) Assists you in meeting CACFP requirements.

As soon as the funds become available to ACD from ISBE, you are mailed a reimbursement check for the qualifying meals/snacks that you served, or the reimbursement is directly deposited into your bank account if you choose.

CACFP Benefits

You have a marketing tool that appeals to parents/guardians.

When they see that you participate with CACFP, parents/guardians can be assured that their children receive nutritious meals/snacks while in your care.

You receive nutrition training.

Positively impacting the health and well-being of children is the primary goal of the CACFP; therefore, the publications and materials that ACD distributes to Providers are nutrition-focused.

Did You Know?

The CACFP provides nutritious meals for more than 4.2 million children.

You receive reimbursement for serving nutritious meals/snacks.

Monetary reimbursement for partial cost of the food you serve children in your care is intended to help offset the cost of food.

You receive ACD's monthly newsletter.

Potpourri is tailored to meet the needs of Child Care Providers participating with the CACFP. It contains articles about child nutrition, child development, educational activities, recipes, consumer updates, helpful hints and ideas from Child Care Providers, and much more.

You receive ACD's annual Desktop Calendar and Record Keeper.

Each fall, you can look forward to receiving ACD's calendar and record keeping book for the upcoming year. The record keeping charts will help your child care business stay organized and operating smoothly and give you a head start on tax preparation. Plus, the desktop size makes the book easy to take anywhere.

You are periodically reviewed by your Field Monitor.

The Field Monitor conducts a review of your home a minimum of three times a year to ensure that each child is being served nutritious meals/snacks, monitor CACFP compliance, and provide nutrition training. These reviews are an opportunity to ask questions and receive one-

Section 1 - CACFP Overview

on-one assistance with menu planning, filling out acceptable Claims, and learning more about nutrition and its importance for children.

You receive budgeting ideas.

Serving high quality, nutritious meals/snacks that meet budget constraints is challenging. Our many handouts and articles in *Potpourri* are resources that ACD offers to assist Providers in making the most of their dollars. Let your Field Monitor or Customer Service know if you would like a copy of any handouts published by ACD.

You have the option of using ACD's time-saving system for recording meals/snacks on your Claims.

Master Menu lists breakfast, lunch/dinner, and snack options, along with reference codes. Simply write the reference code of the Master Menu meals/snacks that you serve on your Claim.

You have the option of submitting your monthly Claims electronically.

ACD offers online claiming software exclusively to the Providers it sponsors. Online Claims eliminate postage costs and written/bubbled Claims and reduce loss of reimbursement.

You have access to assistance by calling the Customer Service Division at ACD's toll free telephone number.

A Customer Service Specialist will be happy to answer questions about completing forms, documenting acceptable Claims, and a number of other topics. To reach a Customer Service Specialist, call **(800) 284-5273**.

ACD's objectives as a CACFP sponsor include:

- ☑ Providing materials to assist Child Care Providers in exposing children to a variety of foods to develop positive attitudes about nutrition and healthy eating habits in an environment that contributes to the children's development and social needs
- ☑ Training Child Care Providers to understand the role of nutrition in children's physical, cognitive, and social development;
- ☑ Providing partial monetary reimbursement for qualifying meals/snacks served to increase Child Care Providers' abilities to meet the children's nutritional needs
- ☑ Monitoring Child Care Providers for CACFP compliance.

Why the CACFP is Important

USDA's CACFP plays a vital role in improving the quality of child care and making it more affordable for families.

Visit our website at www.acdkids.org to learn more about the CACFP as well as gain access to archived *Potpourri*, important forms and handouts, recipes, and much more.

Section 2 - Reimbursement

As a licensed or license-exempt Child Care Provider participating with the CACFP, you are reimbursed at a set rate for serving USDA-qualifying meals/snacks to the children in your care. **You may be reimbursed for a maximum of two meals and one snack OR one meal and two snacks, per child, per day.**

How Reimbursement Reaches You

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

June. This is subject to change.

Reimbursement Rates

The USDA sets the reimbursement rates and may adjust them by a small amount annually, on July 1, according to changes in the Consumer Price Index.

There are two reimbursement rates: Tier I and Tier II. The rate at which you are reimbursed is determined by census data, school data, your household income, or the household income of the children in your care.

Determining Your Reimbursement Rate

Based on your residential/license address, our Tiering Department identifies and verifies the free or reduced price school lunch participation rate at the local public school designated by current school district boundaries. If that rate is at or above 50 percent, and the

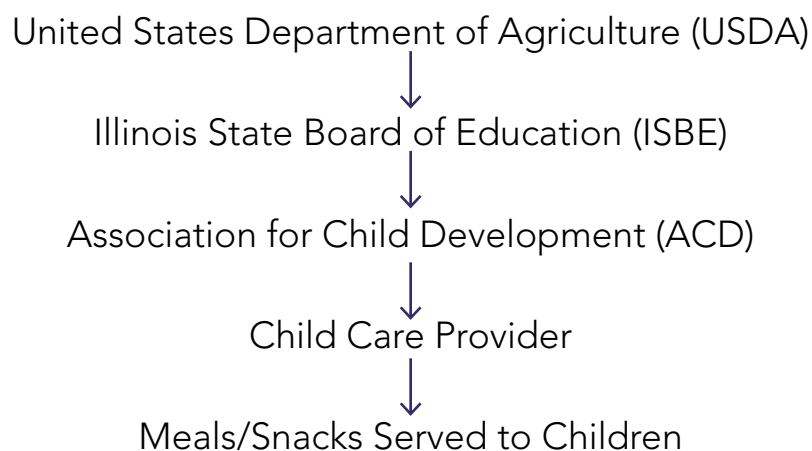
school district confirms that is the school assigned to your address, then your child care home automatically qualifies for the higher Tier I rates, and you will be reimbursed at those rates for meals/snacks served to all non-residential children in your care.

If the Tiering Department is unable to assess whether school lunch participation data accurately reflects the demographics of your community due to busing, magnet schools, construction of a new school where data is not yet available, etc., then the most recent census data will be used to make the determination.

If a Tier I determination is made based on the free or reduced price school lunch participation rate, that determination remains in effect for **five years**, as long as the school is still in existence, you live at the same address, and you remain an active participant with the CACFP. Changing sponsors of the CACFP will result in re-verification using the most current data available.

If the public school assigned to your address has a free or reduced price school lunch participation rate below 50% or your census data is below 50%, you may choose to apply for the higher Tier I rates based on your household income. To apply, you must complete a Provider Income Eligibility Application and supply accurate income verification so a determination

Money Flow Chart



Section 2 - Reimbursement

can be made.

If the public school assigned to your address has a free or reduced price School Lunch participation rate below 50 percent, or your census data is below 50 percent AND you do not qualify to receive Tier I rates based on your household income, or you choose not to apply, you may elect to distribute Household (Parent) Income Eligibility Applications to the families of the children in your care. Each household will have the option to complete a Household (Parent) Income Eligibility Application and return it to ACD to apply by income. You will receive the higher Tier I rates for meals/snacks served to any child in your care whose family income is at or below 185 percent of the poverty line established by the federal government. You will receive Tier II rates for meals/snacks served to any child whose family income is above 185 percent of the poverty line or whose family chooses not to complete an application.

A child in your care whose family receives benefits from any of the following programs will be eligible to receive the higher Tier I reimbursement rates after a Household (Parent) Income Eligibility Application has been submitted and approved:

☑ Supplemental Nutrition Assistance Program (SNAP)

- ☑ The Family Independence Program (FIP, formerly AFDC)
- ☑ The Food Distribution Program on Indian Reservations (FDPIR)
- ☑ The Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- ☑ Federally funded Head Start (participants who meet the program's low income criteria)
- ☑ Pre-Kindergarten participants in the Even Start Program
- ☑ The Commodity Supplemental Food Program (CSFP)
- ☑ The Emergency Food Assistance Program (TEFAP)
- ☑ Medicaid
- ☑ The National School Lunch Program and School Breakfast Program

Household income information is **highly confidential** and will be treated as such by ACD staff. For that reason, if you are reimbursed at both Tier I and Tier II rates, ACD is only able to inform you of the **number** of children eligible for each rate on your check stub.

ACD may also notify you of the number of Tier I children in your care if you call to request this information.

ACD cannot release information regarding which

children are reimbursed at what rate, nor which families have/ have not returned the Household (Parent) Income Eligibility Application to ACD.

If it is determined that you do not qualify to receive Tier I rates, you will be reimbursed at Tier II rates for meals/snacks served to all children in your care. A Tier II determination based on school data is checked annually to ensure that you receive maximum reimbursement.

The effective date of an approved Household Income Eligibility Application is the first day of the month in which the application is approved. The application must be complete, correct, and have all required supporting documents attached. Effective dates cannot be backdated to a prior month, so it is imperative that the application is submitted to ACD as soon as possible.

Reimbursement Rates

The current reimbursement rates effective July 1, _____ through June 30, _____ are:

	Tier I	Tier II
Breakfast	\$ _____	\$ _____
Lunch/Dinner	\$ _____	\$ _____
Snack	\$ _____	\$ _____

Section 2 - Reimbursement

Remember...

If you wish to claim your own or residential children who are under the age of 13 years, you must complete a **Provider Income Eligibility Application (PIEA)** and a **Child Enrollment Form**. To be reimbursed for meals/snacks served to your own residential children, at least one nonresidential care child must be claimed at the meals/snacks.

If you wish to claim your foster children who are under the age of 13 years, you must complete a **Foster Child Income Eligibility Form** and a **Child Enrollment Form**. To be reimbursed for meals/snacks served to your foster children, at least one other non-residential day care child must be claimed at the meals/snacks.

Direct Deposit of Reimbursement

For your convenience, you may request that ACD deposit your monthly CACFP reimbursement into one checking or savings account of your choice. ACD will send the direct deposit to the bank and mail a deposit statement to you on the same day that reimbursement checks are mailed.

The deposit statement includes the amount and date of the deposit, the claim period of reimbursement, and the type and number of meals/snacks being reimbursed. Providers choosing to submit electronic claims will not receive a statement. However, this information may be accessed online the day after the deposit is made to the bank account.

To sign up for direct deposit, please call the **ACD office** at **(800) 284-5273** and request that a Direct Deposit Authorization Form be mailed, emailed, or

faxed to you. You may also download a form from our website at www.acdkids.org. Complete the form, then return it to ACD with a voided check or bank note. Requests for direct deposit are processed and become effective immediately.

Important!

If you believe your reimbursement is incorrect, please contact ACD **as soon as possible.**

Section 2 - Reimbursement

Estimating Your Monthly Reimbursement

- **Example of Monthly Reimbursement for a Tier I Child Care Home**

Of Child Care Meals Per Month =

Monthly Total

Breakfast (\$_____)	x _____
Lunch/Dinner (\$_____)	x _____
Snack (\$_____)	x _____

- **Example of Monthly Reimbursement for a Tier II Child Care Home**

Of Child Care Meals Per Month =

Monthly Total

Breakfast (\$_____)	x _____
Lunch/Dinner (\$_____)	x _____
Snack (\$_____)	x _____

- **Example of Monthly Reimbursement for a mixed Tier Child Care Home**

Of Child Care Meals Per Month =

Monthly Total

Breakfast Tier I (\$_____)	x _____
Lunch/Dinner Tier I (\$_____)	x _____
Snack Tier I (\$_____)	x _____
Breakfast Tier II (\$_____)	x _____
Lunch/Dinner Tier II (\$_____)	x _____
Snack Tier II (\$_____)	x _____

Total Monthly Reimbursement (add Monthly Total for all meals/snacks)

Section 3 - The Claim

The Claim is the form on which you must document CACFP meals/snacks served to children in care and the attendance of those children at meals/snacks each month.

For each meal/snack that you serve and want to claim for reimbursement, record the meal/snack components and the children's attendance on the Claim before midnight on the day the meals/snacks are served. You may not record attendance on the Claim before the children begin eating.

If your Field Monitor conducts a Home Review during the month, you must submit the Claim that he/she reviewed. No other Claim will be accepted.

After you have served the last meal/snack of the month and your Claim is complete, mail the top copy by the

fifth of the following month to the Association for Child Development, P.O. Box 7130, Westchester, IL 60154-9932. ISBE may refuse your reimbursement claim if it arrives at ACD more than 30 days after the end of the month claimed. Keep the duplicate copy of your Claim for your files.

You are also able to claim online. Daily records must be kept when claiming online. If your computer is not in working order you must contact ACD.

Shifting

A shift is when you serve the same meals/snacks to different children at different times. You may claim more than your license capacity at a meal/snack, but never have more children in your care present at one time than your license capacity allows. Example: Some children leave

from your child care home for school before others arrive for breakfast. Having more children in your child care home at one time than your capacity allows is a violation of DCFS licensing regulations.

If you want to claim meals/snacks in shifts, you must get prior approval from ACD. You cannot claim more than two shifts per meal/snack.

Shifting children must leave your care completely before additional children come into your care. This includes children who have left your home with your Assistant Caregiver (e.g., to go to the park).

Monthly Claim Checklist

- Include updated Child Enrollment Forms for children whose schedules have changed long-term (more than two weeks) or permanently. (If Applicable)
- If claiming manually, include messages on the back of my Child Information Form (CIF) explaining short-term (two weeks or less) schedule changes or children in attendance outside of their "normal" schedule. Example: school days out or sick days, indicating the child's name, number, and dates.
- Review the meal/snack attendance on the Claim.
- Review the documented components served at each meal/snack. Ensure all components served meet the prescribed USDA CACFP nutrition guidelines, unless, due to a medical condition, a child's diet deviates from the prescribed guidelines and a Doctor's Food Substitution Form is on file with ACD.
- Signed the bottom of **EACH** page (if using "bubble" forms). If all pages are not signed, reimbursement cannot be issued until all pages are signed and certified as accurate.
- Provided a note written and signed by the parent/guardian for reimbursement of meals served on these holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Section 3 - The Claim

If your meal/snack service times change, call ACD at (800) 284-5273. The schedules of children (as documented on the Child Enrollment Form) claimed at meals/snacks must fall within your meal/snack service times. Meals/snacks served to children outside their scheduled times in care cannot be reimbursed unless you submit a new Child Enrollment Form prior to or with the Claim.

Meals/snacks that you are claiming for reimbursement must fall within ISBE Meal Service Time Guidelines (see chart below).

- It is recommended that at least two hours elapse between the beginning of one meal and the beginning of the next.
- Dinner cannot be served before 4:00 p.m.
- The last meal served must end prior to 9:00 p.m.
- Meals must start and end within day or night hours of

operation. Meal times are not allowed to overlap into a separate license time.

Holiday

Holidays that require separate notes of explanation written and signed by parents/guardians are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

You will not be reimbursed for meals/snacks served to children claimed on a holiday without a separate note of explanation written and signed by their parents/guardians. A Holiday Note must be included with the Claim you submit to ACD. If you Claim online, you must submit the note of explanation for claiming children on any of the above listed holidays to the ACD office. You may print a Holiday Note form from our website or call our ACD office to have one sent to you.

Tips for Submitting Creditable Menus

- Read the Nutrition Guidelines for Children and Infants section of this manual to ensure that you fully understand USDA CACFP requirements.
- You will be reimbursed for only meals/snacks that meet USDA CACFP requirements unless a child's diet deviates from the requirements due to a medical reason. In that case, a Doctor's Food Substitution Form must be on file with ACD.

Meals/Snacks Served Times

	No Earlier Than	Must Be Finished By
Breakfast	5:00 a.m.	10:00 a.m.
AM Snack	7:00 a.m.	12:00 p.m.
Lunch	10:30 a.m.	2:00 p.m.
PM Snack	1:00 p.m.	6:30 p.m.
Dinner	4:00 p.m.	7:00 p.m.
Eve Snack	6:00 p.m.	9:00 p.m.

Section 4 - Child Enrollment Forms

The Child Enrollment Form is the document that enrolls children in your care for participation on the CACFP. In order for you to be reimbursed for meals/snacks served to a child, accurate parent/guardian signed Child Enrollment Form for that child must be received by ACD prior to or with the Claim on which the child is first claimed.

Submit a completed Child Enrollment Form for all children who participate in your child care operation, whether the children are claimed on the CACFP or not. A Child Enrollment Form is required when a child first comes to your care or when long term changes are made to a child's schedule.

For bubble Enrollments, the Child Enrollment Form must be verified and signed by the child's parent/guardian only. You may be terminated from the CACFP for signing this form for the parents/guardians, even if the parents/guardians have granted you permission to do so.

Remember, if any information is incomplete or inaccurate, your reimbursement may be delayed or denied. Send the top copy to ACD prior to or with the Claim in which the child is first claimed, and retain a copy in this Provider Handbook for your records.

Online claimers must complete a new enrollment through the online claiming system. Once completed, two copies must be

printed to be verified, signed, and dated by the parent/guardian. As the child care provider, you must also sign and date the Child Enrollment Form as verification that all information listed is accurate. Ensure both copies are complete. One copy must be sent to the office prior to submitting the Claim. Retain the second copy in this Provider Handbook for your records.

You may be reimbursed for only the meals/snacks that fall within the child's scheduled times in care as documented on the Child Enrollment Form. You will not be reimbursed for meals/snacks served outside of a child's scheduled time in care unless a note explaining a short-term schedule change (two weeks or less) is written on the CIF, or a new Child Enrollment Form documenting a long-term (more than two weeks) or an updated Child Enrollment Form is received by ACD prior to or along with the Claim on which the new schedule goes into effect.

Infant Formula & Food Waiver

According to USDA regulations, if you care for infants, you must offer to provide, at no additional cost to parents/guardians, at least one type of infant formula as indicated by CACFP infant meal pattern.

A parent/guardian may accept the formula that you offer or she/he may choose to supply another type of infant formula or breast

milk.

If a parent/guardian supplies infant formula and has signed to waive this entitlement on the Child Enrollment Form, you will still be reimbursed for meals/snacks served to infants when developmentally appropriate meals are served. You must also keep a copy of the signed waiver at your home. Parents/Guardians can provide up to one meal component for infants. If a parent/guardian chooses to breastfeed on-site, you will receive reimbursement.

Schedule Change

Any time there is a long-term (more than two weeks) or permanent schedule change for a child who is already enrolled and who has a Child Enrollment Form on file with ACD, you must submit a new Child Enrollment indicating the new schedule. The new Child Enrollment Form must be signed by the child's parent/guardian. ACD cannot accept updated original Enrollment Forms unless the parent/guardian re-signs and dates the updated form. You may be terminated from the CACFP for signing this form for the parents/guardians. This form must be sent prior to, or with, the Claim on which the new schedule takes effect.

Section 4 - Child Enrollment Forms

Provider: Test Provider #888888 123 Main St Pleasantville IL 62222	Phone: (312) 123-4567 Monitor: DA (92) Tier: 2
------------------------------------------------------------------------------------	---------------------------------------------------------

CHILD ENROLLMENT REPORT

Food Program Sponsoring Agency: Association for Child Development PO Box 7130 Westchester IL 60154 (800) 284-5273

CHILD INFO:

Child #: 4

Status: Active

First Name: **John** MI: Last Name: **Doe** Ethnicity: **Not Hispanic or Latin**
 Address: **1310 Baker Lane** Race: **Black or African American**
 City: **Oak Park** State: **IL** Zip Code: **60302** Sex: **Male**
 Date of Birth: **11/10/2003** Enrollment Date: **04/01/2008** Withdrawal Date: _____
 Age as of Date Printed: **4y 8m** Date Enrollment Finalized: **04/29/2008**
 Tier Code: **2** Tier Start Date: Tier End Date:

PARENT INFO:

Sex: **Female**

First Name: **Karen** MI: Last Name: **Doe**
 Address: **1310 Baker Lane**
 City: **Oak Park** State: **IL** Zip Code: **60302** Email: _____
 Phone: Home: **(708) 555-1212** Alt: Work: Work Name: **Nordstrom**

SCHEDULING:

Participating Days: **MON TUE WED THU FRI** Days vary: **NO** Weekday Times: **7:00 am - 6:00 pm**
 Participating Meals: **BRK AMS LUN PMS DIN** Times vary: **YES** Weekend Times:

SCHOOL INFO:

School Type: School Number:
 School Name: School District:
 School Depart/Return Times: Days Attend:

SPECIAL INFO:

Participates in CACFP: **YES** Relation to Provider: **Not Related/Day Care Child** Migrant Worker's Child: **NO**
 Child Comments:
 Special Needs: **NO** Statement on file:
 Special Diet: **NO** Statement on file:
If either are YES, attach a signed medical statement. Special Diet Expiration:
 Special Diet Text: 4-7 mo developmental foods started:

INFANT INFO:

Breastmilk and Iron-Fortified Infant Formula (IFIF)

Your provider is required to offer Iron-Fortified Infant Formula (IFIF) to your infant and must inform you of the brand offered. It is your choice whether or not to use this formula based on your preference and your infant's needs. You may choose to supply breastmilk or formula for your infant.
 If you accept the formula offered by the provider, you give your permission for the formula to be mixed for your infant by the facility staff. You may be required to provide sufficient sanitized bottles each day for your child's use. If this is required, the bottles must be labeled with your child's name/date and be taken home daily.
 If you choose to supply breastmilk for your infant, mark the "Parent Supplies Breastmilk or IFIF" option on this form.
 If you refuse the provider's formula and choose to supply formula for your infant, you must write the brand of formula you will be supplying in the space provided on this form and mark the "Parent Supplies Breastmilk or IFIF" option on this form. If the formula you provide is low-iron fortified, non-iron fortified, or a specialty formula, a medical statement is required.

Formula Option: **N/A**

Formula Offered by Provider:

Food Option: **N/A**

Formula Offered by Parent:

Infant Formula Form Received: **NO**

Dear Parents:

Your provider has chosen to join the Child and Adult Care Food Program (CACFP). This program extends the National School Lunch program to children in Family and group child care homes. The USDA has guidelines that your provider has agreed to follow. Under the regulations of the CACFP, your provider may NOT charge you a separate fee for meals that are claimed for reimbursement, and they must supply all of the components needed to meet the requirements. In an effort to improve our Program, we periodically contact parents to provide input and to verify attendance of their children in this child care home.

Please verify the above information is correct, and sign below.

Parent/Guardian Signature: _____ Date: _____

Provider's Signature: _____ ID#: **888888**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

7/14/2008 12:25:45PM

Section 5- Time Saving Menu Options

Two time-saving claiming options are offered to ACD Providers: Master Menu and Online Claiming.

Master Menu

Master Menu consists of pre-approved meals/snacks. Each meal/snack has its own reference code. Choose a breakfast, lunch, dinner, or snack from the extensive Master Menu list ACD has compiled for your use. Record the assigned reference code in the designated area of your Claim and serve the meal/snack exactly as it is listed. All Master Menu meals and snacks meet CACFP requirements, and consist of child-friendly, economical, nutritious, quick-to-fix components.

Benefits

There are many benefits to using Master Menu:

- Reduces documentation.
- Lets you plan ahead because you can know what exactly to buy in advance. You may also go to the grocery store less often.
- Enables you to provide a variety of nutrients in meals/snacks. The meals and snacks in Master Menu were chosen with vitamin A, vitamin C, iron, and calcium content in mind to help ensure that children are served sufficient amounts of nutrients every day that are necessary for growth and development.
- Reduces menu planning

time since meals/snacks are already planned for you. All you have to do is choose which meals/snacks you want to serve and when. Then you simply document reference codes on your Claim.

- Ensures variety. Different colors, flavors, textures, temperatures, and forms of foods, as well as multicultural foods, seasonal foods, and new foods are incorporated into Master Menu.
- Provides flexibility. Master Menu offers many choices. The decisions are yours to make. You can use leftovers, buy in bulk, and serve foods the children in your care will eat.
- Enables you to plan meals/snacks at your convenience. You may plan your menus minutes, hours, days, weeks, or months in advance to fit your schedule. As always, attendance must be recorded on the Claim daily only at the time of service or after (prior to midnight daily), but meals/snacks may be pre-recorded prior to the meal service time (i.e. pre-planned menus).
- Offers new ideas. If you are looking for new ways to serve old favorites, or would like to try something new, Master Menu is an excellent resource. Many of the pre-approved meals/snacks were taken directly from Claims submitted by other Child Care Providers.
- Enables the use of money-

saving strategies. Since you know in advance which foods you plan to serve, you can watch for bargains and sales, and clip coupons. You will know exactly how much of each ingredient to buy without purchasing more than you can use before its shelf-life expires. You can also incorporate leftovers. For example, if chicken is left over from one meal, you can choose meals from the list that contain chicken when planning for the next day.

How to Use

- Using Master Menu is easy! You use the same Claim form, but record only the reference code of the Master Menu meal/snack that you are serving. There is no need to indicate each individual component. Online claims can also use Master Menu by entering the correct reference code.
- Take attendance daily and keep your Claim up-to-date. Master Menu reference codes, as with any meal/snack, must be recorded on the Claim no later than the end of the day (before midnight).
- Breakfast codes may be recorded at breakfast only, lunch/dinner codes may be recorded at lunch/dinner only, and snack codes may be recorded at snack only.

Section 5- Time Saving Menu Options

- You cannot make a substitution of meal components when using Master Menu. Instead you must list all meal components.
- Master Menus are for children who are one year old or older. Therefore, only record Master Menu on the Regular Claim form.
- Keep in mind that using Master Menu is a privilege designed to save you time. Failing to follow the rules, however, will result in losing the privilege of using it in the future.

Online Claiming

The online claiming program, KidKare, is offered free of charge to ACD providers in partnership with Minute Menu Systems. An enhanced version of this software is also available to you by paying an annual fee to Minute Menu.

Benefits

Online claiming is an all-in-one online web-based program to help manage every aspect of your child care business. With it you can do the following:

- Submit your claims for reimbursement electronically, eliminating postage costs, mail delays, and the need for physical bubbled Claims, which reduces errors.
- Manage all information related to each child in your care, such as emergency contacts, medical information, special diets, birthdays, etc.

Using Online Claiming

If you choose to claim online, you will receive an electronic Welcome Letter with your assigned Login ID and unique password. You must submit an "Online Disclaimer" form to ACD before submitting your first claim online.

When your ACD Field Monitor or a representative of ISBE or USDA reviews your home, you must be able to provide him/her with a printed up-to-date report of your claim.

Daily records must be kept when claiming online. If your computer is not in working order you must contact ACD. Your call will be noted and instructions given on maintaining records on paper forms until your computer is fixed. Maintain any written records in your ACD Provider Handbook.

Keep in mind that claiming online is a privilege. Failure to comply with the rules will result in losing the privilege to use it.

For more information about online claiming, contact the ACD office at (800) 284-5273 or visit our website at www.acdkids.org.

Section 6- Nutrition Guidelines for Children

In order to be reimbursed for feeding children in your care, they must be served according to the CACFP meal pattern requirements listed on page 24.

The required portions listed in the chart are minimum CACFP required servings that must be offered to all children in your care. We encourage you to serve more than the required portions if the children want or need more food. Occasionally, children may refuse to eat the minimum portions. In these instances, you will be reimbursed for the meal/snack as long as you offered the minimum portions and encouraged the child to eat the food item(s). Each component of the CACFP meal pattern requirements is explained below.

Fluid Milk

- Milk is required at breakfast, lunch, and dinner, and may be served as one of the two required components at snack.
- Milk must be pasteurized and meet state or local standards for fluid milk. Milk can be regular, lactose-reduced, lactose-free, acidified, or buttermilk.
- Milk requirements vary based on the children's age.
- Flavored milk (commercial or flavored with syrup, powder or straws) is not creditable for children under 6 years.
- Flavored milk claimed for children 6 or older must be fat-free.
- Breast milk provided by the

child's mother is allowed as a fluid milk substitute for children of any age.

- Menus must document milk fat content and if it is flavored.
- At breakfast, milk may be served over cereal, as a beverage or used in part for each purpose as long as the minimum portion is served.
- If milk is one of the two components at snack, the second component cannot be a liquid (e.g., 100 percent juice) but must be a solid (e.g., crackers).
- Milk is not creditable as an ingredient in cooked cereals, puddings, or other foods except smoothies.
- If children cannot drink cow's milk due to medical or other special dietary needs other than a disability, non-dairy beverages may be served in place of cow's milk. Non-dairy beverages must be nutritionally equivalent to milk according to the nutrition criteria specified in the Milk Substitution Form. If non-dairy beverages do not meet the nutrition criteria, a medical statement signed by a recognized medical authority and an appropriate substitution should be provided.

For additional information about crediting milk, see the Crediting Handbook for the Child and Adult Care Food Program.

Milk Requirements

AGE	MILK
1 year old	Unflavored, whole milk
2-5 years old	Unflavored fat-free (skim) or low-fat (1%)
6 years and older	Unflavored fat-free (skim) or low-fat (1%) or flavored fat-free (skim)

Fruit or Vegetable

- A serving of fruit, vegetable, 100 percent juice, or an equivalent quantity of any combination of these is required at breakfast and may be served at snack.
- At lunch/dinner, at least one vegetable and one fruit or two vegetables must be served. During meals, 100 percent juice may be counted to meet only one of the required servings of fruits or vegetables.
- Juice can be served no more than once per day across all claimed meals and snacks.
- If 100 percent juice is one of the two components served at snack, the second component cannot be a liquid (e.g., milk) but must be a solid (e.g., crackers).
- Only juice that is 100 percent juice is creditable. Fruit drinks, "ades", punches, nectars, or blends with less

Section 6- Nutrition Guidelines for Children

than 100 percent juice are not creditable. Juice labels that state "100% Natural" or "100% Vitamin C" may or may not be 100 percent juice.

- Pureed fruits and vegetables (such as in smoothies) credit as 100% juice.
- Two different forms of the same fruit or vegetable cannot be served in the same meal as two separate components (e.g. carrots and carrot juice).
- Less than 1/8 cup of fruit or vegetable is considered a garnish and is not creditable toward a fruit or vegetable requirement (e.g., pickles on a hamburger).
- Cooked dry beans or cooked dry peas may be credited as a vegetable or a meat/meat alternate, but not both in the same meal/snack. Examples include black beans, kidney beans, pinto beans, and chickpeas. The following beans and peas can only be claimed as vegetables: String, green, or yellow beans, and garden peas.
- Fruit or vegetable dishes that contain more than one fruit or vegetable (e.g., fruit salad or tacos) may be credited toward only one of the two required components at lunch/dinner.
- Home canned juices, fruits, or vegetables are not creditable for health and safety reasons.
- Fruits or vegetables in muffins and breads do not contribute toward a fruit or vegetable

requirement because there is less than 1/8 cup in each serving.

- Fruit in grain-based desserts (e.g. pies, cobblers, crisps) can be claimed, but the grain cannot.
- The fruit juice portion of frozen 100 percent juice bars contributes toward a fruit requirement. Only the fruit or 100% juice portion may be counted. Maintain a Child Nutrition (CN) label, Product Formulation Statement, or recipe. If frozen fruit juice bars are served at snack, the second component cannot be a liquid.
- On a homemade pizza, tomato sauce and other fruit or vegetable toppings can be credited as one fruit or vegetable component. On a commercial pizza, tomato sauce and other fruit or vegetable toppings can be credited as one fruit or vegetable component if you add additional sauce and/or fruit or vegetable toppings to the pizza so each serving contains the required portion of fruit or vegetable.
- Potatoes are creditable as a vegetable, not a grain/bread.
- Salsa made of all vegetable ingredients plus minor amounts of spices or flavorings is creditable as a vegetable.
- The fruit in commercially prepared yogurt with fruit contains less than 1/8 cup fruit per serving and does

not contribute toward a fruit requirement. Fruit added to yogurt is creditable.

For additional information about the crediting of fruits/vegetables, see the *Crediting Handbook for the Child and Adult Care Food Program*.

Grain/Bread

- A grain/bread serving is required at lunch, and dinner and may be served as a required component at breakfast or as one of the two required snack components.
- To be creditable, a grain/bread must be enriched or whole grain, or made with enriched whole grain, bran, germ, or flour. Bran and germ are credited the same as enriched or whole grain meal or flour. Cereal must be whole grain, enriched, or fortified.
- At least one grain/bread per day must be whole grain-rich. Whole grain-rich foods are made from at least 50% whole grains and any remaining grains must be enriched. Whole grain-rich grains/breads have a whole grain as the first ingredient or the second ingredient after water. Whole grain mixed dishes (which contain more than one food group e.g. lasagna or burritos) must contain a whole grain as the first grain ingredient. If a product does not meet this criteria, the food may still be considered whole grain-rich

Section 6- Nutrition Guidelines for Children

with documentation from a recipe or manufacturer's statement. Whole grain-rich foods served must be clearly documented on menus as "whole grain-rich", "whole grain," "WGR," or "WG."

- Grain-based desserts (homemade or store-bought) are not creditable. Grain-based desserts include but are not limited to breakfast bars, brownies, cakes, cereal bars, cookies (including vanilla wafers), doughnuts, granola bars, sweet bread pudding, sweet scones, sweet pie crusts, sweet rolls, sweet rice pudding, and toaster pastries. While grain-based desserts are not creditable, they can be served as an extra or at a meal or snack that is not claimed.
- Breakfast cereals (including ready-to-eat, instant and regular and hot cereals) must contain no more than 6 grams of sugar per dry ounce (21.2 grams of sugar per 100 grams). This can be calculated using the Nutrition Facts label by dividing the amount of sugar per serving by the serving size listed in grams. If the result is 0.212 or less, then the cereal may be creditable. Alternatively, providers can use the chart below to figure out whether cereals are creditable.
- All WIC program breakfast cereals are creditable.
- Potatoes are not creditable as a grain/bread; they are a vegetable.

- Breeding and batter-type coating may be credited when homemade or when the serving size is documented by a Child Nutrition (CN) label. To claim the homemade breeding or batter-type coating, 0.4 ounce or 10 grams (3 tablespoons dry) breeding or batter-type coating must be served to 1-5 year olds. It is recommended that another grain/bread item be served with the meal.

For additional information about the crediting of grains/breads, see the *Crediting Handbook for the Child and Adult Care Food Program*.

Meat and Meat Alternate

- A meat/meat alternate serving may be served at breakfast up to three times per week in place of the entire grains/breads component.
- A meat/meat alternate serving is required at lunch/dinner and may be served as one of the two components at

snack.

- Meats include lean beef, lamb, pork, chicken, turkey, fish and other seafood.
- Meat alternates include cheese, cottage cheese, yogurt, soy yogurt, tofu, egg, cooked dry beans or dry peas, peanut butter, soy nut butter, other nut or seed butters, peanuts, soy nuts, tree nuts, and seeds.
- To be credited toward the meat/meat alternate requirement, a menu item must provide a minimum of ¼ ounce cooked meat or its equivalent. The rest of the required serving must be met by adding other meats/meat alternates.
- Nuts and seeds may be credited as a serving of meat/meat alternate for snack, but may contribute toward no more than one-half serving of the meat/meat alternate at lunch/dinner. Nuts and seeds are a choking hazard for children under the age of 4 years.

Breakfast Cereal Chart

		Grams of Cereal per serving							
Grams of sugar per serving		20-23	24-28	29-33	34-37	38-42	43-47	48-51	52+
	4	✓	✓	✓	✓	✓	✓	✓	✓
	5	✗	✓	✓	✓	✓	✓	✓	✓
	6	✗	✗	✓	✓	✓	✓	✓	✓
	7	✗	✗	✗	✓	✓	✓	✓	✓
	8	✗	✗	✗	✗	✓	✓	✓	✓
	9	✗	✗	✗	✗	✗	✓	✓	✓
	10	✗	✗	✗	✗	✗	✗	✓	✓
	11	✗	✗	✗	✗	✗	✗	✗	✓
	12+	✗	✗	✗	✗	✗	✗	✗	✗

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- When serving peanut butter, or other nut or seed butters it is recommended that another meat/meat alternate (e.g., cheese, yogurt, meat chunks, etc.) be served along with it, since the required serving size may be too large for children. Note: Peanut butter is a choking hazard for children under the age of 4 years.
- Peanut or other nut or seed spread (a spread made with less than 90 percent peanuts, tree nuts, or seeds) is not creditable as a meat/meat alternate because it does not meet the Food and Drug Administration's standard of identity for nut or seed butters.
- If cooked dry beans or cooked dry peas are served as a meat/meat alternate, they may not be counted as a vegetable at the same meal or snack. Examples are black beans, kidney beans, pinto beans, and chickpeas. The following beans and peas can only be claimed as vegetables: String, green, or yellow beans, and garden peas.
- Tofu or processed tofu products must contain 5 grams of protein per 2.2 ounces or 1/4 cup as documented by a Child Nutrition (CN) label or manufacturer's statement. Tofu must be recognizable, not blended into drinks or desserts.
- Any meat/meat alternate

labeled "imitation" is not creditable (e.g., imitation cheese, imitation crab).

- A processed, canned, or frozen product (e.g., ravioli, macaroni and cheese, spaghetti) is creditable as a meat/meat alternate if the package has a Child Nutrition (CN) label, a Product Formulation Statement from the manufacturer, or if you add extra meat/meat alternate to the product.
- Home-caught fish and game (e.g., venison, squirrel, and rabbit) are not creditable due to health and safety reasons unless inspected and approved by the appropriate Federal, State, or local agency. Home-slaughtered meat is not creditable.
- Dip is reimbursable if the base ingredient is a reimbursable food (e.g., beans, cheese, cottage cheese, peanut butter, etc.).
- Commercial split pea, bean, and lentil soups are the only commercial soups that contribute toward a meat/meat alternate requirement. Other commercial soups (e.g., chicken noodle) contain insufficient quantities of a meat/meat alternate.
- Yogurt must contain no more than 23 grams of sugar per 6 ounces of yogurt or equivalent.

Oz yogurt per serving	Grams sugar per serving
2 oz (56 g)	⊙ 7 g or less
2.5 oz (70 g)	⊙ 9 g or less
3 oz (85 g)	⊙ 11 g or less
3.5 oz (99 g)	⊙ 13 g or less
4 oz (113 g)	⊙ 15 g or less
5.3 oz (150 g)	⊙ 20 g or less
6 oz (170 g)	⊙ 23 g or less
8 oz (227 g)	⊙ 31 g or less

For additional information about the crediting of meat/meat alternates, see the *Crediting Handbook for the Child and Adult Care Food Program*.

Cooking Methods

On-site deep frying is not allowed as a way to prepare creditable foods. Deep frying is defined as submerging foods in hot oil. This does not include stir-frying or pan frying foods in small amounts of oil. Foods pre-fried by the manufacturer or prepared off-site are creditable.

Non-Creditable Foods

The following foods are NOT creditable on the CACFP. While the foods in this list do not count toward meal pattern requirements, they may be served as additional components after all required components have been served.

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Consult the *Crediting Handbook for the Child and Adult Care Food Program* for more information about some of these foods.

- Acorns
- Apple butter
- Bacon rinds
- Bacon, pork
- Bacon, imitation
- Barbecue sauce
- Bean noodles (cellophane noodles)
- Beef jerky
- Bread pudding, sweet
- Breakfast bars
- Brownies
- Cakes
- Caramel corn
- Canned, pressed luncheon meat (potted/deviled)
- Caramel corn
- Cereal bars
- Cereals (ready-to-eat, instant, or hot) with more than 6 grams of sugar per dry ounce of cereal (21.2 grams of sugar per 100 grams of dry cereal)
- Ceviche
- Cheese, imitation
- Cheese, products Cheese, powdered (in boxed macaroni and cheese)
- Chestnuts
- Chili sauce
- Chitterlings
- Coconut
- Commercial soup other than clam chowder, tomato, minestrone, vegetable, vegetable with other basic components, or split pea as a

vegetable.

- Commercial soup other than split pea, bean, or lentil as a meat/meat alternate.
- Cookies (including vanilla wafers)
- Corn syrup
- Crab, imitation
- Cream
- Cream cheese
- Cream sauce
- Cream soup
- Custard
- Doughnuts
- Dry spice mixes
- Egg nog, commercial
- Eggs, substitutes
- Eggs, whites only
- Eggs, yolks only
- Evaporated milk
- Fig bar cookie filling
- Fish, home pickled
- Fish, noncommercial/home caught Flavored milk for children 5 years old and younger
- Foods deep-fried on-site
- Frozen fruit flavored bars, commercial
- Fruit in commercial yogurt
- Fruit juice bases
- Fruit or vegetable drinks containing less than 100 percent fruit or vegetable juice
- Fruit-flavored waters, powders, and syrups
- Fruits and vegetables in breads, muffins, and cakes
- Fruit snacks, commercial
- Game (e.g., venison, squirrel, and rabbit) that are not slaughtered and inspected by

an approved state or federal facility

- Grain/bread products that are not whole grain, bran, germ, or enriched, or not made with whole grain, bran, germ, or enriched ingredients
- Granola bars
- Gravy
- Half and half
- Ham hocks
- Home-canned foods
- Home slaughtered meat
- Homemade queso blanco or queso fresco
- Hominy
- Honey
- Ice cream
- Ice milk
- Imitation crab
- Imitation hot dogs
- Imitation milk
- Imitation seafood
- Jam, jelly, preserves
- Ketchup
- Kool-aid
- Lemonade
- Lemon pie filling
- Maple syrup
- Mayonnaise
- Mustard
- Neufchatel cheese
- Non-dairy milk substitutes that are not nutritionally equivalent to milk
- Nonfat dry milk, reconstituted
- Nut or seed meal or flour as a grain/bread
- Peanut spread or other nut or seed spread
- Pickle relish

Section 6- Nutrition Guidelines for Children

- Pie crusts; sweets
- Pig's feet, neck bones, or tails
- Popcorn
- Popsicles not made with 100 percent fruit juice
- Posole
- Potato chips
- Potted or deviled meats
- Pudding
- Pudding pops
- Raw milk
- Rice pudding, sweet
- Salad dressing
- Salt pork
- Scones, sweet
- Scrapple
- Shellfish, imitation
- Sherbet/Sorbet
- Shoestring potatoes
- Sour cream
- Soy beverages
- Soy drinks
- Sushi (raw seafood and sashimi)
- Sweet rolls
- Sweetened condensed milk
- Syrup
- Tapioca
- Tempeh
- Toaster pastries
- Toaster pastry filling
- Vegetable or fruit chips
- Vinegar
- Yogurt products other than low-sugar, commercial yogurts (homemade yogurt, frozen yogurt, liquid yogurt, yogurt bars, and yogurt coating on fruits and/or nuts)
- Yogurt with more than 23 grams of sugar per 6 ounces

Please see the next page for CACFP meal pattern requirements.

For more information on creditable and non-creditable foods, see the *Crediting Handbook for the Child and Adult Care Food Program*.

Combination Dishes

A combination dish is a single serving of food containing at least the minimum credible portion, per serving, of two or more of the required meal components. More food may need to be added to fill the whole requirement.

The minimum portion for...

- **meat/meat alternates** in a combination dish is 1/4 ounce by weight, or the equivalent
- **fruits or vegetables** in a combination dish is 1/8 cup
- **grains/breads** in a combination dish is 1/4 slice of bread, or the equivalent.

An amount of food less than the minimum portion used as a garnish, seasoning, or breading does not contribute to CACFP meal pattern requirements. Examples include, but are not limited to, less than 1/8 cup of raisins sprinkled on a serving of oatmeal, less than 1/8 cup of pickles on top of a hamburger, or less than 1/8 cup of bread crumbs sprinkled on top of a casserole.

Extra food in addition to the combination dish may be

required to make a full portion of each meal component. For example, if one slice of quiche contains 1/2 an egg (which equals half of the required meat/meat alternate component at lunch/dinner for a 6-12 year old) the Provider could serve 4 ounces of yogurt to fulfill the rest of the requirement.

Multiple fruits and vegetables in a combination dish contribute towards one fruit or vegetable requirement but not both at lunch, dinner, or snack. For example, if the beef stew served contains stew meat, potatoes, carrots, and onions, the stew could only count for one vegetable component and an additional fruit or vegetable would need to be served. However, a chef salad or a fruit salad (with a meat/meat alternate) may be creditable as two servings of fruit or vegetable because the two or more fruits or vegetables are identifiable as individual servings and are served as part of an entrée.

Remember that when serving an item such as pizza, it must be homemade with quantities that meet CACFP meal pattern requirements, or if commercially purchased, must contain components to meet appropriate CACFP portion requirements. To claim the meat/meat alternate in commercial combination dishes such as pizzas, pot pies, and raviolis, make sure these products 1) have a Child Nutrition (CN) label or 2) obtain a Product

Section 6- Nutrition Guidelines for Children

Formulation Statement signed by the manufacturer. When recording combination dishes, list only the foods that contribute toward CACFP meal patterns requirements. Do not list non-

creditable components.

EXAMPLE: Chili made with ground beef, kidney beans, tomatoes, green peppers, and onions

1. Chili—indicate either Ground

Beef or Kidney Beans

2. Cornbread

3a. Tomatoes

3b. Pineapple

4. Milk

Ages:	1-2	3-5	6-12
Breakfast (select fluid milk, fruit/vegetable, AND grain/bread OR meat/meat alternate)			
Fluid Milk	4 fluid oz	6 fluid oz	8 fluid oz
Fruit/Vegetable	1/4 cup	1/2 cup	1/2 cup
Grain/Bread			
Bread or bread product	1/2 serving	1/2 serving	1 serving
Cooked cereal, grains, or pasta	1/4 cup	1/4 cup	1/2 cup
Cold cereal			
Flakes or rounds	1/2 cup	1/2 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cup
Granola	1/8 cup	1/8 cup	1/4 cup
Meat/Meat Alternate	1/2 oz	1/2 oz	1 oz
Lunch/Dinner (select all five components)			
Fluid Milk	4 fluid oz	6 fluid oz	8 fluid oz
Meat/Meat Alternate			
Meat, poultry, fish, tofu, soy product, alternate protein products, cheese	1 oz	1 1/2 oz	2 oz
Large egg	1/2	3/4	1
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
Peanut or other nut or seed butter	2 tablespoons	3 tablespoons	4 tablespoons
Peanuts, soy nuts, tree nuts, or seeds	1/2 oz = 50% of requirement	3/4 oz = 50% of requirement	1 oz = 50% of requirement
Yogurt	4 oz (1/2 cup)	6 oz (3/4 cup)	8 oz (1 cup)
Vegetables	1/8 cup	1/4 cup	1/4 cup
Fruits or Vegetables	1/8 cup	1/4 cup	1/4 cup
Grain/Bread			
Bread or bread product	1/2 serving	1/2 serving	1 serving
Cooked cereal grain or pasta	1/4 cup	1/4 cup	1/2 cup
Snacks (select two of the following five components)			
Fluid Milk	4 fluid oz	4 fluid oz	8 fluid oz
Fruit	1/2 cup	1/2 cup	3/4 cup
Vegetable	1/2 cup	1/2 cup	3/4 cup
Meat/Meat Alternate			
Meat, poultry, fish, tofu, soy products, alternate protein products, cheese, peanuts, soy nuts, tree nuts, or seeds	1/2 oz	1/2 oz	1 oz
Peanut or other nut or seed butters	1 tablespoon	1 tablespoon	2 tablespoons
Large egg	1/2	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
Yogurt	2 oz (1/4 cup)	2 oz (1/4 cup)	4 oz (1/2 cup)
Grain/Bread			
Bread or bread product	1/2 serving	1/2 serving	1 serving
Cooked cereal, grains, or pasta	1/4 cup	1/4 cup	1/2 cup
Cold cereal			
Flakes or rounds	1/2 cup	1/2 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cup
Granola	1/8 cup	1/8 cup	1/4 cup

Section 7- Nutrition Guidelines for Infants

In order for Child Care Providers to be reimbursed for feeding infants, they must be served according to the CACFP Infant Meal Pattern Requirements as listed in the chart on page 21. Infants have special dietary needs due to their rapid rate of growth and development. The required portions listed in the chart are minimum servings that must be offered to the infants in your care as infants are developmentally ready. If infants in your care want or need more food, we encourage you to serve more than the required portions. Occasionally, children may refuse to eat the minimum portions. In these instances, you will be reimbursed for the meal/snack provided if you offered the minimum portions.

USDA Definitions

- **Infant**– a baby from birth through 11 months (any child less than one year of age)
- **Infant Formula**–any iron-fortified infant formula intended for dietary use solely as a food for normal, healthy infants served in liquid state according to manufacturer's recommended dilution. Infant formula labeled low-iron or those specifically formulated for infants with inborn errors of metabolism or digestive or absorptive problems do not meet the infant meal pattern requirements. Soy-based, lactose-free milk-based, and specialized formulas are prescribed for a baby by a doctor and are used

specifically for a medical problem.

- **Infant Cereal**–any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with breast milk or iron fortified infant formula prior to consumption.
- **Developmentally Ready**– An infant's developmental readiness determines which foods should be fed, what texture the foods should be, and which feeding styles to use. There is no single way to determine if an infant is developmentally ready for solid foods, but these are a few helpful signs:
 - Sitting up with good head control;
 - Opening his/her mouth when food is coming;
 - Watching others eat;
 - Reaching for food;
 - Seeming eager to be fed;
 - Moving food from a spoon into his/her throat; and
 - Doubling his/her weight since birth or weighing 13 pounds or more.

On the Infant Meal Pattern for ages 6 months through 11 months, you will see foods listed under the category **When Developmentally Ready**. If an infant is developmentally ready, you must gradually introduce solid foods.

Age Categories

- **Birth through 5 months** means from the day an infant is born through the last day of the infant's fifth month of life (e.g., John was born on January 13. He should be fed from the "birth through 5 months" category from January 13 through the last meal/snack served on July 12).
- **6 months through 11 months** means from the first day of an infant's sixth month of life through the last day of the infant's eleventh month of life (e.g., John should be fed from the "6 months through 11 months" category from July 13 through the last meal snack served on January 12).
- On a child's first birthday, she/he must be served according to the CACFP Meal Pattern Requirements for 1-2 year olds.

Responsibilities of Child Care Providers

All Child Care Providers participating in the CACFP must purchase and provide all the infant foods appropriate for the age of the infant according to the Infant Meal Pattern Chart. Parents/guardians can provide up to one component of creditable infant meals and snacks.

Section 7- Nutrition Guidelines for Infants

Parent Providing Infant Formula/Breast Milk

The decision whether to breast-feed an infant or which type of infant formula is best for the infant is for the infant's doctor and parent/guardian to make together. Therefore, parents or guardians may elect to decline the offered infant formula and supply their own iron-fortified formula or breast milk. This must be documented on the *Child Enrollment Form*.

Reimbursable Infant Meals and Snacks Breast Milk

- Breast milk is the best food for a baby because it provides all the right vitamins and minerals in the appropriate amounts. Breast milk contains antibodies that protect the infant's digestive tract from infection, is easy to digest, ready to feed, and cost efficient.
- Meals/Snacks containing only breast milk and no solid foods are creditable when served to infants from birth through 5 months when you serve the breast milk by bottle or when the infant's mother breastfeeds her child onsite.
- Around 6 months of age, parents/guardians and providers should gradually introduce solid foods as developmentally appropriate.
- You may serve less than the minimum regulatory serving of breast milk to infants who

regularly do not consume the required amount of breast milk; however, additional breast milk must be offered if the infant is still hungry.

Iron-Fortified Infant Formula

- Formula served must be iron-fortified infant formula. It must be intended as the sole source of food for healthy infants until around 6 months of age, and must be served in the liquid state at the manufacturer's recommended preparation.
- FDA Exempt Infant Formulas may only be claimed when prescribed by a licensed health professional due to a disability as documented on a Doctor's Food Substitution Form on file with ACD.
- According to the American Academy of Pediatrics, iron-fortified infant formula is the only acceptable alternative to breast milk during the first year of life because it is specially formulated to have the right balance of nutrients and can be easily digested by infants.
- The label on infant formula must state "with iron" or "iron-fortified."
- If there are infants in your care, you are required to offer at least one type of iron-fortified infant formula. A parent/guardian may elect to accept the formula you offer or she/he may choose to supply another type of infant formula. All parents/guardians of infants who decline the

Provider's formula or food must complete and sign an Infant Formula & Food Waiver contained in the Child Enrollment Form. File a copy of the Child Enrollment Form in this Provider Handbook or in another designated area. The original Child Enrollment Form must be submitted to ACD.

- A meal served to an infant that contains some amount of breast milk (and some amount of infant formula) is reimbursable as long as the total number of ounces offered to the infant meets, or exceeds, the minimum amount for breast milk/formula as specified on the Infant Meal Pattern.
- For a period of one month, when a child is weaning from infant formula to whole cow's milk, meals/snacks that contain infant formula may be reimbursable. When a child is weaned from formula to cow's milk, it is a common practice to provide the infant with both foods at the same meal/snack service to gradually ease the infant to accept some of the new food. For a child 13 months of age and older who is not in this transitional stage, a Doctor's Food Substitution Form is needed for a meal/snack containing infant formula to be eligible for reimbursement.

Section 7- Nutrition Guidelines for Infants

Infant Meal Pattern Requirements

Birth through 5 months	6 through 11 months
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Breakfast, Lunch, and Dinner

4-6 fluid ounces breast milk or formula	6-8 fluid ounces breast milk or formula; and When developmentally ready 0-4 tablespoons infant cereal, meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½ cup of yogurt; or a combination of the above; and 0-2 tablespoons vegetable or fruit or a combination of both
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Snack

4-6 fluid ounces breast milk or formula	2-4 fluid ounces breast milk or formula; and When developmentally ready 0-½ slice bread; or 0-2 crackers; or 0-4 tablespoons infant cereal or ready-to-eat breakfast cereal; and 0-2 tablespoons vegetable or fruit, or a combination of both
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Milk

- Because the American Academy of Pediatrics does not recommend serving cow's milk to children under the age of 1, whole cow's milk is not creditable when served to children birth through 11 months.
- If the Parent provides an infant formula that does not meet the USDA definition of infant formula, or the parent wants the infant to receive cow's milk before one year of age, a medical statement signed by licensed health professional is required in order to receive reimbursement. The medical statement must be kept

on file at ACD and at the Provider's home.

Solid Foods

- The decision to begin offering an infant solid foods should be made by the infant's parent/guardian and doctor. When the infant is around 6 months old and developmentally ready for solid foods, those foods listed on the Infant Meal Pattern under *When Developmentally Ready* must be served to the infant. Providers may not ask parents to supply food or formula. It must be the choice of the parents/guardians. Parents/guardians may only provide one component of a

reimbursable infant meal (including breast milk or infant formula), and the Child Care Provider provides all other food items according to the Infant Meal Pattern.

- A Child Care Provider may puree/grind/chop regular food to the appropriate consistency for infants.

Section 7- Nutrition Guidelines for Infants

Iron-Fortified Infant Cereal

- Cereal served to infants must be iron fortified, dry infant cereal such as Infant Rice Cereal, Infant Oatmeal, Infant Barley Cereal, or Infant Mixed Cereal.
- Infant cereal may be mixed with either breast milk or iron-fortified infant formula.
- Infant cereal should never be offered in a bottle.
- Iron-fortified infant cereal may be served around 6 months as developmentally appropriate.
- Iron-fortified dry infant cereal containing commercially-added fruit is not creditable.
- Jarred commercial infant cereal, with or without fruit, is not creditable.

Ready to Eat Cereal

- Ready-to-eat adult breakfast cereals such as Cheerios are creditable for infants 6 through 11 months as developmentally appropriate. They must contain no more than 6 grams of sugar per dry ounce (21.2 grams of sugar per 100 grams of cereal).

Fruits and Vegetables

- Fruits and vegetables served to infants must be solid (e.g., applesauce, peaches, etc).
- Fruit and vegetable juices are not creditable for infants of any age.
- Commercial infant fruits and vegetables that contain single or multiple fruits or vegetables and list fruit

or vegetable as the first ingredient on the label are reimbursable as a fruit/vegetable component.

- Commercial infant fruits and vegetables with water listed as the first ingredient are not creditable.
- Commercial infant fruit desserts are not creditable.

Meat & Meat Alternates

- Meats/Meat alternates may be served to infants 6 through 11 months as developmentally appropriate. This allows for the gradual introduction of new solid foods to infants.
- Creditable meats/meat alternates in the "6 months through 11 months" category are meat, fish, poultry, whole egg (white and yolk), cooked dry beans, cooked dry peas, cheese, cottage cheese, and yogurt. Foods labeled cheese food, cheese spread, and cheese product are not creditable for infants.

Breads and Crackers

- Crusty breads and crackers are an option as a snack component for infants in the "6 months through 11 months" category.
- Breads and crackers must be made from whole grain or enriched meal or flour.

Combination Baby Foods

- Combination, commercial baby foods or dinner (baby foods containing more than

one food group) are not creditable.

Record Keeping Requirements:

- *Claims* – Claims designating food items served to infants must be maintained within the Provider's records for four years (the current year plus the previous three years).
- *Meal Participation Records* – meals served to infants must be recorded on the Claim.
- *Infant Formula/Food Waiver Notification* – It is required to have written notification of the type of infant formula provided by the Child Care Provider and to allow parents to accept or decline the infant formula purchased by the Child Care Provider. Infant formula information is required for each infant whose parent/guardian supplies the infant formula. This information must be documented in section 7 of the Child Enrollment Form.

Section 7- Nutrition Guidelines for Infants

Breast Milk Storage Guidelines

Store expressed breast milk in sterilized plastic or glass feeding bottles, or special breast milk storage bags.

Label containers of breast milk with the date and the infant's name.

Containers of breast milk should be stored in the refrigerator or the freezer. Leave enough room in the container for the milk to expand and use the milk within three months.

Thaw frozen breast milk by placing it in warm water or defrost it in the refrigerator overnight. Never defrost frozen breast milk at room temperature, or in the microwave which can cause uneven heating and may damage the quality of the milk. Use breast milk that has been frozen and thawed within 24 hours, and do not refreeze it.

Infant Non-Creditable Foods

The following foods are not creditable when served to infants (birth through 11 months).

- Adult Cereals with more than 6 grams of sugar per dry ounce of cereal (21.2 grams of sugar per 100 grams of cereal)
- Baby food desserts
- Cheese food
- Cheese product
- Cheese spread
- Chocolate
- Combination commercial baby foods or dinners
- Cow's milk
- Fish sticks
- Foods with water listed as the first ingredient
- Fruit juice
- Home-canned infant foods
- Honey
- Hot dogs
- Infant cereal containing commercially-added fruit
- Infant cereal served in a bottle
- Jarred cereal (with or without fruit)
- Low iron formula (unless prescribed by a Doctor's Food Substitution Form)
- Meat sticks
- Nuts
- Peanut butter or other nut and seed butters
- Raw milk
- Seeds
- Shellfish
- Vegetable juice
- Yogurt with more than 23 grams of sugar per 6 ounces of yogurt

Section 8- Food Safety and Sanitation

Bacteria and germs are present all around us—in the air, on kitchen surfaces, on utensils, and in most foods. To grow, bacteria need warmth, moisture, and a food source. Some bacteria are harmless, some are even helpful, but many cause serious illness. Bacteria and germs multiply rapidly. One germ can produce 281 trillion more germs in 24 hours. By adhering to good food safety and sanitation practices, you can take the necessary steps to avoid food borne illness and help keep the children in your care healthy. Food that is contaminated may look perfectly fine, so be sure to follow these guidelines.

Grocery Shopping

- Make the grocery store your last stop when running errands. Take food straight home to the refrigerator or freezer. Never leave food in a hot car!
- Pick up perishables (i.e., foods that will spoil if they are not refrigerated) last. Check the “use-by” date to ensure that you do not buy anything that will expire before you will be able to use it.
- Do not buy food that is in poor condition. Make sure refrigerated food is cold to the touch. Frozen food should be rock-solid. Do not purchase a product if there are dribbles, leakages, or odors. Canned goods should be free of rust, dents, cracks, and bulging lids, which

can indicate a serious food poisoning threat.

- In the summer, keep a cooler in your car. Pack foods that must be refrigerated in the cooler.
- At the grocery store checkout, ask that foods that must be frozen or refrigerated be put in a bag separate from other foods. Also, have meat and poultry products double packaged in plastic bags to keep them cold when transporting them home.

Preparing Food

- Wash hands in hot soapy water before preparing food, and after using the bathroom, changing diapers, and handling pets.
- Thaw food in the microwave or refrigerator, NOT on the kitchen counter. Bacteria can grow in the outer layers of food before the inside thaws. Also, marinate in the refrigerator.
- Wash all fruits and vegetables before cooking or serving. Use a small amount of soap and warm water and scrub with a vegetable brush.
- Prepare food on food grade surfaces that have been cleaned and sanitized.
- Keep raw meat, poultry, fish, and their juices away from other food. Wash your hands, in addition to utensils, in hot, soapy water after cutting up meat; before dicing produce.
- Use separate cutting boards

for meat and produce to avoid cross-contaminating foods as you prepare them.

- Clean all appliances (e.g., can opener, blender, food processor, etc.) after each use. (See “Clean and Sanitize: Practices to Follow” on page 34.)
- Before opening canned goods, wash the lid first. When opening vacuum-sealed jars, listen for the “pop.”

Storing Food

- Check the temperature of your refrigerator with an appliance thermometer. To keep bacteria in check, the refrigerator should run at 40°F, the freezer unit at 0°F. See the “Cold Storage” reference chart on page 36.
- Keep the refrigerator and freezer clean. Do not crowd or completely cover the shelves—air must be able to circulate throughout. Keep the coils, motor area, and underneath dusted and clear of obstruction.
- When you return home from the grocery store, put perishables away first.
- Freeze fresh meat, poultry, or fish immediately if you cannot use it within **2-3 days**.
- Put packages of raw meat, poultry, or fish on a plate before refrigerating so their juices will not drip on other food. Place on the bottom

Section 8- Food Safety and Sanitation

rack of the refrigerator.

- Store canned goods in a cool, dry place—never over the stove, under the sink, in the garage, or in a damp basement.
- Never taste food that looks or smells strange to see if you can still use it. “When in doubt, throw it out.”
- Is food moldy? The mold you see is only the tip of the iceberg. The poisonous mold can form under the surface of the food. All moldy food should be discarded immediately.
- Label and date foods you place in the refrigerator and freezer; always use the oldest first. “First in, First out.”

Cooking Food

- Cook food to the proper temperature. It takes thorough cooking to kill harmful bacteria. See the “Cooking Temperatures” reference chart on page 37.
- Use a meat thermometer to make sure that meat and poultry are cooked all the way through.
- Visually checking foods is not an accurate way to decide if meat, poultry, and fish are done.
- Never partially cook foods and then store for later cooking. If you microwave foods, transfer immediately to the grill or oven and cook until done.
- Cook eggs until the yolk and

white are firm, not runny.

Scramble eggs to a firm texture. Do not use recipes in which eggs remain raw or only partially cooked. Salmonella, a bacteria that causes food poisoning, can grow inside fresh, unbroken eggs.

- Use a clean spoon whenever you want to taste or sample food, and never place the spoon back in the food.
- Keep animals, cages, feeding dishes, and litter boxes out of the kitchen.

Microwaving Food

- Cover food with a lid or paper product designed for use in the microwave so steam can aid thorough cooking.
- Stir and rotate your food for even cooking. If your microwave does not have a turntable, rotate the dish by hand once or twice during the cooking process.
- Observe the “standing time” called for in a recipe or on package directions. The food finishes cooking during this time.
- Use an oven temperature probe or a meat thermometer to ensure that food is done. Insert it in several spots. Sometimes a microwave leaves cold spots in food where bacteria can survive.
- Do not heat infant bottles in the microwave. Infants may be burned by liquid that is too hot

Serving Food

- Keep cold food cold (below 40° F) and hot food hot (above 140° F).
- Use clean dishes and utensils to serve food, not those used in preparation. Serve grilled food on a clean plate, not on the one that held raw meat, poultry, or fish.
- Never leave perishable food out of the refrigerator for more than two hours. Bacteria that can cause food poisoning grow quickly at warm temperatures.
- Pack lunches in insulated carriers with a cold pack. Caution children never to leave lunches in direct sunlight or on a warm radiator.
- Carry picnic food in a cooler with a cold pack. When possible, put the cooler in the shade. Keep the lid on as much as possible.

Handling Leftovers

- Throw away foods served to children individually or family style that have not been eaten by the end of the meal.
- Prepared food that has not been served to individuals or placed in family-style containers shall be promptly covered after preparation and stored appropriately.
- Leftover fresh foods should be served within 24 hours.

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- Discard foods that have been left more than two hours at unsafe temperatures or more than one hour when temperatures are above 90° F.
- Divide large amounts of leftovers into small, shallow containers for quick cooling in the refrigerator or freezer. Do not over pack the refrigerator or freezer. Cool air must circulate to keep food at a safe temperature.
- When reheating sauce, soup, or gravy, bring to a boil. Heat other leftovers to 165° F.
- For thorough heating, microwave leftovers using a lid or paper product designed for use in the microwave.
- Freezer burn does not make food poisonous. However, it does make food tasteless and tough.
- Label and date foods you place in the refrigerator and freezer; always use the oldest first. Use frozen food within 30 days.
- Do not return baby food or milk to its original container.
- Discard formula or breast milk that remains in the bottle after a feeding—do not reheat!

Cleaning Up

- Use paper towels to clean up, and throw them away after each use. Bacteria can live in cloth towels and sponges.
- Give each child her/his own wash cloth or disposable

wipe to clean herself/himself up after meals. Never use a dishcloth.

- Wash, rinse, then soak dishes for 1 minute in 1 tablespoon bleach per two gallons water, then air dry, or use a dishwasher.
- Sanitize tables, chairs, and the floor of the eating and food preparation areas.
- Sanitize counter tops and keep them uncluttered.

(See "Clean and Sanitize; Practices to Follow" on page 34.)

If the Power is Out Freezer

- Without power, a full freezer will keep food frozen for about 2 days. A half-full freezer will keep food frozen 1 day.
- If power will be restored soon, keep the door shut as much as possible.
- If power will be off for an extended period, take food to friends' freezers, a commercial freezer, use dry ice, or, if power is out during the winter when it is very cold, set the food outdoors.

Refrigerator-Freezer Combination

- Without power, the refrigerator section will keep food cool 4-6 hours depending on the kitchen

temperature.

- A full, well functioning freezer unit should keep food frozen for 2 days. A half-full freezer unit should keep foods frozen for 1 day.
- Block ice can keep food on the refrigerator shelves cool. Dry ice can be added to the freezer unit. Do not touch dry ice and do not breathe its fumes; follow handling directions carefully.
- If power is out during cold winter months, place food outdoors until power returns.

Refreezing Thawed Foods

- Foods still containing ice crystals or foods that feel refrigerator-cold can be refrozen.
- Discard any thawed food that has warmed to room temperature and remained there 2 hours or more.
- Immediately discard any food with a strange color or odor. Be aware, however, not all spoiled food has an odor. "When in doubt, throw it out."

Is it food poisoning?

If you, a family member, or a child in your care develop nausea, vomiting, diarrhea, fever, or cramps, it may be food poisoning. Unfortunately, it is not always easy to detect since, depending on the illness, symptoms can appear anywhere from 30 minutes to 2 weeks later.

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Most often, though, people get sick within 4 to 48 hours after eating contaminated food. In more serious cases, food poisoning victims may have nervous symptom problems such as paralysis, double vision, or difficulty swallowing or breathing. If symptoms are severe, or if the victim is very young, an older adult, pregnant, or already ill, call a doctor or go to the hospital immediately.

Personal Sanitation

Many health experts consider hand washing to be the single most important way to reduce the spread of infectious diseases such as colds and flu and the germs that transmit them. Hand contact is the most common way that children pick up germs and spread them from surface to surface, and to other children and adults. Children should be taught how to properly wash their hands at a very young age.

The 12 Commandments of Handwashing

It is important for everyone to wash their hands...

1. after using the restroom;
2. after playing outdoors;
3. before each meal and snack;
4. after playing with pets; and
5. after coughing or sneezing into hands or tissue.
6. before prepping, serving, or feeding food to children;
7. after caring for a sick child;
8. after helping a child in the

restroom;

9. after cleaning up spills;
10. after changing diapers;
11. after any other cleaning activities; and,
12. after handling raw meat.

Teach Children These Steps for Hand Washing

1. Turn water to a comfortable temperature (to avoid burns, water should not exceed a maximum temperature of 115° F).
2. Moisten hands with water and squirt a drop of liquid soap on hands. Rub hands together to make a soapy lather. The rubbing motion helps pull dirt, grease, and oil free from the skin so that germs can be washed away. Pay particular attention to the backs of the hands, areas between fingers, around nail beds, and under fingernails. Continue washing for 20 seconds, or while singing the entire alphabet song.
3. Rinse hands thoroughly under warm, running water, directing flow from wrist to fingertips. Never fill a basin with water and have several children wash their hands together. Hands must be washed under running water to ensure that germs are washed away. By sharing water, children will also share germs.
4. Dry hands with a clean paper towel.
5. Turn off faucet with paper in

hand, then discard.

Wash the Hands of Infants and Toddlers:

1. Wipe hands with damp paper towel moistened with liquid soap.
2. Wipe hands with paper towel moistened with clean water.
3. Dry hands with paper towel.
4. Turn off faucet with paper in hand, then discard.

Germs can be discouraged from becoming permanent residents in your child care home. Be aware of these key factors.

- Do not allow children to share tissues. Shared tissues will spread germs from child to child.
- Set aside a separate place in your child care home to change diapers. The location should be away food and food-preparation areas.
- Keep work surfaces clean. Pay special attention to cracks and edges where food particles may collect.
- Teach children to cover their mouths with tissue when coughing and/or sneezing, or direct coughs and/or sneezes into the shoulder or arm to help prevent germs from spreading.
- Wipe all food service areas (i.e., tables, chairs, and floors) when children are finished eating. Food left behind results in bacterial growth and can bring unwelcome pests.

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- Open cuts, sores, boils, or rashes must not come in contact with food. Wash cuts thoroughly and cover with a clean bandage.

Clean and Sanitize: Practices to Follow

Clean: When you clean, you remove dirt, food, and grease from a surface by using soap or detergent and water.

Sanitize: When you sanitize: you kill harmful bacteria and viruses that may be on the surface, even if the surface looks clean. When you sanitize, you must use a sanitizing solution.

To Sanitize Surfaces: Items such as counter tops, sinks, highchair trays, tables used for eating, plastic-coated placemats, and plastic-coated bibs should be sanitized using the spray method.

1. Clean surface with warm, soapy water.
2. Rinse with clean water.
3. Spray surface with sanitizing solution (See "Sanitizing Solution for Surfaces" below).
4. Wipe the spray solution over the surface with a clean paper towel.
5. Air dry. Do not rinse off solution.

Sanitizing Solution for Surfaces:

1 tablespoon bleach (do not use scented bleach) to 1 gallon of lukewarm (not hot) water. Mix bleach and warm water.

To Sanitize Items: Items such as

dishes, glassware, cutting boards, utensils, pots, and pans should be sanitized using the immersion method, or use a dishwasher.

1. Wash items in warm, soapy water.
2. Thoroughly rinse items to remove all soap or detergent.
3. Half fill your sink with water. Add 1/2 tablespoon of bleach for every gallon of water your sink can hold.
4. Immerse items in the solution for at least one minute.
5. Air dry items in drying rack. Do not rinse off sanitizing solution.
6. Store clean and sanitized items in a clean area. Never store items on the floor.

Activities

Pepper Run Experiment

This activity demonstrates how soap affects germs. The pepper represents germs. Children will be able to see how soap keeps the germs (pepper) away.

Fill a bowl or pan with water. Shake pepper into the water. Dip a finger into the water; notice how the pepper sticks to the finger. Remove finger and wipe clean. Rub a bar of soap on the finger, then dip the finger into the water. This time the pepper will "run" to the sides of the bowl, away from the finger. The water has surface tension much like skin. Pepper lies on the water, just like germs lie on the skin. The soap breaks the water's surface, just like soap breaks the skin's surface. When children wash with

soap and water, germs are sent running—much like the "pepper on the run."

Petroleum Jelly Experiment

This activity shows children why it is important to use warm water, soap, and scrubbing motion when washing hands.

Put petroleum jelly on the children's hands. Ask the children to predict if the petroleum jelly will wash off:

- When they hold their hands under cold running water. The water will just run off.
- When they hold their hands under warm running water. Only a little petroleum jelly will be removed.
- When they add soap and warm water and just hold their hands under the running water. A little more petroleum jelly is removed.
- When they add soap, warm water, and rub their hands. The petroleum jelly will quickly wash away.

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Bacteria Temperatures

Experiment

To demonstrate how fast bacteria can spread and grow, and the ease with which it can be slowed by temperature, use active dry yeast.

1. Place a packet of dry yeast in each of three small dishes. The yeast represents bacteria. (Read the label to see if you need to add a teaspoon of sugar to each dish to help the yeast grow.)
2. Put about 1/4 cup of lukewarm water in one dish, boiling water in a second, and ice water with an ice cube in a third.
3. In a few minutes, you should have dramatic evidence of the growth of the yeast at room temperature, but not in the bowls containing hot and cold water. This is what happens to bacteria at room temperature, when they are exposed to heat through cooking, and when they are exposed to cold through refrigerating and freezing.

For more information on food safety visit www.fsis.usda.gov or www.foodsafety.gov.

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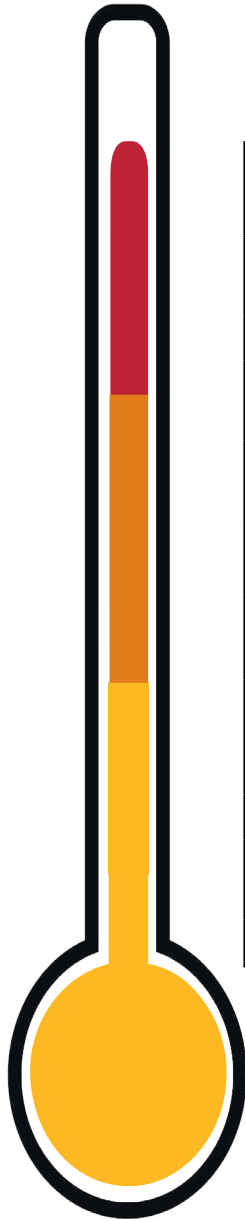
Cold Storage Reference Chart

CATEGORY	FOOD	REFRIGERATOR (40°F OR BELOW)	FREEZER (0°F OR BELOW)
Salads	Egg, Chicken, Ham, Tuna, & Macaroni Salads	3 to 5 Days	Does Not Freeze Well
Hot Dogs	Opened Package	1 Week	1 to 2 Months
	Unopened Package	2 Weeks	1 to 2 Months
Luncheon Meat	Open Package or Deli Sliced	3 to 5 Days	1 to 2 Months
	Unopened Package	2 Weeks	1 to 2 Months
Bacon & Sausage	Bacon	7 Days	1 Month
	Sausage raw- from chicken, turkey, pork, beef	1 to 2 Days	1 to 2 Months
Hamburger & Other Ground Meats	Hamburger, ground beef, turkey, veal, pork, lamb, & mixtures of them	1 to 2 Days	3 to 4 months
Fresh Beef, Veal, Lamb, & Pork	Steaks	3 to 5 Days	6 to 12 Months
	Chops	3 to 5 Days	4 to 6 Months
	Roasts	3 to 5 Days	4 to 12 Months
Fresh Poultry	Chicken or Turkey, whole	1 to 2 Days	1 Year
	Chicken or Turkey, pieces	1 to 2 Days	9 Months
Soups & Stews	Vegetable or Meat added	3 to 4 Days	2 to 3 Months
Leftovers	Cooked Meat or Poultry	3 to 4 Days	2 to 6 Months
	Chicken Nuggets or Patties	3 to 4 Days	1 to 3 Months
	Pizza	3 to 4 Days	1 to 2 Months
Eggs	Fresh Eggs, in shell	3 to 5 Weeks	Do Not Freeze
	Raw Egg Yolks, Whites	2 to 4 Days	12 Months
	Hard Cooked	1 Week	Does Not Freeze Well

Source: [www.
foodsafety.gov](http://www.foodsafety.gov)

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Cooking Temperatures Reference Guide



CATEGORY	FOOD	TEMPERATURE (°F)	REST TIME
Ground Meat & Meat Mixtures	Beef, Pork, Veal, Lamb	160	None
	Turkey, Chicken	165	None
Fresh Beef, Veal, Lamb	Steaks, roasts, chops	145	3 Minutes
Poultry	Whole and pieces	165	None
Pork and Ham	Fresh pork or fresh ham (raw)	145	3 Minutes
	Precooked ham (to reheat)	140	None
Eggs & Egg Dishes	Eggs	Cook until yolk and white are firm	None
	Egg Dishes	160	None
Leftovers & Casseroles	Leftovers & Casseroles	165	None
Seafood	Fish or shellfish	145	None

Source: www.foodsafety.gov

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Food Borne Illness Reference Guide

FOOD-BORNE ILLNESS	SOURCE	SYMPTOMS	PREVENTION
Salmonella	Raw or under-cooked foods such as poultry, eggs, and meat. Cooked foods that have come in contact with infected or raw food, or were contaminated by an infected person.	Stomach pain, diarrhea, nausea, chills, fever, and headache that normally appear 6 to 48 hours after eating and may last 4 to 7 days.	Thoroughly cook all meat, poultry, fish, and eggs. Avoid contaminating cooked foods with juices from raw foods. Do not drink unpasteurized milk.
Staphylococcus Aureus (Staph)	Staph bacteria are found on skin, in infected cuts, and in noses and throats. They are spread by improper food handling. Staph can multiply rapidly at warm temperatures. Susceptible foods are meat, poultry, meat and poultry salads, cheese, egg products, starchy salads (e.g., potato, macaroni, pasta), custards, and cream-filled desserts.	Nausea, vomiting, and diarrhea that usually appear 1 to 6 hours after eating and may last 1 to 2 days.	Cooking will not destroy the Staph poison. Wash hands and utensils before preparing and serving foods. Refrigerate cooked foods that will not be served immediately in shallow, covered containers. Do not let prepared foods sit at room temperature for more than 2 hours.
Clostridium Botulinum (Botulism)	Home-canned foods (not creditable with the CACFP), foods left out overnight such as baked potatoes in foil.	Symptoms appear 12 to 72 hours after eating. Dry mouth, double vision, difficulty focusing, droopy eyelids, trouble speaking, swallowing, and breathing; nausea, vomiting stomach cramps and diarrhea. Can be deadly without treatment.	Do not eat foods from dented or damaged cans. Divide large portions of cooked foods (such as beef, turkey, gravy, stews, and casseroles) into smaller portions for serving and cooking. Keep cooked foods hot (above 140° F) or cold (below 40° F). Reheat leftovers to an internal temperature of at least 165° F.
Escherichia coli 0157:H7 (E. Coli)	Raw or rare ground beef, unpasteurized milk.	Severe abdominal cramps, diarrhea, nausea, vomiting, and occasionally a low-grade fever. Symptoms generally begin 1 to 3 days after food is eaten and last up to 10 days. May require hospitalization.	Thorough cooking and reheating, proper sanitation, and refrigeration below 40° F.
Clostridium Perfringens	Often called the "cafeteria" germ. Sources are roasts, meat, products, and poultry left at room temperature longer than 2 hours.	Diarrhea, stomach pains, vomiting, and fever within 8 to 16 hours after eating.	Keep cooked food above 140° F during serving. Cool cooked foods below 40° F within 2 hours after removing from the oven.

Source: www.fda.gov

Section 8- Food Safety and Sanitation

Food Safety & Sanitation Quiz

Test your knowledge about food safety and sanitation by taking this short quiz.

1. To grow, bacteria need which of the following conditions?

(Circle all that apply)

- a. Warmth
- b. Moisture
- c. A food source
- d. Cool temperatures

2. Food that is contaminated may look perfectly fine; but when in doubt, throw it out. True or False?

3. When washing hands...

- a. Use cold water
- b. Use warm water
- c. Vigorously scrub hands with soap under warm, running water.
- d. Dip hands in sink full of hot water.

4. When preparing ground beef, you know that it is thoroughly cooked when...

- a. Its internal temperature is 150°F.
- b. It is just a little pink in the middle.
- c. You have cooked it according to the recipe directions.
- d. The center of the beef is brown of gray, not pink.

5. Which of the following illnesses are caused by improper food safety and/or improper personal sanitation practice? (Circle all that apply)

- a. E. Coli
- b. Salmonella
- c. Hypertension
- d. Botulism

Answers

1. a,b,c: To grow, bacteria need a warm, moist environment and a food source. That is why perishable foods must be kept out of the temperature range between 40°F and 140°F. Temperatures below 40°F stop growth; temperatures above 140°F kill bacteria.

2. True: Even food that looks fine may be contaminated. For example, after removing mold from a piece of cheese, the rest of the cheese may appear to be fine, however, poisons formed by the mold may have branched out under the surface. All moldy food should be discarded.

3. c: The most effective method to remove germs from your hands is to wet hands with warm water, squirt with a drop of liquid soap, lather and then rise under warm, running water. Cold water will not remove dirt and germs. Always wash hands under running water and not in standing water.

4. d: Red meat is thoroughly cooked when the center is brown or gray in color. Pink indicates that the meat is undercooked and may harbor bacteria. To ensure that meat is thoroughly cooked, used a meat thermometer to check that the internal temperature is 160°F

6. a,b,d: E. coli is caused by eating raw or rare ground beef or drinking unpasteurized milk that is contaminated. Salmonella is caused by eating raw or undercooked food (such as eggs or poultry) that is contaminated, or food that has come in contact with infected or raw food, or was contaminated by an infected person who did not properly wash her/his hands before handling the food. Botulism is caused by eating food that is contaminated from improperly canned in the home or not refrigerated or frozen within two hours of when was taken from the oven.

Section 9- Home Reviews

To begin participation of the CACFP, the USDA requires for an Introductory Review to be completed by an ACD Field Monitor. During this review, the day care home Provider is introduced to the CACFP record keeping requirements and necessary information is gathered. This information is relayed to ISBE as notification of ACD's intent to sponsor the Provider. Once approval is received, the assigned Monitor is required per USDA to conduct a review of your child care home within your first four weeks (i.e., 28 days) of claiming and three times per fiscal year thereafter.

Review Types

The CACFP fiscal year is divided into three trimesters of four months each. Your Field Monitor must review your child care home at least once each trimester.

Reviews are broken down into the following types:

Trimesters

T-1: October 1 - January 31

T-2: February 1 - May 31

T-3: June 1 - September 30

1. Four-Week Review: No later than four weeks (28 days) after you have begun claiming with the CACFP, your Field Monitor will schedule a Home Review with you. Your monitor will provide technical assistance and nutrition

training, review your menu, and copies of the Child Enrollment Forms, and distribute training materials. Allow a minimum of 60 minutes for this review.

2. Unannounced Review: To verify that your claiming pattern is consistent with past Claims, that attendance and meals are recorded daily, and that your Claims are up-to-date, your Field Monitor will review your child care home a minimum of two times each fiscal year without providing prior notification. At least one of these reviews must be conducted during a scheduled meal service time.

3. Announced Review: Your Field Monitor may schedule a meeting in your home by contacting you in advance. Announced reviews are not required by ISBE.

4. Meal Observation Review: A minimum of two times per fiscal year, your Field Monitor will conduct a review of your child care home during an approved meal/snack service time listed on your Review Worksheet. Your Field Monitor must observe the day care children as they eat components of the meal/snack that are recorded on your Claim.

5. Weekend/Holiday Review: If you claim meals/snacks served on weekends or holidays your Field Monitor must review your child care home (announced or unannounced) at least once per fiscal year.

6. Shift Review: If you are approved for shifts and claim meals/snacks in shifts, your Field Monitor must review your child care home (announced or unannounced) at least once per fiscal year. Your Field Monitor must observe a shifted meal/snack being eaten by both the first and second shift of children. Your Field Monitor will not leave your home until he/she has observed the entire shift.

7. Night License Reviews: If you claim dinners or evening snacks during your listed night license times, your Field Monitor must review your child care home (announced or unannounced) to observe the children in your care eating dinner or evening snacks at least once per fiscal year.

General Information About Home Reviews

- Topics discussed with your Field Monitor during a Home Review will be documented by her/him on the Home Review Form. You must read and sign the Home Review Form at the end of the review and file your copy in your Provider Handbook or other designated area. **Make sure to review all information on the Home Review for accuracy prior to signing.**

Section 9- Home Reviews

- At all times, ACD paperwork must be accessible and up-to-date. This includes copies of current Claims, Child Enrollment Forms, CACFP-related forms, and copies of your last three Home Review Forms.
- Your Claim must be up-to-date with meals/snacks and attendance recorded daily (before midnight). You will not be reimbursed for meals/snacks if you have not recorded a meal/snack or attendance on the day it was served.
- Your Claim must be maintained on the premises of your child care home and available for review by your Field Monitor during the hours that your child care home is open for business. Failure of you, or your assistant, to produce a Claim during the hours that your child care home is open for business will result in lost reimbursement for meals/snacks served that month up to that meal/snack on the day of the review.
- If you have an Assistant it is your responsibility to ensure that she/he is knowledgeable about CACFP participation and knows where the Claim and all CACFP paperwork is kept so she/he may participate in a Home Review in the event of your absence.
- Your current child care license must be posted in a visible location in your child care home. Always

mail license renewal information immediately to the Association for Child Development, PO Box 7130; Westchester, IL 60154-7130.

- You must notify ACD, in advance, when your child care will be closed, or if you will be out of the home during the approved meal/snack service period without an Assistant present.
- If you or your Assistant refuse an ACD Field Monitor entry into your home during the hours that your child care is open for business, you cannot be reimbursed for any meals/snacks from the first day of the month to the day of the refusal.
- If you are not claiming online you must submit the Claim reviewed and signed by your Field Monitor when he/she conducted your home reviews. Failure to do so will result in loss of reimbursement for the entire month.
- Always keep your copies of all Claims, Child Enrollment Forms, Site Information Sheet, Permanent Agreement, and Home Review Forms in your Provider Handbook.
- You must post in a clearly visible area (on the refrigerator or bulletin board) a copy of the CACFP/USDA "Building for the Future" brochure.

Keep the Following Documents in your Handbook:

- Sponsoring Organization /Provider Permanent Agreement.
- Your last three Home Review Forms and attachments.
- Copies of the last 3 months of Scannable Bubble Menus or Claim. Note: You maintain 4 years worth of Claims and Home Reviews and must be easily accessible. Maintain the current year Claim in your Handbook.
- Copies of current fiscal year Child Enrollment Forms. Note: You must maintain 4 years worth of Child Enrollment Forms that are easily accessible. Maintain the current fiscal year Child Enrollment Forms in your Handbook.
- The Approval Letter received from ACD to claim your own residential child(ren) and/or foster children (if applicable).
- Doctor's Substitution Form(s) (if applicable).
- The Tiering Approval Letter received from ACD indicating you receive Tier 1 rates based upon your income (if applicable).

Section 10- Record Keeping Requirements

All Providers enrolled on the Child and Adult Care Food Program (CACFP) must have all records that support their program activities for the current month, (on hand for immediate review) as well as the previous twelve months of operation.

Records should include current child enrollments, tiering verification, meal counts, and menus. You may store the previous two years of records off-site; however, they must still be in your control and accessible within a reasonable amount of time. If no off-site storage is used, you must maintain three years of records on-site at your child care home. Records can be kept in hard copy or electronic format, provided that they are readily available to reviewers from ACD, Illinois State Board of Education (ISBE), and the United States Department of Agriculture (USDA). Be aware that failure to maintain such records shall be grounds for the denial of reimbursement and/or Serious Deficiency Determination.

During each Home Review you must show all required forms for the current month in addition to the previous twelve months that you participated in the program.

If you did not submit a claim for reimbursement and a Home Review was not attempted during a month, ACD will confirm that you did not participate in the program, and you will

not be responsible for record maintenance for that month.

Regulations state that failure to comply with accurate record maintenance will result in a loss of reimbursement and/or Serious Deficiency Determination. If a Home Review is conducted and you do not have all records available, ACD must follow the Serious Deficiency Procedure in accordance with ISBE and CACFP regulations. This includes the completion of a detailed Corrective Action Plan on how to fully correct the infraction(s).

If a home review is conducted and you do not have records available for a claim month that is still reimbursable—and you had not contacted the office to show any closure for that month—you will lose reimbursement. If your menu and meal count records are not up-to-date, ACD must follow Serious Deficiency Procedures.

Note: Per your signed Permanent Agreement, the following items must be maintained and readily available for review during every visit:

- Permanent Agreement
- Visibly Posted DCFS License (Not applicable for License-Exempt)
- Last three Home Review Visit Forms
- Tier Approval Letter (If applicable)
- Current Child Enrollment Forms for each enrolled child
- Visibly posted, "Building for the Future", Brochure

- Current and up-to-date menus and meal counts.

Online Claimers

Meal/snack menu and meal counts must be recorded on a daily basis. This information must be directly entered electronically or logged manually on paper on a daily basis. Providers who choose to record menus and meal counts manually on paper must transfer these records into the electronic claiming system at least once per week (every seven days). These paper records must be maintained, even after being transferred into the electronic claiming system. Providers who do not record menus and meal counts manually, must enter daily menu and meal counts no later than midnight each day.

If menus and meal counts cannot be entered due to technology issues, you must notify the ACD offices immediately. Furthermore, you must record menus and meal counts on paper until your technology issues have been resolved. Once all issues have been resolved, notify the ACD offices and transfer the data to the electronic claiming system. These paper records must be maintained, even after the records have been transferred into the electronic claiming system.

Per ISBE regulations, both menus and meal counts must be recorded on the same page/document. Sign-in and sign-out sheets do not constitute meal

Section 10- Record Keeping Requirements

Menus may be pre-recorded prior to your meal service time. However, meal service attendance may only be recorded at the time of the meal/snack or after. If it is discovered that meal counts are recorded in advance of the approved meal service time, ACD must follow Serious Deficiency Procedures in accordance with ISBE and CACFP regulations.

Bubble Menu Claimers

Meal/snack menus and meal counts must be recorded on a daily basis. This information must be manually recorded on the provided scannable forms no later than midnight each day. Menus must be mailed to the ACD office within five days of the end of the claim month. The Provider must maintain the carbon copies of his or her submitted claim paperwork.

Per ISBE regulations, both menus and meal counts must be recorded on the same page/ document. Sign-in and sign-out sheets do not constitute meal counts and are not an acceptable form of meal service attendance.

Menus may be pre-recorded prior to your meal service time. However, meal service attendance may only be recorded at the time of the meal/snack or after. If it is discovered that meal counts are recorded in advance of the approved meal service time, ACD must follow

Serious Deficiency Procedures in accordance with ISBE and CACFP regulations.

Section 11- Reviews and Serious Deficiencies



COMPLIANCE REQUIREMENTS

ASSOCIATION FOR CHILD DEVELOPMENT

As a sponsor of the Child and Adult Care Food Program (CACFP), the Association for Child Development (ACD) has a responsibility to the Illinois State Board of Education (ISBE) and the United States Department of Agriculture (USDA) to ensure all Child Care Providers' claims comply with the federal regulations.



It is imperative that each Provider under ACD's sponsorship understand the causes of serious deficiency in order to avoid termination from the food program. Termination will lead to a disruption of participation in the CACFP anywhere in the country for seven years or until such time as the state agency determines that the serious deficiencies have been corrected.

SERIOUS DEFICIENCIES ON THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

- Submission of false information on the Site Information Sheet.
- Submission of false information on Menus.
- Submission of false information on Enrollment Form.
- Forms and/or submission of Enrollments for children who do not exist.
- Claiming of "ghost children" who do not exist.
- Participation under more than one sponsor simultaneously.
- Not meeting the meal pattern and/or infant meal patterns as supplied by the USDA.
- Failure to maintain menus and meal/snack counts on a daily basis.
- At the Home Review, the Monitor is unable to observe all children in attendance during a shifted meal/snack.
- Inappropriate claiming on holidays (New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; and Christmas Day).
- Fewer children than normal claimed or no children present when a Home Review is conducted by the Monitor. However, Provider's records indicate children were attending and were claimed every other day (Five-Day Reconciliation).
- Paperwork is not up-to-date. Menus/Meal Counts must be recorded by midnight each day.
- Meal/snack meal counts are recorded in advance.
- Paperwork is not accessible to the Assistant when the Provider is not home during a Home Review.
- Record Keeping requirements not met. Not maintaining last three Home Reviews, current child enrollments, "Building for the Future Brochure", Approval Letters, etc.
- Provider does not allow Field Monitor to conduct a Home Review.
- Provider is not at home or is closed for an attempted Home Review during a meal/snack service time and the Provider did not contact ACD in advance.
- Provider does not allow required CACFP training.
- Provider does not inform ACD of changes in license.
- Meal/Snack observation is missed by the Field Monitor because meal/snack was served earlier. Provider does not follow approved meal/snack service times.
- Number of children observed at Home Review is over capacity, or Assistant is not present when allowed number of children present is over capacity. When overcapacity is discovered during a Home Review, as Mandated Reporters, ACD is required to notify DCFS.
- Submission of inaccurate information on the Household Income Eligibility Application.
- Provider's own children are claimed without non-residential enrolled children in attendance.
- Meal/snack observed at a Home Review is missing components.
- Existing conditions in the home that threaten the health or safety of a child in care, or the health or safety of the public. Note: When a serious deficiency constitutes an imminent threat to the health and safety of children or

SERIOUS DEFICIENCIES CONTINUED



Section 11- Reviews and Serious Deficiencies

- public, ACD must immediately suspend the Provider's participation.
- Determination that a child care home has been convicted of any activity that occurred during the past seven years that indicated a lack of business integrity. This includes, fraud, anti-trust violations, embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, receiving stolen property,
- making false claims, obstruction of justice and/or any other activity indicating a lack of business integrity as defined by the state agency or the concealment of such a conviction.
- Failure to abide by the ACD "Code of Conduct" as a Provider on the CACFP.

WHAT HAPPENS IF YOU RECEIVE A SERIOUS DEFICIENCY?

If it is your **first** infraction for a specific serious deficiency...

- Your Monitor will indicate the required corrective action on the ACD Home Review Form and have you sign it. This serves to document that you have corrected the problem and will continue to fully and permanently be in compliance with the CACFP regulations.

OR

- You may receive a letter from ACD requiring you to submit a written Corrective Action Plan. This plan must address how you will correct the serious deficiency finding so you will be in compliance with the CACFP regulations.

If it is your **second** infraction for a serious deficiency...

- You will be declared "Seriously Deficient" and will have to submit a detailed Corrective Action Plan to ACD stating how you will permanently update your methods and actions in your child care home so that you will not be "Seriously Deficient" again. Once approved by ACD, you will have to follow this Corrective Action Plan permanently. Failure to submit a comprehensive Corrective Action Plan will result in a proposed termination. Note: ACD may conduct Household Contacts of the parents/guardians of enrolled children to verify attendance and participation.

WHAT HAPPENS IF YOU RECEIVE A NOTICE OF INTENT TO TERMINATE?

If you choose to appeal...

- You must contact ACD, in writing, to inform the Licensing & Compliance Specialist that you would like to appeal the Intent to Terminate Determination. A hearing officer, who is a neutral party, will review your file. You may continue to participate and receive CACFP reimbursement for eligible meals/snacks served until the appeal is concluded.

If you choose not to appeal...

- You will be sent a Notice of Termination and Disqualification. Your name will be placed on the National Disqualified List for seven (7) years or until such time as the state agency determines that the serious deficiencies have been corrected, meaning that you cannot claim on the CACFP nationwide. If you owe money to the CACFP, you will receive information regarding the repayment of those funds. Your name will remain the National Disqualified List beyond seven (7) years if you continue to owe money to the CACFP.

ACD Michigan
P.O. Box 1491 • East Lansing, MI 48826
139 W. Lake Lansing Rd., Suite 120
East Lansing, MI 48823
800/234-3287 or 517/332-7200
Fax: 517/332-5543
E-mail: Michigan@acdkids.org

The Association for Child Development
educates parents and caregivers about
nutrition to promote the development of
children and establish healthy
eating habits to last a lifetime.

www.acdkids.org

ACD Illinois
P.O. Box 7130 • Westchester, IL 60154-7130
4415 West Harrison St., Suite 535
Hillside, IL 60162
800/284-5273 or 708/236-0863
Fax: 708/236-0872
E-mail: Illinois@acdkids.org

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. (11/2016)

Section 12- Tax Information

AS a self-employed Child Care Provider, it is important to keep accurate records of your income and expenses. These records will help keep your business running smoothly, make doing your taxes easier, and will be necessary to refer back to if your business is audited by the Internal Revenue Service (IRS).

Income

Income is money earned by your child care business and includes payment made to you from parents/guardians, state agencies, and other government agencies.

The money you receive from your participation with the CACFP is a reimbursement designed to help offset the cost of feeding nutritious meals/snacks to the children in your care. Reimbursement received must be shown on IRS Form 1040 Schedule C.

Ideally, you should have a separate bank account where you deposit all income and reimbursement received by your business. When a separate account is not realistic, income and reimbursement should be identified separately from other deposits in your account records.

Expenses

Expenses are the costs associated with operating your child care business, such as food. They are used to offset your gross income in determining your taxable income. As a basic

rule, include all the deductions (expenses) you are entitled to claim to help reduce your taxable income.

It is best if all items used in your child care business are purchased separately from personal items. When recording expenses, be specific and identify business costs. Keep all canceled checks and receipts that include any business expenses.

Fully deductible expenses are items purchased for business use only. Partially deductible expenses are items purchased for both business and personal use. A business use percentage must be applied to partially deductible expenses to determine the allowable deduction.

Expendable Items

Expendable items are those used up by your child care business within one year. Examples of expendable items include, but are not limited to: household supplies, office supplies, postage, insurance, personal fees, outside labor, utilities, real estate taxes, and rent. You can deduct the complete cost of expendable items used solely for your child care business.

Expendable items can best be tracked on a chart. When an expense is incurred, enter the appropriate information on the chart. If a category will have both fully and partially deductible purchases, divide the column in half with a vertical line. On one side of the line, record fully

deductible purchases; on the other side of the line, record partially deductible purchases. When you total your expenses at the end of the year, you must apply the business use percentage to the partially deductible purchases.

Non-Expendable Items

Non-expendable items have a lifetime greater than one year, lose value over time, or gradually wear out. Examples of non-expendable items include, but are not limited to: appliances, floor coverings, furniture, and a house.

Most non-expendable items will not be used solely by your child care business. In order to deduct these items you must apply the business use percentage. If you have any non-expendable items you use solely for your child care business, the depreciation expense for these items is fully deductible.

Additional information regarding depreciation and the expected life of an item can be found in IRS Publication 946. Depreciation is a complicated tax issue that can result in significant tax liability if not handled properly.

Business Use Percentage

(See IRS Publication 587—Business Use of Your Home for more information) In your child care business, certain home-related expenses are both business and personal by nature.

Section 12- Tax Information

To determine the percentage of deductible home-related expenses to allocate to your child care business, use the time/space formula on page 48.

Mileage

You may deduct the miles you drive in your vehicle for your child care business (e.g., grocery shopping, attending conferences, field trips, etc.). Maintain a separate mileage log, including date, destination, purpose, your vehicle's odometer reading at the start and end of each trip, and total miles driven. Consult with the IRS for the standard business use mileage rate of a vehicle for the current tax year.

Claim the Foods You Serve

- The Internal Revenue Service (IRS) allow Child Care Home Providers to claim meals served in two different ways: by saving receipts or by recording the number of meals/snacks served. Claiming the number of meals/snacks served is a rule that went into effect in 2003.
- The IRS suggests that claiming by meal/snack may require fewer record keeping hours. When filing, Providers claiming by meal/snack can claim all meals served to children in care. Providers can count meals/snacks towards taxes even if they are not claimed with CACFP.
- ACD recommends that Providers record this information on a sheet of paper separate from their Claims. An acceptable record includes the date, the name of each child, hours of attendance, and the number of breakfasts, lunches, dinners and snacks served. See www.irs.gov for more information.
- For more tax information visit www.tomcopelandblog.com.

Section 12- Tax Information

Determining Percentage of Home Used for Business

Use the Time/Space Formula to calculate the percentage of your home's space and the percentage of time your home was used for your child care business during the year. Multiply these two percentages together. The product is the percentage of an expense that is deductible for business purposes. You may use the Time/Space Formula to determine the deductible portion of an expense that is both business and personal, such as property tax, home mortgage interest, supplies, home insurance, home repairs, home depreciation, personal property depreciation, utilities, and home and land improvements.

Determine the percentage of your home's space that was used for your business:

- Multiply the total outside measurements of your home by the number of stories (length x width x stories), or add the square feet of each room to determine the total square footage of your home.
- Measure the rooms you do not use for your child care business in square feet. Subtract the measurements from the total square footage of your home. The difference is the space of your home that was used by your child care business in square feet.
- Divide the space of your home that was used for your child care business by the total square footage of your home. This is the percentage of space of your home that was used for your child care business.

Example: 1,200 square feet used for child care = 80%
 1,500 total square feet of home

Determine the percentage of time your home was used for your business.

- Multiply the total number of days your child care business was open by the total number of hours you worked for your child care business each day to calculate the time you spent working for your child care business in your home during the year. Remember to include time spent preparing, cleaning up, and keeping records.
- Divide the time you spent working for your child care business in your home by the total hours in a year (8,760). This is the percentage of time your home was used for your child care business during the year.

Example: 250 days x 13 hours per day = 3,250 hours
 3,250 child care hours/8,760 hours per year = 37%

Multiply the space percentage by the time percentage.

Example: 80% (.80) x 37% (.37) = 29.6% (.296)

Section 13- Appendix of Forms

This section explains additional ACD forms.

Direct Deposit Authorization Agreement

It's Convenient!

Your reimbursement is electronically deposited into your checking/savings account at the bank or credit union of your choice or a re-loadable debit card.

It's Safe!

Since your reimbursement is directly deposited by ACD into the bank account, credit union account, or re-loadable debit card of your choice, there is no chance that it can be stolen or lost, and an electronic direct deposit transaction can always be traced.

It's Free and Easy!

Complete the Direct Deposit Authorization Agreement and return it to the ACD office.

How to Complete the Direct Deposit Authorization Agreement

Please refer to the Direct Deposit Authorization Agreement on page 50.

1. Print your name as it appears on the checking or savings account into which you are requesting ACD deposit your

reimbursement.

2. Write your daytime telephone number, including the area code.
3. Write your street address, including an apartment number if applicable.
4. Write the city in which you live.
5. Write the state in which you live.
6. Write the zip code in which you live.
7. Write your ACD provider number.
8. Sign your name exactly as it appears on the checking account, savings account, or re-loadable debit card into which you are requesting ACD deposit your reimbursement.
9. Indicate whether you are requesting direct deposit into a checking account, savings account, or re-loadable debit card with an X or a check mark in the appropriate box.
10. Write the account number of the checking account, savings account, or re-loadable debit card into which you are requesting ACD to deposit your reimbursement.
11. Write the transit routing number of your bank. It is the first nine digits on your checks. If you are unsure, call your financial institution.
12. Include a voided check or bank note to verify the information included in the Direct Deposit Authorization Agreement.
13. Mail, fax, or email form to the ACD office.

To obtain this form, call or email the ACD office, or print it from our website at www.acdkids.org

Section 13- Appendix of Forms



Michigan Office
139 W. Lake Lansing Rd, Suite 120 • East Lansing, MI 48823
Telephone: (800) 234-3287 • Fax: (517) 332-5543
www.acdkids.org

Illinois Office
4415 W. Harrison St., Suite 535 • Hillside, IL 60162
Telephone: (800) 284-5273 • Fax: (708) 236-0872
www.acdkids.org

Direct Deposit Authorization Agreement

I (we) hereby authorize the Association for Child Development (ACD) to deposit my reimbursement or make reversals into the account listed below. The authorization agreement remains in effect until ACD receives a written notice of termination from me, with reasonable time to act upon it, or until ACD sends me written notice of termination of this agreement. I understand that my bank or credit union can take up to 48 hours to post my direct deposit to my account. I also understand that I am responsible for checking with my financial institution to ensure my reimbursement is available BEFORE accessing this money.

Contact Information

Name: _____ **1**
Telephone Number: _____ **2**
Street Address: _____ **3**
City: _____ **4** State: _____ **5** Zip: _____ **6**
ACD Account Number: _____ **7**
Signature: _____ **8** Date: _____

Required Financial Institution Information

9 Account Type (select one): Checking _____ Savings _____ Reloadable Debit Card _____
Account Number _____ **10** Routing Number _____ **11**

Return this form and attachments by mail, email, or fax to:

Association for Child Development
P.O. Box 7130
Westchester, IL 60154 **13**

Fax Number: (708) 236-0872
Email: illinois@acdkids.org

For direct deposit to a checking account attach a voided check.

12 **OR**

For direct deposit to a savings account or reloadable debit card, attach a bank letter with account and routing numbers.

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Section 13- Appendix of Forms

Doctor Food Substitution Form

The Doctor's Food Substitution Form must be completed when, for medical reasons, a day care child's diet deviates from the CACFP Meal Pattern requirements. **The form must be completed by the child's physician. All areas of the form must be completed.**

A new Doctor's Food Substitution Form is required if the substitution continues beyond the end of the effective date as indicated on the form by the physician. If there is no effective date the form expires 12 months from the date of receipt.

Mail, fax, or email the completed Doctor's Substitution Form to ACD. Meals/snacks that deviate from the CACFP Meal Pattern requirements will not be reimbursed until the Doctor's Food Substitution Form prescribing the alternative food is on file with ACD. File the Provider's copy in your Handbook.

How to Complete the Doctor's Food Substitution Form

Please review to the Doctor's Food Substitution Form on page 52.

1. Write your first name and last name as it appears on your child care license.
2. Write your ACD Provider Number.

3. Write your telephone number.
4. Write the first and last name of the child in your care who requires a food substitution.
5. Write the age of the child that requires a food substitution. For infants, please use Date of Birth.
6. Write the name of the Parent/Guardian of the child that requires a food substitution.
7. Write the telephone number of the parent/guardian.
8. Check a box to indicate whether the child has a disability, does not have a disability, or does not have a disability but is requesting special accommodation for fluid milk substitution.
9. Describe the medical condition that requires a special meal or accommodation (e.g. juvenile diabetes, allergy to peanuts, etc.).
10. Describe how the physical or medical condition affects the child. For example, "Allergy to peanuts causes a life-threatening reaction."
11. Describe a specific diet or accommodation that has been prescribed by a physician or describe diet modification requested for a non-disabling condition. For example: "All foods must be either in liquid or pureed form. Child cannot consume any solid foods."
12. A) List specific foods that must be omitted. For example, "Exclude fluid cow's milk." B) List specific foods to include in the diet.

For example, "Nutritionally equivalent to non-dairy beverage."

13. Check a box to indicate the type of texture of food that is required. If the child does not need any modification, check "Regular."
14. Describe specific equipment required to assist the child with dining. Examples may include: sippy cup, large handled spoon, wheel-chair accessible furniture, etc.
15. Signature of person completing form.
16. Print name of person completing form.
17. Telephone number of person completing form.
18. Date preparer signed form.
19. Signature of medical authority requesting the special meal or accommodation.
20. Print name of medical authority including credentials.
21. Telephone number of medical authority.
22. Date medical authority signed form.

To obtain this form, call or email the ACD office, or print it from our website at www.acdkids.org

Section 13- Appendix of Forms



Michigan Office
139 W. Lake Lansing Rd., Suite 120 • East Lansing, MI 48823
Telephone: (800) 234-3287 • FAX: (517) 332-5543

Illinois Office
4415 W. Harrison St., Suite 535 • Hillside, IL 60162
Telephone: (800) 284-5273 • FAX: (708) 236-0872

www.acdkids.org

CACFP REQUEST FOR SPECIAL DIETARY NEEDS ACCOMMODATIONS

The information on this form should be updated as necessary to reflect the current needs of the participant.

1. Provider Name:	2. Provider ACD Number:	3. Provider Telephone:	
4. Name of Child:		5. Child Age:	
6. Name of Parent/Guardian:		7. Parent/Guardian Telephone:	
8. Check One: Participant has a disability or a medical condition and <i>requires</i> a special meal or accommodation. (Refer to instructions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. One of the following licensed medical professionals must sign this form: licensed physician (MD or DO), physician's assistant (PA), or nurse practitioner (NP). <input type="checkbox"/>			
Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician (MD or DO), physician's assistant (PA), registered dietitian nutritionist (RDN), nurse practitioner (NP) or speech pathologist must sign this form. <input type="checkbox"/>			
Participant <i>does not have a disability</i> , but is requesting a special accommodation for a fluid milk substitute that meets the USDA nutrient standards for non-dairy beverages offered as milk substitutes. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician, physician's assistant, registered dietitian nutritionist, nurse practitioner, or parent/guardian may sign this form. <input type="checkbox"/>			
9. Disability or medical condition requiring a special meal or accommodation:			
10. If participant has a disability, provide a brief description of participant's major life activity affected by the disability:			
11. Diet prescription and/or accommodation: (please describe in detail to ensure proper implementation- use extra pages as needed)			
12. Foods to be omitted and substitutions: (please list specific foods to be omitted and suggested substitutions; you may attach a sheet with additional information as needed.)			
A. Food(s) To Be Omitted:		B. Suggested Substitution(s)	
13. Indicate Texture: <input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed			
14. Adaptive Equipment:			
15. Signature of Provider:	16. Printed Name:	17. Telephone:	18. Date:
19. Signature of Medical Authority:	20. Printed Name: (include credentials)	21. Telephone:	22. Date:

Sponsor Use Only	
_____ Supervisor	_____ Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

11/2015

Section 14- Resources

All About Kids

(866) 255-5437
www.illinois.gov/hfs/medicalprograms/allkids

Academy of Nutrition and Dietetics

www.eatright.org

American Heart Association

(800) 242-8721
www.heart.org

Americans with Disabilities Act Information Line

(800) 514-0301
www.ada.gov

Association for Child Development (ACD)

(800) 284-5273
www.acdkids.org

Autism Society of America

(800) 328-8476
www.autism-society.org

Autism Speaks

(888) 288-4762
(888) 772-9050 (español)
www.autismspeaks.org

Child Care Assistance Program (CCAP)

1-877-202-4453
<http://www.dhs.state.il.us/page.aspx?item=30355>

Centers for Disease Control and Prevention

(800) 232-4636
www.cdc.gov

Centers for Medicare & Medicaid Services

www.cms.gov

Child Abuse Hotline

(800) 422-4453
www.childhelp.org

Child Care Aware of America

(703) 341-4100
www.childcareaware.org

Choose My Plate

www.choosemyplate.gov

Council for Professional Recognition

www.cdacouncil.org

Food Allergy Research & Education (FARE)

www.foodallergy.org

Food and Drug Administration

(888) 463-6332
www.fda.gov

Food and Nutrition Information Center

www.nal.usda.gov/fnic

Food Safety

www.foodsafety.gov

Institute of Child Nutrition

800-321-3054
www.nfsmi.org

National Healthy Mothers, Healthy Babies Coalition

(703) 838-7552
www.hmhb.org

Healthy Child Care America

www.healthychildcare.org

Healthy Children

www.healthychildren.org

Illinois Department of Children and Family Services

Day care information line: (877) 746-0829

To report child abuse: (800) 252-2873

www.illinois.gov/dcfs

Illinois Farm to School Network

<http://illinoisfarmtoschool.org/>

Illinois State Breastfeeding Task Force

www.illinoisbreastfeeding.org

Illinois State Board of Education (ISBE) CACFP

(800) 545-7892
www.isbe.net

Illinois Women, Infants, & Children (WIC)

(217) 782-2166
www.dhs.state.il.us/page.aspx?item=30513

Internal Revenue Service (IRS) Forms & Publications

(800) 829-3676
www.irs.gov/forms-pubs

National Association for the Education of Young Children

(800) 424-2460
www.naeyc.org

National Fire Protection Association

(800) 344-3555
www.nfpa.org

National Health Information Center

www.health.gov/

Section 14- Resources

National Resource Center for Health & Safety in Child Care & Early Education

(888) 227-5125
www.nrckids.org

Safe to Sleep

www.nichd.nih.gov/sts

US Consumer Product Safety Commission

(800) 638-2772
www.cpsc.gov

USDA Child and Adult Care Food Program

(202) 720-2791
www.fns.usda.gov/CACFP

USDA Meat and Poultry Hotline

(888) 674-6854

USDA Team Nutrition

www.fns.usda.gov/tn/

What's Cooking? USDA Mixing Bowl

whatscooking.fns.usda.gov

Whole Grains Council

(617) 421-5500
www.wholegrainscouncil.org

Tips for Building Your Child Care Business

Get involved in your local Child Care association to make valuable contacts with other Child Care Providers. Let them know you are looking for children to care for in your home. Perhaps they can refer parents and children to your business.

Post signs/flyers in your neighborhood grocery stores, libraries, schools, community centers, dentist offices, churches, laundromats, etc., advertising your child care business. Always get permission before posting your flyer in these places. Be sure to include:

- That you are licensed
- That you provide nutritious meals
- The hours that your child care business is open, and
- Weekend care or late night care if available.

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