



# EVERGREEN CHILD CARE, INC.

2020 CACFP Provider Annual Training





## Please print answer sheet before continuing

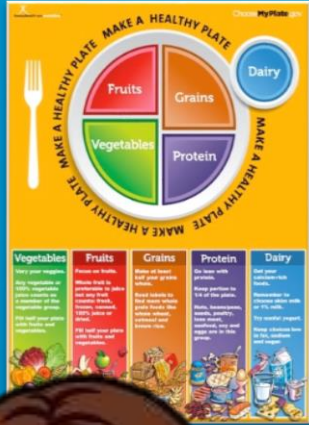
Providers need to answer the 20 multiple choice questions that are available throughout this training material. The answer sheet is available in our website under the **Annual Training tab**. Please circle your answers on the sheet and submit it to our agency by no later than Friday, **September 25<sup>th</sup>, 2020**. Do not fax or e-mail your answer sheet, as we need your original signature on it.

*Thank you!*



# OVERVIEW

- National CACFP Waivers
- Civil Rights
- Enrollments
- Enrollment Renewal (2020-2021)
- Record Retention
- Daily Record Keeping Requirement
- Meal Service Schedule
- Daycare License Renewal Fee
- Meal Pattern Requirements
- New Creditable Food Items in the CACFP
- Claim Submission and Reimbursement
- Monitoring Visits
- Women Infant and Children Program (WIC)
- Newsletters



# National CACFP Waivers

Extended until  
**June 2021**



# USDA Nationwide Waivers

## Extended through **June 2021**

In response to the continuing global pandemic, the USDA has extended their waivers.

**Non-Congregate Feeding Waiver in the Child Nutrition Programs-** This waiver is effective through June 30, 2021. This waiver enables programs to facilitate **grab-and-go** or delivery options.

**Meal Service Time Flexibility Waiver in the NSLP, SBP, and CACFP-** This waiver is effective through June 30, 2021. This waiver also enables programs to facilitate grab-and-go or delivery options. Providers don't need to have a 2hr spacing between meals and may select the times that better serves their current circumstances.

**Allow Parents and Guardians to Pick-up Meals for Children Waiver-** This waiver is effective through June 30, 2021. This waiver enables centers and family child care programs to prepare food for families to take home.

**Meal Pattern Flexibility Waiver in the Child Nutrition Programs-** This helps when it's difficult to find food and serve meals that meet CACFP requirements. Program operators must maintain and meet nutritional standards for each program to the greatest extent possible. This waiver is effective through June 30, 2021.

**Monitoring Visitations-** Sponsors are not required to conduct monitoring visitations in person, for the safety of both parties. Visitations may be conducted virtually or over the phone.

*We can now plan on these waivers throughout the year to create processes and programs to meet the needs of our communities.*

# CIVIL RIGHTS

# CIVIL RIGHTS

The civil rights regulation is a regulation that was established since 1964 under the Title VI of the Civil Rights Act with the purpose to ensure no recipient of federal financial assistance shall discriminate on the basis of race, color, or national origin as it pertains to participation in programs, activities, or services.

All active providers participating in the CACFP are required to comply with the civil rights regulation by doing the following:

- Informing the parents or legal guardians regarding your current participation in the CACFP and the program availability to ***ALL day care children in your care. This includes children during day care trial period and drop-in children.***
- Obtain a completed enrollment for all day care children (**Including children during day care “trial” period and drop-in children**) on the first day of care or prior to the enrollment date.



### **PLEASE REMEMBER:**

The only way for providers to be able to prove that the nutrition program has been introduced to the parent or legal guardian is by obtaining a completed enrollment application prior or on the first day in care.

It is imperative to understand that ONLY the parent or legal guardian can decide their children's participation in the CACFP.

### **EVERGREEN HIGHLY RECOMMENDS TO DO THE FOLLOWING:**

- Include the food program enrollment application along with the registration forms to ensure it was introduced prior to enrollment date.
- Have the parent complete the enrollment before or on the child's first day in care (when the child gets dropped off).
- Before the enrollment is submitted to Evergreen, please ensure the enrollment is completed with the parent's or legal guardian's signature and date.

**The enrollment form's signature date will be the child's official enrollment date to the nutrition program.**

*Any incomplete enrollment application will not be processed and meals claimed for that particular child will not be subject for reimbursement until ECCI receives the completed enrollment on file.*

# Discriminatory Behavior

Discriminatory behavior can sometimes be difficult to determine; therefore, it is important to keep in mind the protected classes for the CNPs when addressing potential discrimination. The following are general examples of prohibited discriminatory behavior to help agencies and Complaint Coordinators have a clearer understanding (FNS Instruction 113-1, Page 24[XIV][A][1-4]):

- Denying an individual or household the opportunity to apply for FNS program benefits or services on the basis of race, color, national origin, sex, age, or disability. CalWORKs and the Food Distribution Program on Indian Reservations (FDPIR) also prohibit discrimination on the basis of religion and political beliefs.
- Providing FNS program services or benefits in a different manner on the basis of race, color, national origin, sex, age, or disability, unless the difference is necessary to comply with nondiscrimination requirements, such as disability accommodations (this includes providing disability accommodations which includes dietary accommodation or physical assistance). CalWORKs and the FDPIR also prohibit discrimination on the basis of religion and political beliefs.
- Selecting members for planning and advisory bodies in such a way as to exclude persons from membership on the basis of race, color, national origin, sex, age, or disability. CalWORKs and the FDPIR also prohibit discrimination on the basis of religion and political beliefs.
- Selecting FNS program sites or facilities in a manner that denies an individual access to FNS program benefits, assistance, or services on the basis of race, color, national origin, sex, age, or disability. CalWORKs and the FDPIR also prohibit discrimination on the basis of religion and political beliefs.

## Where to File a Complaint

To file a program or Civil Rights complaint, please contact:

Child Nutrition Programs  
Heather Sashington, Civil Rights and Program Complaint Coordinator  
California Department of Education Nutrition Services Division  
1430 N Street, Room 4503  
Sacramento, CA 95814-2342  
916-322-2135  
Email: [Hsashington@cde.ca.gov](mailto:Hsashington@cde.ca.gov)

***Our agency Director, Young Jin Pak, is also the Civil Rights Coordinator for Evergreen. We ask our providers to report all complaints regarding program and civil right matters to Evergreen before escalating the matter to the next level.***

# ENROLLMENTS



# ENROLLMENTS

- Providers can only start claiming meals for children after receiving a completed enrollment form.
- The enrollment form must be signed and dated by the parent/guardian.
- The signature date will be the child's official enrollment date to the nutrition program.

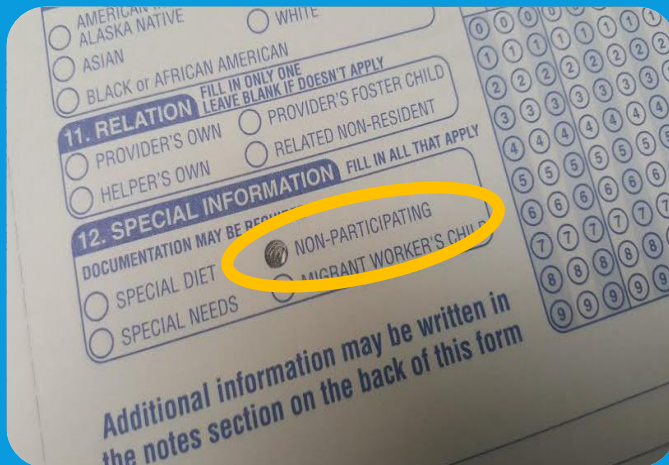
## Please note:

1. All completed enrollment applications must be submitted to Evergreen Child Care, Inc. (ECCI) within **5 calendar days** from the date that the parent and/or legal guardian signed.
2. If enrollments are **not** received within the **5 calendar days**, the child will become eligible as of the date that ECCI receives the enrollment form.
3. All providers must have a completed enrollment for ALL children prior to enrollment date or on the first day in care (when child is dropped off). This includes children during day care "trial" period and drop-in children.
4. Providers must keep a copy.

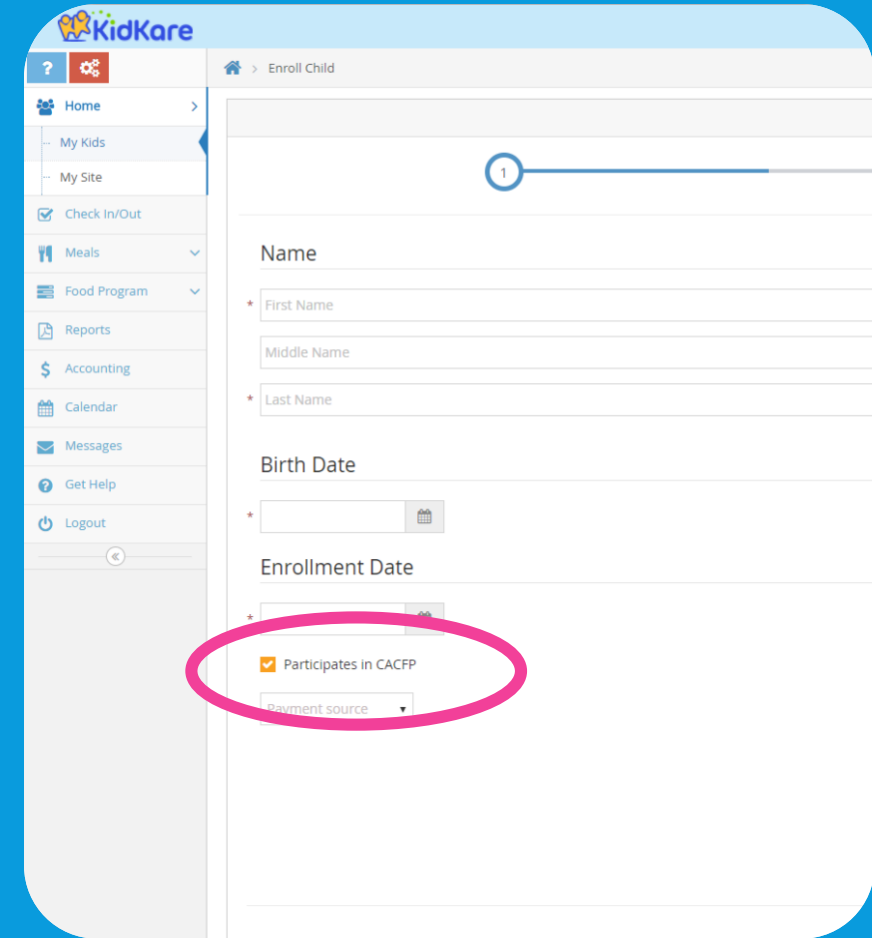
## What if the parent/guardian declines the nutrition program?

A COMPLETE/SIGNED ENROLLMENT IS STILL NEEDED. When completing the child's enrollment ensure to do the following:

- **Providers claiming online:** On the first step of the enrollment application **REMOVE** THE **CHECK MARK** in the Participates in CACFP box.
- **Providers claiming on scannable forms:** Bubble **NON-PARTICIPATING** on section 12 of the enrollment application.



A close-up of a scannable enrollment form. Section 12, 'SPECIAL INFORMATION', is highlighted with a yellow circle. It contains the text 'DOCUMENTATION MAY BE REQUIRED' and two bubbles: 'NON-PARTICIPATING' (which is filled) and 'MIGRANT WORKER'S CHILD'. Other sections visible include '11. RELATION' with options like 'PROVIDER'S OWN' and 'HELPER'S OWN', and a list of ethnicities at the top.



A screenshot of the KidKare online enrollment interface. The 'Enroll Child' page shows fields for Name (First, Middle, Last), Birth Date, and Enrollment Date. A pink oval highlights the 'Participates in CACFP' checkbox, which is currently checked. Below this is a 'Payment source' dropdown menu. The left sidebar contains navigation links like Home, My Kids, My Site, Check In/Out, Meals, Food Program, Reports, Accounting, Calendar, Messages, Get Help, and Logout.

# ASSIGNING A STAFF TO MANAGE THE CACFP ENROLLMENT APPLICATIONS

All children in your care must be enrolled, regardless of their participation status (participating or not participating), and the copies of the enrollment applications must be retained at the facility. Please assign a personnel that will:

- Be responsible of completing the enrollment applications for new children before their first day in care.
- Obtaining the parent signatures (+ signature date) and provider signature before the children's first day in care.
- Mailing or personally turning in the enrollments to our agency within **5 days** from the parent signature.
- Making copies of enrollments.

**Enrollment Application Regulation:** Providers are required to offer the food program to all children in care. Regardless of the child's participating status (participating or non-participating). The CACFP enrollment application needs to be completed (with parent/guardian signature and date) prior to the child's first day in care. Copies of enrollments must be kept and made available for CACFP reviewers. Provider must assign a personnel to complete and submit the enrollment application for new enrollees.

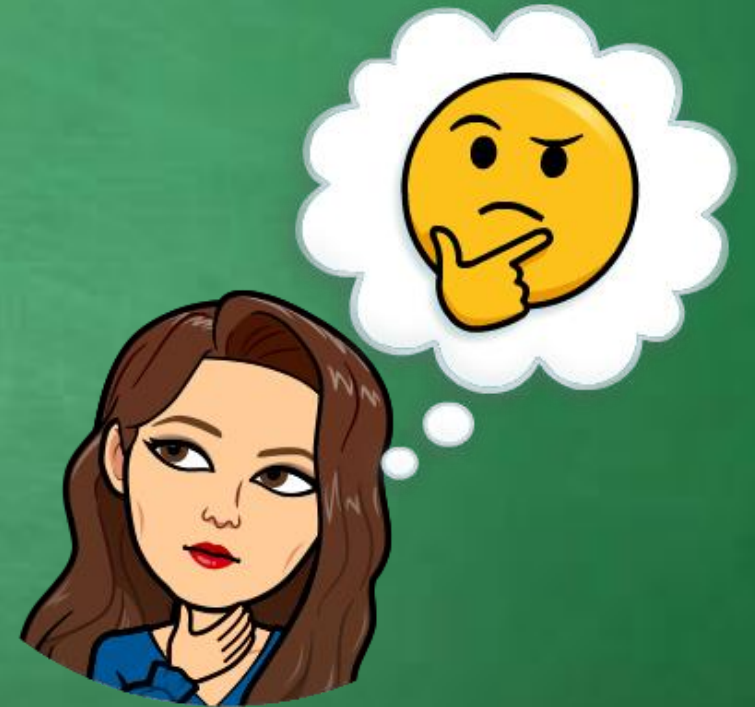
Failure to comply with the Enrollment Applications Regulation will result in the following:

- **1st offense:** Provider will be retrained on site by ECCI staff and the child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.
- **2nd offense:** Provider will have to submit a Corrective Action Plan and a follow-up visitation will be conducted. The child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.
- **3rd offense:** Provider will be issued a Serious Deficiency Letter and a follow-up visitation will be conducted. The child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.

**Question # 1:** True or false? The enrollment form's signature date will be the child's official enrollment date to the nutrition program.

A) True

B) False



**Question # 2:** True or false? All providers must have a completed enrollment for ALL children prior to enrollment date or on the first day in care (when child is dropped off). This includes children during day care “trial” period and drop-in children.

A) True

B) False

# ENROLLMENT RENEWAL

## 2020-2021

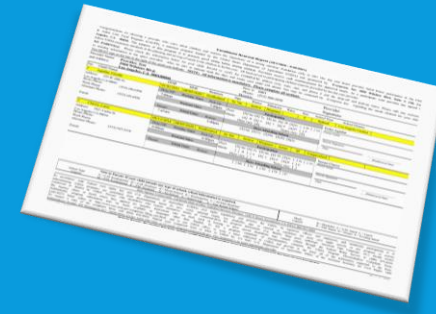


*YOU WILL NEED TO PRINT  
YOUR RENEWAL THIS YEAR*

# ENROLLMENT RENEWAL 2020-2021

ALL active providers must renew each child's enrollment for the new fiscal year in the month of **September**. All active children's enrollments expire on the last day of September of every year.

The 2020-2021 Enrollment Renewal Report contains all of your current children's enrollment information. **The children's parents/ guardians must provide their signature to renew their child's enrollment in the nutrition program.** In order to renew the child's enrollment for the new fiscal year, ECCI must have the provider's completed enrollment renewal report on file.



**Providers claiming on scannable forms:** The Enrollment Renewal Reports will be **e-mailed** to providers during the first week of September 2020.

**Provider's claiming online:** Need to print their own Enrollment Renewal (See next 2 slides)

Enrollment Renewal Reports for all providers are due by

**Friday, September 25, 2020**

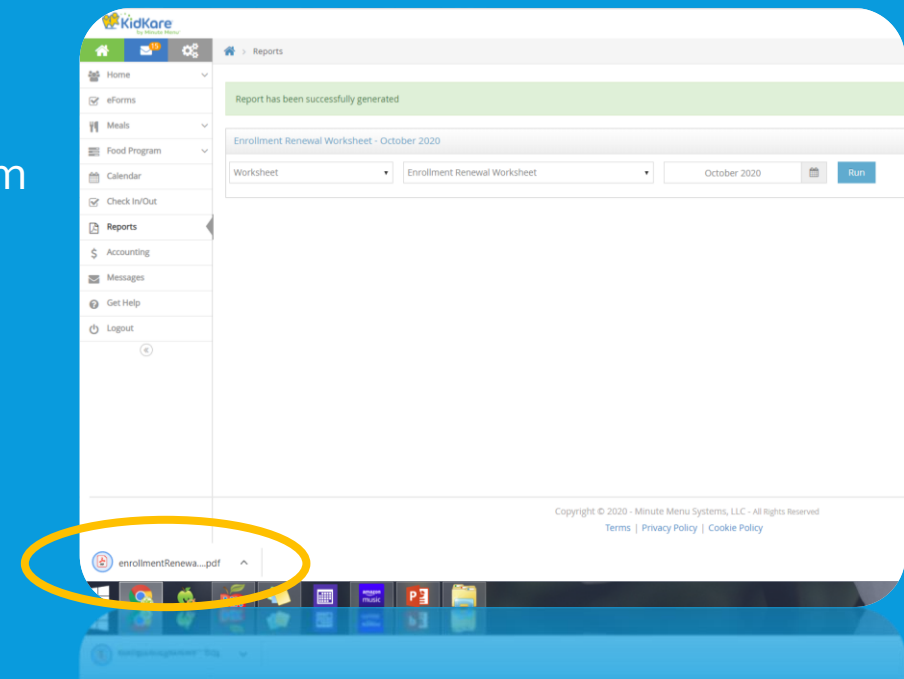
Please **mail** in your enrollment renewal reports, as we need to have the original signatures (E-mailed or faxed copies will not be accepted)

# PROVIDER'S CLAIMING ONLINE

To access and print your Enrollment Renewal login to your KidKare account and do the following:

- On the side tool bar click on **REPORTS**
- On the 1<sup>st</sup> drop down menu click on **WORKSHEET**
- On the 2<sup>nd</sup> drop down menu click on **ENROLLMENT RENEWAL WORKSHEET**
- On the 3<sup>rd</sup> window, you **MUST** select **OCTOBER 2020**
- Click on **RUN** to generate your report (the report generates in the bottom left corner of your screen)
- Print and complete ALL the pages

Must click  
on  
**OCTOBER**  
2020





**Enrollment Renewal Report (10/1/2020 - 9/30/2021)**

Congratulations on choosing a provider who cares about children and realizes the importance of a strong nutrition foundation early in life! The day care home provider listed below participates in the Child & Adult Care Food Program (CACFP), a nutrition program funded by the United States Department of Agriculture (USDA) and sponsored by **Evergreen, Inc. 3850 Wilshire Blvd. Suite # 210, Los Angeles, CA 90010**. The purpose of this program is to promote good eating habits among children. Providers receive cash reimbursement for approved meals. As a participant, your provider has agreed to follow USDA minimum standards in the planning and serving of meals to the children in her/his care. All food served to participating children must be provided by the day care provider.

**TO PARENT(s):** Please check the information below for your child. Record or verify the COMPLETE address (city, state, zip), and phone # and the drop-off and pick-up times. Please add any missing information in the space provided. Also, be sure to indicate both the days and meals your child will attend. You may be contacted by Evergreen, Inc. regarding the meals claimed for your child. You MUST sign on the line to the right of the meals you indicate. **NOTE: All information is mandatory. Please complete all sections.**

Provider Name <b>Provider, Test</b>		Prov #: 0001		Provider Signature:	
Address <b>3960 Wilshire Blvd. Los Angeles, CA 90010000</b>		Phone: (213) 380-3850			
Monitor:					

No.	Child Name	DOB	DOE	Relation	Age	Status	Ethnicity	Race	Sex	School Type	School District
1	<b>Aguilar, Giselle</b>	01/02/2011	08/05/2020	NotRelated	9y 7m	Active	Hispanic		F	School	
Address: 235 W. 60th St Los Angeles CA 90001 Home Phone: (323) 246-6598 Work Phone: Alternate Phone: (323) 243-6958 Email:		Drop Off: <b>Weekday Times</b> Pick Up:		<b>Participation</b> Days [X] Mo [X] Tu [X] We [X] Th [X] Fr [ ] Sa [ ] Su Meals [X] B [X] A [X] L [X] P [X] D [ ] E Days vary: [X] Times vary: [X]							
		<b>Weekend Times</b>		<b>Days Attending School</b> Depart: 7:45am Return: 3:00pm [X] Mo [X] Tu [X] We [X] Th [X] Fr							
				Parent Name: <u>Erika Aguilar</u> Parent Signature: _____ Date: _____ Withdrawal Date: _____							
2	<b>Cherry</b>	04/13/2014	08/05/2020	NotRelated	6y 4m	Active	Hispanic	Asian	M	Specified	
Address: 5421 Car Los Angeles CA 90010 Home Phone: Work Phone: Alternate Phone: 78 Email:		Drop Off: <b>Weekday Times</b> Pick Up:		<b>Participation</b> Days [X] Mo [X] Tu [X] We [X] Th [X] Fr [ ] Sa [ ] Su Meals [ ] B [ ] A [X] L [X] P [X] D [ ] E Days vary: [ ] Times vary: [ ]							
		<b>Weekend Times</b>		<b>Days Attending School</b> Depart: School Times Return: [ ] Mo [ ] Tu [ ] We [ ] Th [ ] Fr							
		Parent Name: <u>Susan Cherry</u> Parent Signature: _____ Date: _____ Withdrawal Date: _____									

**Make sure the child's address and phone number are available, if not write it in.**

<b>Note to Parent: If your child attends any type of school, school information is required.</b> A ~ A.M. Kindergarten D ~ A.M. Headstart H ~ Home School K ~ Kindergarten L ~ All Day Headstart M ~ P.M. Kindergarten N ~ No School S ~ School Age Y ~ Year Round School		<b>Meals Legend</b> B ~ Breakfast A ~ A.M. Snack L ~ Lunch P ~ P.M. Snack D ~ Dinner E ~ Evening Snack
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State Agency Contact Info: California Dept of Educ, Nutrition Services Division, 1430 N Street, Sacramento, CA 95814, 800-952-5609

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](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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

08 / 25 / 2020
**Note to Parent: By signing this form, hereby certify that the information given here is true & correct to the best of your knowledge.**
Page 1 of 2

## Parent's/legal guardian's must :

- If child is no longer in your care or will not be participating as of October 1, 2020, parent signature is not needed. Simply write the child's withdraw date in the designated area (Withdraw Date)

If you need to make a change on the report please do so with a **RED** pen. The change will be effective as of October 1<sup>st</sup>.

The most current Enrollment Renewal Report needs to be readily available for ECCI, Department of Education, and CACFP representatives to review at all times.

## IMPORTANT POINTS:

- If not submitted by the due date, ECCI will withdraw the children as of October 1, 2020.
- Children enrolled **for the first time** in your daycare in the month of September **do not** necessarily need to appear on the enrollment renewal report.
- Ensure to mail in ALL the pages . The bottom left corner tells you how many pages your report contains.
- As part of the Record Retention Requirement, providers are required to **KEEP A COPY** of the Enrollment Renewals.

The image shows a 'Childcare Enrollment Renewal Report (CER)' form, dated 09/01/2020. The form is titled 'Enrollment Renewal Report (CER) (09/01/2020)' and includes instructions for providers. It contains sections for 'Child Information', 'Enrollment Information', and 'Provider Information'. The form is filled out with handwritten and printed information, including child names, dates, and provider details. The bottom left corner of the form indicates the total number of pages.

**Question # 3:** The 2020-2021 Enrollment Renewal Report is due to ECCI by \_\_\_\_\_.

- A) September 1, 2020
- B) September 15, 2020
- C) September 25, 2020
- D) October 1, 2020



# RECORD RETENTION

# RECORD RETENTION

All providers are required to keep copies of their CACFP daily records for **4 years**. The current fiscal year copies must be stored & readily available in the provider's home, while the previous 3 years may be stored in another site (accessible within a reasonable time).

The CACFP requires providers to keep copies of the following:

- Daily menus
- Meal counts & attendance
- In & Out times (if applicable)



**ECCI requires providers to keep copies of the children's enrollment applications and the enrollment renewal reports in order to show the children's status in the CACFP.**

***\*\*ECCI and California Department of Education (CDE) staff may ask to see the enrollment renewal for the current year and/or enrollment forms for each child present at the time of each monitor visit or audit\*\****

**ECCI highly recommends keeping copies of documents that are provided to us in the event that they get lost in the mail, documents such as: annual enrollment renewal, meal benefit forms, milk substitution forms, medical statements, and annual licensing payment receipts.**

Failure to comply with the record retention regulation will result in the following:

- **First offence:** Training will be provided.
- **Second offence:** Corrective Action Plan will be requested .
- **Third offence:** SD Process will be initiated and a Corrective Action Plan will be requested..

**Question #4:** All providers are required to keep copies of their CACFP daily records for \_\_\_\_\_ years.

A) one

B) two

C) three

D) four

# DAILY RECORD KEEPING REQUIREMENT



# DAILY RECORD KEEPING REQUIREMENT

## A. Recording Meal Attendance

When recording the meal attendance, all providers are required to do the following:

- Head count the children in attendance during the meal service.
- Recording the attendance daily by **the end of the day**. For BEST PRACTICES ECCI recommends recording the meal attendance during or after each meal service.

**Providers claiming online:** After recording the daily attendance and in & outs (if required), please make sure your meal claims have been successfully saved.

For technical difficulties with your computer or electronic devices, please contact ECCI immediately, on the same day before 10PM.

## B. In & out times

- Recording the children's in & out times is also part of the record keeping requirement (when applicable).
- Recording daily in/out times is only accessible through online claiming.

**PLEASE NOTE:** Reporting in & out times is required ONLY when the total number of daily attendance is greater than the license capacity and/or number of daily meals claimed for any meal types are greater than the license capacity. Providers are then required to record daily in/out times for ALL children in care.

Example: Provider's day care license is for 14. However, the provider cares for 16 children. In this case, the provider needs to prove that he or she never has more than 14 children at once by recording the daily in & out times for all children.

### **C. Daily attendance requirement (Required as of August 1, 2018)**

The USDA is requesting that participants in the Child and Adult Care Food Program take attendance of the children present for the day (separate from the meal attendance). The USDA memo states that under 7 CFR 226.6(m)(4) and 226.16(d)(4), all reviews of day care homes and sponsored centers must include the reconciliation of meal counts with enrollment and attendance records for five consecutive operating days.

- The daily attendance must be recorded daily, prior to claiming the child's first meal of the day.
- Both, daily attendance and meal attendance need to be recorded.

**Providers claiming on scannable forms- Failure to record the Daily Attendance section will result in disallowance of meals, as the scanner will compare the attendance for the day with the meal attendance.**

**SCANNABLE CLAIMING PROVIDERS:** Are required to complete the Daily Attendance section located in the top section of the menus (see image below) along with the meal attendance.

MEAL MONITOR							
MEAL	MON	TUE	WED	THU	FRI	SAT	SUN
<b>Daily Attendance</b>							
MEAL	MON	TUE	WED	THU	FRI	SAT	SUN
BRKFAST							
LUNCH							
DINNER							
SNACK							
Ritz crackers							
100% Apple Juice							
Chicken Brown Rice							
Carrots							
watermelon							
1% milk							
Ground Turkey Spaghetti							
Tomato Sauce							
Green Salad 1% milk							

**PROVIDERS CLAIMING ONLINE:** The daily attendance will be recorded as you record your first meal of the day. You will be required to "CHECK IN" each child before their first meal of the day.

Secure | <https://app.kidkare.com/#/meals/enter-meal>

Accounting  
Calendar  
Messages  
Get Help  
Logout

Bread/Alternate: Animal Crackers (265)  
Is this whole grain-rich? ☐ Yes ☒ No

Fruit:   
Vegetables:   
Milk: 1% (age 2 & over) / Whole (age 1) (7)

Am I serving enough food?

Child must be checked in before recording meals.

Anahi Lopez 4 y

Barney Thomson 4 y

## D. Menus

Menus **must be pre-planned** to meet the record keeping regulation by doing the following:

- Pre-plan your menus at least two hours prior to the meal service.
- If there is a need to make a change to a menu, providers may do so at least 2 hours prior to the meal service.
- ECCI highly recommends:
  - Menus to be pre-planned a week or a month in advance. If doing so, please review the next day's menu the night before & make changes if necessary.
  - Ensure to provide enough food to meet the Meal Pattern requirement.
  - Pre-plan menus that are well balanced and offer a variety of fruits and vegetables.

**REMEMBER: If provider does not serve what appears on the scheduled menu, that meal cannot be reimbursed and may be used as grounds to determine the provider as a Serious Deficient.**

## E. Identical Menus

Serving identical menus within the same week is not creditable.

## F. Cycle Menus

Providers can do what is called a “cycle menu” to avoid identical menus and help plan your menus in advance.

What is a cycle menu? A cycle menu is a series of menus planned for a particular period of time.

# MEAL SERVICE SCHEDULE



# MEAL SERVICE SCHEDULE

All providers must serve meals at the scheduled meal service times agreed with ECCI.

## Why?

- It is a program requirement, in which ECCI must conduct at least three successful monitoring visits to each participating facility within the CACFP fiscal year (Two out of three visits must be unannounced).
- To ensure all menus and meals meet the CACFP Meal Pattern.
- To ensure the written menu match what was served and meets the CACFP requirements.

**REMEMBER:** If ECCI does not fulfill this program requirement, ECCI will not reimburse the provider for the meals that the provider claimed. Furthermore, provider may lose the privilege of claiming that meal service.



# EXCEPTION DUE TO GLOBAL PANDEMIC

- Given the current circumstances, providers are permitted to serve at the time that better serves their current schedule situation. Provider must contact ECCI in **advance** to report their new schedule.
- There is no need to have 2 hrs spacings between meals.
- This waiver is effective through **June 30, 2021**

**Question # 5:** True or false? All providers must serve meals according to the scheduled meal service times agreed with ECCI.

A) True

B) False

# DAYCARE LICENSE ANNUAL RENEWAL FEE

# DAYCARE LICENSE ANNUAL RENEWAL FEE

Providers participating in the CACFP must be current with their daycare license fees. Therefore, proof of the annual license fee payment made to the Department of Social Services (DSS) is required to be submitted to ECCI annually.

The following are acceptable proof of payments:

- Front & back copy of the cancelled check
- Money order
- Online payment confirmation
- Bank/credit card statement that has payable to DSS, and that it has been posted
- Copy of Profile (May be requested from licensing)

Please be advised: Daycare license renewal fee proof must be forwarded to ECCI within 2 months from the license renewal date. Failure to submit the required proof within the due date may be used as grounds to determine provider as Serious Deficient.



SOCIAL SERVICES  
DEPARTMENT OF  
CALIFORNIA

**Question # 6:** True or false? Providers participating in the CACFP must be current with their day care license fees. Therefore, proof of the annual license fee payment made to the Department of Social Services (DSS) is required to be submitted to ECCI **annually**.

A) True

B) False

# MEAL PATTERN REQUIREMENTS

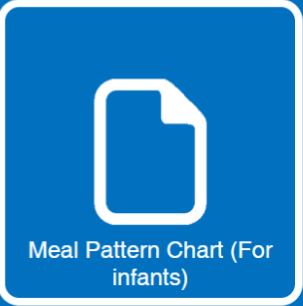
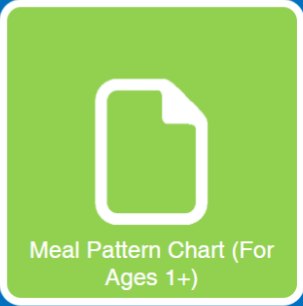


# CACFP MEAL PATTERN CHARTS MUST BE POSTED IN YOUR KITCHEN

Meal pattern charts are available in Evergreen’s website if you ever misplace or damage your chart(s)

[www.evergreencacfp.org](http://www.evergreencacfp.org)

The Meal Pattern Charts are located under the **Policies & Regulation** tab. Click on Meal Pattern Chart (For Ages 1+). If you have infants under the age of one, also access and print the Meal Pattern Chart (For infants).



CHILD MEAL PATTERN				
Breakfast				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup>
Fluid milk <sup>3</sup>	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both <sup>4</sup>	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Grains (in eq) <sup>5,6</sup>				
Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as bread, roll or muffin	1/2 serving	1/2 serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</sup> , cereal grains, and/or pasta	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cup) <sup>8</sup>	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Fruits or vegetables	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Protein <sup>9</sup>	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Grains	1/2 cup	1/2 cup	1/2 cup	1/2 cup

Infant Meal Pattern	
Breakfast	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>
	0-4 tablespoons infant cereal <sup>3</sup> , 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 less of yogurt <sup>4</sup> , or a combination of the above <sup>5</sup> , and
	0-2 tablespoons vegetable or fruit or a combination of both <sup>6</sup>

# CACFP MEAL PATTERN PORTIONS

Ensure to prepare and offer meals that meet the CACFP meal pattern requirements. The CACFP Child and Infant Meal Patterns provide guidance to the minimum serving sizes that need to be offered to the day care children in order for the meals to be subject for reimbursement.

You may also access the USDA's Food Buying Guide for assistance in portion requirements. This is the link to the USDA's Food Buying Guide:  
<https://foodbuyingguide.fns.usda.gov/MasGuestUsers/GuestUserLogin?ReturnUrl=%2FHome%2FHome>

Failure to comply with CACFP meal pattern requirements will lead to Serious Deficiency

determination and meals will not be subject for reimbursement. Also, ensure that the staff serving the meals are aware of the CACFP meal pattern requirements. Please refer to our provider manual for further details.

Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** Serious Deficiency process will be initiated and applicable meal disallowances will be made.



Infant Meal Pattern	
Breakfast	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> , and
	0-4 tablespoons infant cereal <sup>3,4</sup>
	meat, <sup>5</sup>
	fish, <sup>6</sup>
	poultry, <sup>7</sup>
	whole egg, <sup>8</sup>
	cooked dry beans, or
	cooked dry peas, or
	0-2 ounces of cheese, or
	0-4 ounces (tablespoon) of cottage cheese; or
	0-4 ounces or ½ cup of yogurt <sup>9</sup> ; or a combination of the above <sup>10</sup> , and
	0-2 tablespoons vegetable or fruit or a combination of both <sup>11</sup>

<sup>1</sup> Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron fortified.

<sup>3</sup> Beginning October 1, 2020, ounce equivalents are used to determine the quantity of creditable grains. Infant cereal must contain no more than 2.5 grams of total sugar per 6 ounces.

<sup>4</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>5</sup> Fruit and vegetable juices must not be served.

11/29/2016

United States Department of Agriculture

CHILD MEAL PATTERN

Breakfast

Select at least three components for a reimbursable meal

Food Components and Food Items

	Agens 2-5	Agens 6-12	Agens 13-17
Fluid MILK <sup>1</sup>	4 fluid ounces	4 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both <sup>2</sup>	½ cup	½ cup	½ cup
Grains (in any form) <sup>3</sup>			
Whole grain-rich or enriched cereal <sup>4</sup>	½ slice	½ slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin <sup>5</sup>	½ serving	½ serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>6</sup> , cereal grain, and/or pasta <sup>7</sup>	½ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8</sup>			
Eggs or poultry <sup>9</sup>	½ cup	½ cup	1 cup
Puffed cereal <sup>10</sup>	½ cup	½ cup	1 ½ cup
Cheese <sup>11</sup>	½ cup	½ cup	½ cup

<sup>1</sup> Must serve all three components for a reimbursable meal. Offer cereal as an option for adults attending programs.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 17 years old to meet their nutritional needs.

<sup>3</sup> Must be unseasoned unless for children ages 13-17. Must be unseasoned low-fat (1 percent) or unseasoned fat-free (skim) milk for children ages 13 through 17 years old. Must be unseasoned low-fat (1 percent), unseasoned fat-free (skim), or flavored fat-free (skim) milk for children ages 6-12 and older.

<sup>4</sup> Pasteurized full-fat/whole milk may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day. Must be one serving per day, unless all eating occasions. Must be whole grain-rich. Granulated cereals do not count towards meeting the grains requirement.

<sup>5</sup> Must be one serving per day, unless all eating occasions. Must be whole grain-rich. Granulated cereals do not count towards meeting the grains requirement.

<sup>6</sup> Must be one serving per day, unless all eating occasions. Must be whole grain-rich. Granulated cereals do not count towards meeting the grains requirement.

<sup>7</sup> Beginning October 1, 2020, ounce equivalents are used to determine the quantity of creditable grains.

<sup>8</sup> Ready-to-eat cereal must contain no more than 2.5 grams of total sugar per 6 ounces.

<sup>9</sup> Beginning October 1, 2020, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2020, the minimum serving size for any type of ready-to-eat breakfast cereal is ½ cup for children ages 6-12, 1 ½ cup for children ages 13-17, and ½ cup for children ages 18-17.

# REQUIRED MEAL COMPONENTS IN THE CACFP (1-12 YEAR OLDS)

Prepare and offer meals that meet the CACFP meal pattern requirements.

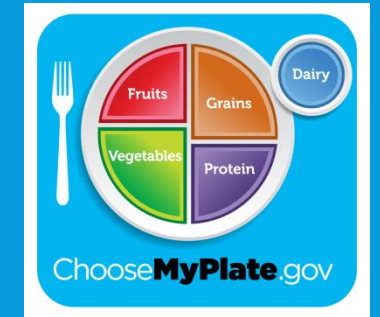
**THREE** components are required for **BREAKFAST**:

- 1) Bread/Bread Alternate (Grains) OR Meat/Meat Alternate (Note: Meat cannot be served more than 3 times per week during breakfast)
- 2) Fruit, vegetable or juice
- 3) Milk

Major meals such as **LUNCH & DINNER** must include **FIVE** components:

- 1) Meat/Meat Alternate
- 2) Bread/Bread Alternate
- 3) Vegetable
- 4) Fruit/Vegetable
- 5) Milk

**SNACKS** must be at least **TWO** of the 5 components listed above. For snacks, a fruit and vegetable can be served as a complete AM or PM snack.



-----

**MILK**- Milk should not be mixed with any non-compliant meal component and **must be un-sweetened**. In the State of California, flavored milk is not allowed to be served in licensed child care facilities.

## WHY NOT?

**Healthy Beverages in Child Care (AB2084):** In 2010, California passed legislation to establish nutrition standards for beverages served in licensed child care centers and homes. Including **banning flavored milk** in all licensed child care facilities.

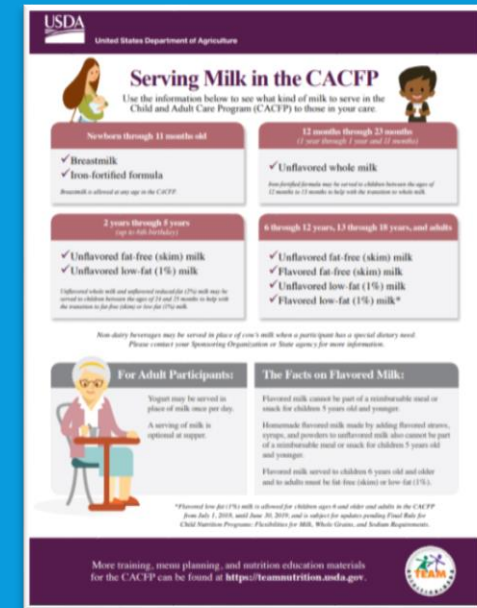
# Milk

Type of milk served **MUST** be documented (**flavored or unflavored**) on the menu and must include the % fat content.

- Children that are **ONE** year old: Must be served **unflavored whole milk**
- Children ages **2 and above**: MUST be served **unflavored 1% or unflavored fat-free (non-fat) milk**

## Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.



## REPORTING MILK FLAVOR & FAT CONTENT

Ensure that your menus show the type of milk that you offer to the day care children (flavored or unflavored and the fat content), as mandated by the USDA. Please make sure to do the following:

- If you claim on scannable menus write **unflavored** and the fat content of the milk on the menus or on the back of your Claim Information Form (Example: Unflavored 1% Milk).
- Ensure that a type of age-appropriate milk(s) is reported on the daily menus at least 2 hours prior to the meals services.
- Review the milk section of the daily menu before serving milk to children.

Consequences of not complying with the CACFP meal pattern requirements are:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.





# Water

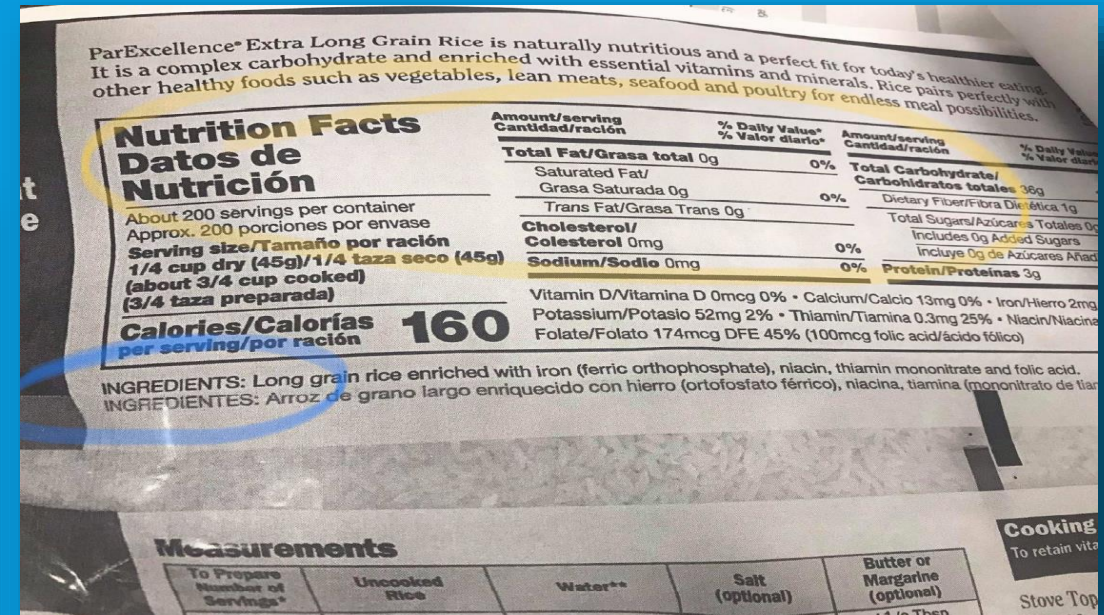
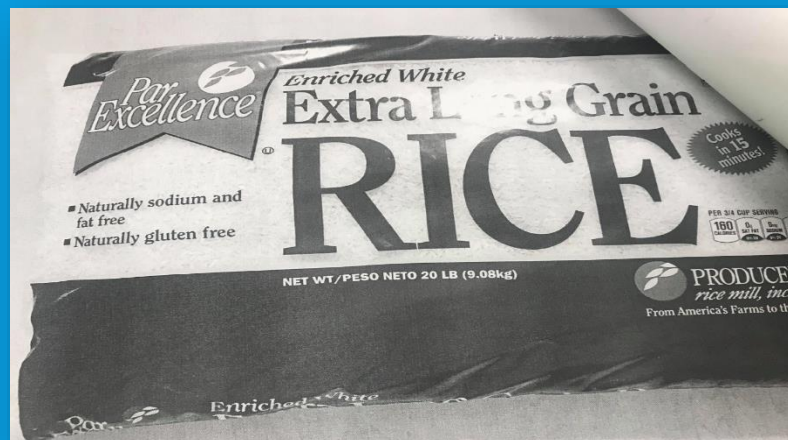
- Water must be available to children throughout the day, including during meal and snack times.
- Water is not considered part of a reimbursable meal and may not be served instead of milk.
- It can be available in a variety of ways, including, but not limited to:
  - - Cups available next to a kitchen sink faucet
  - Water pitchers and cups in the room on the side table.
  - Provided when it is requested.



# FOOD PACKAGING (NUTRITION FACT LABELS OR OTHER DOCUMENTATION TO SUPPORT CREDITING OF MEATS/MEAT ALTERNATES, AND GRAINS/BREADS)

As part of our monitoring visit policy, we are required to ensure all food items listed in your menus are creditable and meet the CACFP meal pattern requirements. If you were already visited these past few months, you will have noticed that we ask to see food packaging for food items on the current weekly/monthly/daily menus. The California Department of Education (CDE) requires us to review all menu item packaging, which include:

- Front label of the item
- List of ingredients
- Nutrition facts label



Foods that require you to save the packaging- ALL commercially prepared items which include and not limited to: **yogurt, ALL grain/bread items, juices, tofu (if offered), processed meat items (such as lunch meat, hot dogs, chicken nuggets, corn dogs, fish sticks, etc.).**

Therefore, we ask all providers to keep their packaging on the actual food items in your kitchen for review. We understand the storage of items differ based on the provider's preferences. So, if you store your food item elsewhere, other than in the original packaging (i.e cereal in a cereal container), we ask that you keep the original package in a separate folder and available for us to review at all times. We will continue to ask for these packages during all monitoring visits (images will NOT be accepted).

Failure to save and have the food label packaging will result in the following:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.



# CHILD NUTRITION (CN) LABELS & PRODUCT FORMULATION STATEMENTS (PFS) FOR PROCESSED FOODS

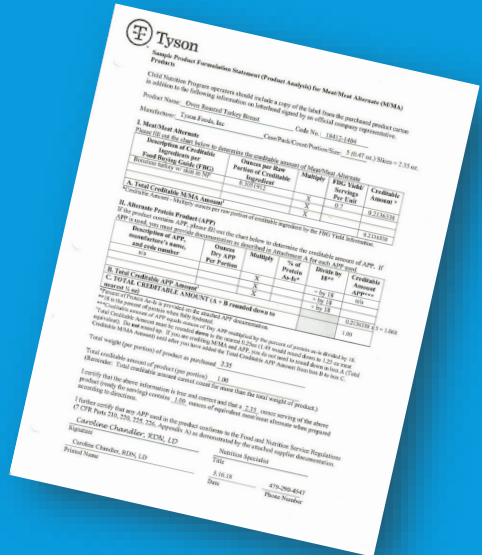
Before purchasing processed foods ensure that the processed foods either have a valid Child Nutrition (CN) label printed on the package **OR** that our agency has a Product Formulation Statement (PFS) for that product.

- CN Label-** Display the contribution that commercial products make toward CN meal pattern requirements. Provides a warranty that the product contributes to the meal pattern requirements as printed on the label. Please be advised, CN Labels expire 5 years from certification date (Example: The CN Label on the top right corner expired on 02-2019, as it was issued on 02-2014)
- Product Formulation Statement-** An information sheet obtained from the manufacturer with a detailed explanation of what the product actually contains and the amount of each ingredient by weight. Provides a warranty that the product contributes to the meal pattern requirements. PFS's must contain the original signature of an authorized company representative, not that of a sales representative. Unfortunately, some manufacturers do not provide PFS's. We will be uploading a file in our website with all the PFS's & CN labels we have on file.

## CHILD NUTRITION LABEL (CN LABEL)



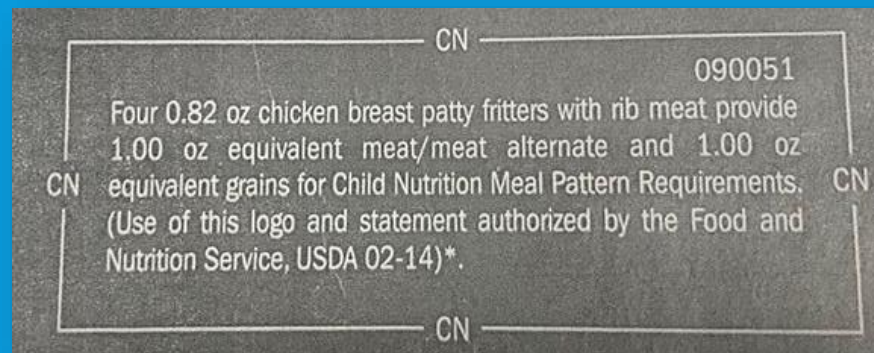
## PRODUCT FORMULATION STATEMENT (PFS)



## Once again, why do CN Labels & PFS's matter?

They matter because CN Labels & PFS's inform you of the products contribution to the CACFP meal pattern.

The product example shown below has a CN Label printed on the package and the manufacturer is certifying that 4 of their chicken nuggets contribute 1oz of meat and 1oz of grains in the CACFP Meal Pattern. You will then need to look at your CACFP meal pattern chart to see how many ounces of meat/meat alternate the children need, which is based on their age and meal type (major meal or snack).





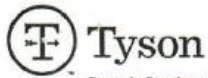
CHILD MEAL PATTERN				
Lunch and Supper (Select all five components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (at-risk afterschool programs and emergency shelters)
Fluid Milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 ½ ounce	2 ounces	2 ounces

## Lets Practice!

How to determine the chicken nugget serving size for a 2 year old (for a lunch meal)

1. Read the CN label on the package.
2. Use your CACFP meal pattern chart.

The CN Label above indicates that 4 chicken nuggets provider 1 oz of meat/meat alternate. Then we know from the lunch meal pattern chart that a 2 year old needs 1 oz of meat. **Therefore, a 2 year old will need to be served at least 4 pieces of these chicken nuggets in order for the meal to be reimbursable and meet the CACFP meal pattern requirements ☺**



**Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products**

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: Oven Roasted Turkey Breast Code No.: 18412-1404  
Manufacturer: Tyson Foods, Inc Case/Pack/Count/Portion/Size: 5 (0.47 oz.) Slices = 2.35 oz.

**I. Meat/Meat Alternate**

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
Boneless turkey w/ skin in NP	0.3051912	X	0.7	0.2136338
		X		
		X		
<b>A. Total Creditable M/MA Amount<sup>1</sup></b>				0.2136338

\*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

**II. Alternate Protein Product (APP)**

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
n/a		X		÷ by 18	n/a
		X		÷ by 18	
		X		÷ by 18	
<b>B. Total Creditable APP Amount<sup>1</sup></b>					0.2136338 x 5 = 1.068
<b>C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)</b>					1.00

\*Percent of Protein As-Is is provided on the attached APP documentation.

\*\*18 is the percent of protein when fully hydrated.

\*\*\*Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

<sup>1</sup>Total Creditable Amount must be rounded **down** to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do **not** round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased 2.35

Total creditable amount of product (per portion) 1.00  
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 2.35 ounce serving of the above product (ready for serving) contains 1.00 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

<u>Caroline Chandler, RDN, LD</u>	Nutrition Specialist	
Signature	Title	
<u>Caroline Chandler, RDN, LD</u>	<u>5.16.18</u>	<u>479-290-4547</u>
Printed Name	Date	Phone Number

# Reading Product Formulation Statements

This Product Formulation Statement indicates that **five slices** of this specific turkey lunch meat weighs 2.35oz (not that it credits this amount).

See the I certify paragraph to see how much the 5 slices credits to the CACFP Meal Pattern.

*The 5 slices credits **10z** of meat.*

Reminder: According to the Meal Pattern, 6-12 yr olds need 2 oz of meat/meat alternate for lunch and dinner. In this case, you will need to provide 6-12 year olds at least **10 slices of turkey** in their sandwich in order to comply with the CACFP Meal Pattern and for the meal to be subject for reimbursement. Wow, that's a lot!

Processed foods CN Labels and PFS must be available for CACFP reviewers. ECCI will have a PDF in our website showing the specific processed foods that we have approved, as we have their CN labels & PFS on file (<http://www.evergreencacfp.org/policies>).

Consequences of not complying with the CACFP's making records available regulation:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.

## GRAIN PRODUCTS (ENRICHED & WHOLE)

All grain products served in the CACFP must be made with enriched or whole grain meal or flour or bran or germ in order to be creditable.

**Enriched Food Products-** Enriched grains are refined grains that have been processed to remove the nutrient-rich bran and germ, and then have thiamin, riboflavin, niacin, folic acid, and iron added after processing. Similarly, a food that is fortified has certain vitamins and minerals added to increase the nutritional quality. Foods made from refined grains that meet at least one of the following are considered creditable:

1. The food is labeled as “enriched.” For example, long grain rice that is enriched will have the product name “enriched long grain rice.”
2. An enriched grain is listed as the first ingredient on the food’s ingredient list or second after water. The ingredient list will usually say “enriched flour” or “enriched wheat flour,” or there is a sub-listing of nutrients used to enrich the flour, for example, “yellow corn flour {iron, folic acid, riboflavin, niacin, and thiamine}.”



# Whole Grain-Rich Food Products- Here is a guide on identifying foods that are whole grain-rich:

[http://evergreencacfp.org/uploads/1548722546web\\_final\\_file\\_identifying\\_whole\\_grain-rich\\_guide.pdf](http://evergreencacfp.org/uploads/1548722546web_final_file_identifying_whole_grain-rich_guide.pdf)



## Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.



## At least one serving of grains per day **MUST** be whole grain-rich (Must indicate on menu)

Whole grain-rich foods are foods that contain 100 percent whole grains, or that contain at least 50 percent whole grains and the remaining grains in the food are enriched. This whole grain-rich requirement only applies to meals served to children and adults; it does not apply to infant meals.

### EXAMPLES OF WHOLE GRAIN-RICH PRODUCTS :

- Whole grain corn tortillas
- Whole grain breakfast cereals
- Whole oats/oatmeal
- Brown rice
- Whole rye

- Whole-grain barley
- Wild rice
- Buckwheat
- Triticale
- Bulgur (cracked wheat)
- Millet
- Quinoa
- Sorghum
- 100% whole wheat flour



Please be advised, if you do not serve at least one whole-grain rich product on your menu per day, you will automatically be disallowed a meal (lowest overall financial impact) for that day.



Consequences of not complying with the CACFP meal pattern requirements:

- First offence: Training will be provided and applicable meal disallowances will be made.
- Second offence: Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- Third offence: SD Process will be initiated and applicable meal disallowances will be made.

To meet the daily one whole grain-rich product requirement, provider's must do the following:

**Providers claiming on scannable forms:** Ensure to bubble the **WHOLE GRAIN SERVED AT** section, on top of each menu. Also, please specify the 1st ingredient of **ALL** your whole grain products on your menus. You may abbreviate your 1<sup>st</sup> ingredient of your grains as **WG** for Whole Grain and **WGC** for Whole Grain Corn.

**Recommendation:** When you abbreviate the 1st ingredient, you can circle the abbreviation. In addition, we highly suggest highlighting the 1st ingredient, so that it stands out.

#### Reminders:

- White rice is not a Whole Grain Rich product.
- When claiming whole wheat bread OR whole wheat pasta, **DO NOT** simply write "BREAD" or "PASTA" and then circle the WHOLE GRAIN SERVED AT section. **ECCL needs to ensure that your breads and pastas are whole grain rich product. Therefore, please write WHOLE WHEAT BREAD & WHOLE WHEAT PASTA on your menus.**

CHILD FORM: FOOD SERVED, A

MENU MONTH JAN FEB MAR APR MAY

DAILY ATTENDANCE

WHOLE GRAIN SERVED AT: B A L P D E W

SERVED TO

**Providers claiming online:** When scheduling your menus ensure to click on the button that ask if the bread/bread alternate is a whole grain-rich product (See image on the right)

Also, after scheduling your menus you can pull up the weeks menu to confirm that you have a **Whole Grain Rich-Food** scheduled at least once a day (see image below)

Meals	Mon - 07/22	Tue - 07/23	Wed - 07/24	Thu - 07/25	Fri - 07/26
Breakfast	Waffles Bananas 1% Unflavored	Cheerios (WG) Apricots 1% Unflavored	Cream of Wheat (WG) Strawberries 1% Unflavored	Pancakes Oranges 1% Unflavored	Breakfast Kix cereal (WG) Milk 1% Unflavored
AM Snack	Croissants 100% Apple-Grape Juice	Blackberries Carrots	Yogurt Apricots	Crepes Blackberries	AM Snack Ritz Crackers Strawberries
Lunch	American Cheese Whole Wheat Bread (WG) Avocado Cantaloupe 1% Unflavored	Mozzarella Cheese Guerrero Whole Wheat Tortilla (WG) Corn Green Peas 1% Unflavored	BBQ Chicken Rolls (WG) Mashed potatoes Cole Slaw 1% Unflavored	Beef Ground Spaghetti Noodles (WG) Tomato Sauce Applesauce 1% Unflavored	Lunch Chicken Meatballs Brown Rice (WG) Broccoli Blueberries 1% Unflavored

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Terms | Privacy Policy

Serving 1 12:00 PM  
Serving 2

Menu Planning | Save | Delete

Lunch | + Create MyMenu

Meat/Alternate: Turkey Ground (052)

Bread/Alternate: Spaghetti Noodles (072)

Is this whole grain-rich? Yes (III)

Vegetables: Tomato Sauce (242)

Fruit/Vegetable: Cantaloupe (048)

Milk: 1% (age 2 & over) / Whole (age 1) (7)

To view your scheduled menus go to **Reports>Select Menu Planning>Scheduled Menus>Choose start and end date of the week you wish to view>Click RUN 😊**

## CHEESE



Natural and pasteurized processed cheeses are creditable in the CACFP. However, cheeses labeled as “imitation cheese” and “cheese products” are not creditable. Ensure to read the cheese front label and ingredients label before purchasing. Please take note of the following:

**Powdered Cheese (in Boxed Macaroni and Cheese):** Powdered cheese mix is not creditable in the CACFP. The macaroni, if enriched or whole grain, may be credited toward the grains/breads requirement. You may add creditable cheese to the enriched or whole grain boxed macaroni to receive credit.

Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.

**Question # 7:** True or False? The CACFP Child and Infant Meal Patterns provide guidance to the minimum serving sizes that need to be offered to the day care children in order for the meals to be subject for reimbursement.

A) True

B) False



**Question # 8:** Yes or No? Are providers required to report if the milk is flavored or unflavored on the menus?

A) Yes

B) No

**Question # 9:** According to the CACFP meal pattern, **ONE** year olds should be offered what type of milk?

- A) Unflavored Whole Milk
- B) Unflavored 1% Milk
- C) Flavored 2% Milk
- D) All of the above

**Question # 10:** According to the CACFP Meal Pattern what type (s) of milk should children **2 years and older** be offered?

- A) 2% flavored milk
- B) 1% chocolate milk or fat free chocolate milk
- C) 1% unflavored milk or fat free unflavored milk
- D) Soy milk

**Question # 11:** Now that providers are required to save the food packaging for the current month, what areas of the packaging will our monitors be looking at?

- A) Front label of the item
- B) List of ingredients
- C) Nutrition facts label
- D) ALL of the above

**Question # 12:** Yes or No? Are you now required to save the food packaging for the following food items: Yogurt, **ALL GRAIN/BREAD ITEMS**, juices, tofu (if offered), processed meat items (such as lunch meat, hot dogs, chicken nuggets, corn dogs, fish sticks, etc.) ?

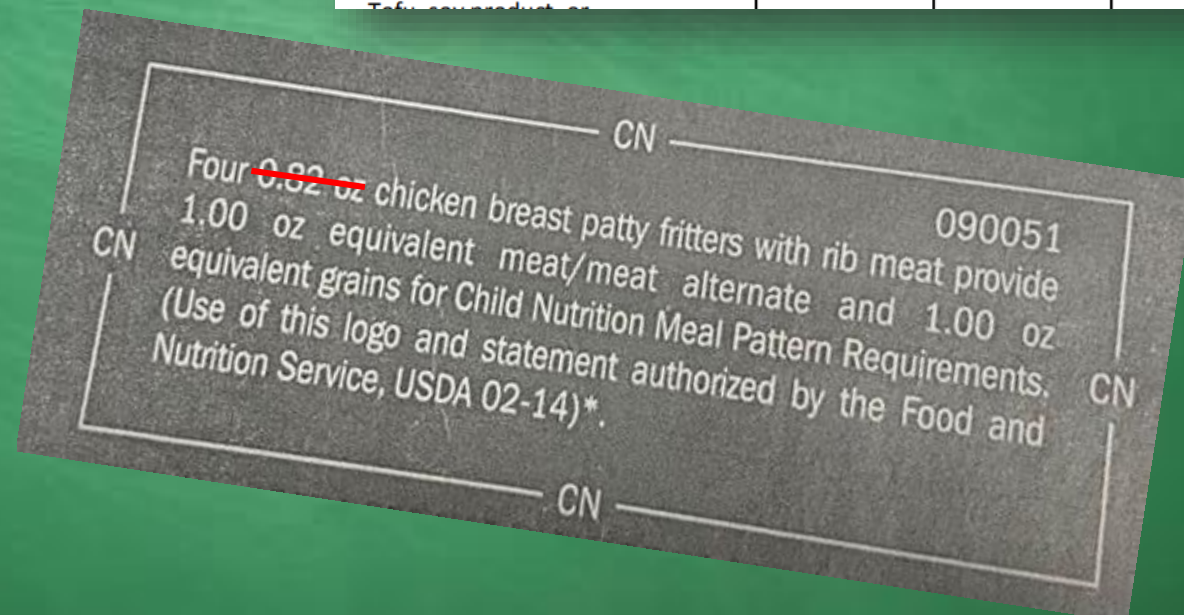
A) Yes

B) No

**Question # 13:** Based on the CN Label showed below, how many alphabet shaped chicken nuggets should a **6 YEAR OLD** be offered for LUNCH to meet the CACFP meal pattern requirements for meat/meat alternate? **Please refer to the CACFP meal pattern and CN label images shown below to answer this question.**

- A) 2 chicken nuggets
- B) 4 chicken nuggets
- C) 8 chicken nuggets
- D) 16 chicken nuggets

CHILD MEAL PATTERN			
Lunch and Supper			
(Select all five components for a reimbursable meal)			
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12
Fluid Milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces
Meat/meat alternates			
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces
Tofu, soy products, or			



**Question # 14:** Which of the following is a creditable white rice?

- A) White Rice
- B) Enriched White Rice
- C) Rice
- D) Long grain white rice

**Question # 15:** True or False? Providers must serve at least one whole grain-rich food per day.

A) True

B) False

**Question # 16:** True or false? If you do not serve at least one whole-grain rich product on your menu per day, you will automatically be disallowed a meal (lowest overall financial impact) for that day.

A) True

B) False

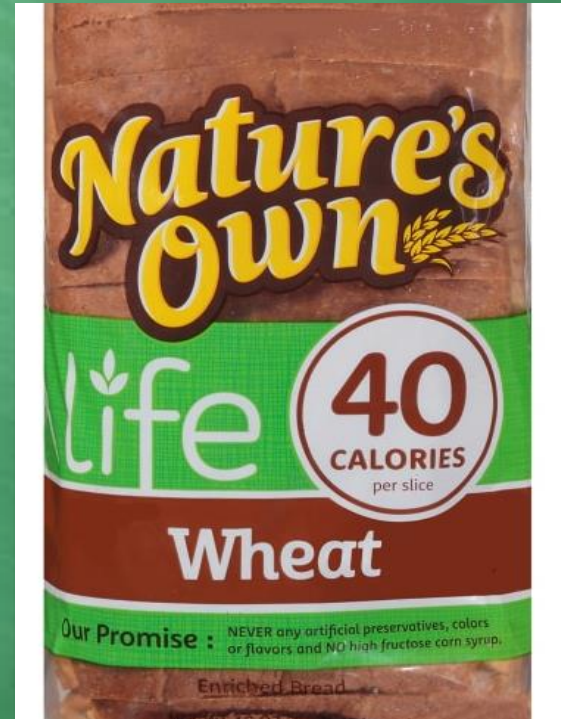
**Question # 17:** Which bread is guaranteed to be creditable as **Whole Grain-Rich**? (See images below)

A) Sara Lee 100% Whole Wheat Bread

B) Nature's Own Wheat Bread

C) Both

D) None



# NEW CREDITABLE FOOD ITEMS IN THE CACFP



# New Creditable Food Items in the CACFP:

We have great news! The U.S. Department of Agriculture (USDA) issued the following policy memoranda. The policy memos expand the flexibilities for crediting foods in the Child and Adult Care Food Program (CACFP). The USDA Food and Nutrition Service (FNS) remains committed to simplifying menu planning for all providers to ensure menu planners and participants have a wide variety of nutritious food choices. With that said, **six** new food items are now creditable in the CACFP:

**1.) Crediting shelf-stable, Dried and Semi-Dried Meat, Poultry, and Seafood Products in the CACFP:** This refers to beef jerky or summer sausage and other dried poultry and seafood that is now credible as a meat in the CACFP. These food items are not in the food buying guide because industry production standards for these products vary widely.

**In order to get reimbursed for any of these items, a Product Formulation Statements (PFS) or Child Nutrition labels (CN label) are required to document meal contributions from dried meat, poultry, and seafood products.**



## 2.) Crediting Coconut, Hominy, Corn Masa and Corn Flour in the CACFP:

**Coconut:** Because coconut has versatility, providers may credit **fresh, frozen and dried** coconut as a fruit based on volume served. Ensure to look at your meal pattern chart for proper portion per child/age category.



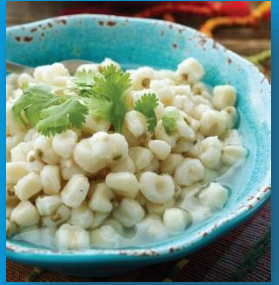
**Juices labeled as 100% juice**, including coconut water, will continue to credit toward the fruit component per volume served.

Please note that coconut flour and coconut oil, are **NOT** creditable in the CACFP.

**Hominy:** Hominy is a traditional food in Mexican and Native American cultures commonly served as a vegetable or as a milled grain product (example: hominy grits). Based on its multiple uses and widespread appeal, hominy may now credit towards the vegetable or grain component in a reimbursable meal or snack.

*Providers may credit hominy as follows:*

- ¼ cup of canned, drained hominy or cooked, whole hominy (from dried hominy) credits as ¼ cup **vegetable**.
- ½ cup of cooked or 1 oz (28 grams) of dry hominy grits credits as 1 oz equivalent **whole grains**.



**Corn Masa, Corn Flour, and Cornmeal:** Masa is a dough or flour made from milled corn that has typically been soaked and cooked in an alkaline (lime) solution, which offers increased bioavailability of certain nutrients with a nutritional profile similar to whole grain corn. Therefore, **corn masa, corn flour, and cornmeal are now creditable as Whole Grain-Rich (WGR) ingredients and any corn products made with 1<sup>st</sup> ingredient** as corn masa flour, corn flour, and **cornmeal meets the WGR criteria.** Ensure to look at your meal pattern chart posted in your kitchen for correct portions per child per age group.



**Ingredients:** Corn masa flour, water, contains 2% or less of: cellulose gum, guar gum, and propionic acid, benzoic acid and phosphoric acid (to maintain freshness).

**Ingredientes:** Harina de maíz nixtamalizado, agua, contiene 2% o menos de: goma de celulosa, goma guar, y ácido propiónico, ácido benzoico y ácido fosfórico (para mantener la frescura).

**3.) Crediting Popcorn in the CACFP:** Popcorn a whole grain food and a good source of fiber. The Dietary Guidelines of Americans 2020 (DGA) states that many children do not get enough fiber in their diet and is public health concern. Crediting popcorn as a WGR item, especially since it is a popular and budget-friendly food item for children, could help address the public health concern. Here are the crediting information for popcorn:



- $\frac{3}{4}$  cup (or 0.25 oz. (7 grams)) of popped popcorn as  $\frac{1}{4}$  oz equivalent of whole grains in a reimbursable meal or snack.
- 1  $\frac{1}{2}$  cups (or 0.5 oz (14 grams)) of popped popcorn as  $\frac{1}{2}$  oz equivalent of whole grains in a reimbursable meal or snack.
- 3 cups (or 1oz (28 grams)) popped popcorn as 1 oz equivalent of whole grains in a reimbursable meal or snack.

**Please note:** We understand that the high volume of popcorn required to credit may be **too much** for some children, especially young children. So, we highly suggest serving it with **another creditable grain**.

**4.) Crediting Surimi Seafood in the CACFP:** Surimi seafood is pasteurized, ready-to-eat, restructured seafood usually made from Pollock fish. Surimi is available in many forms and shapes, including chunks, shredded, and flaked and does not require additional preparation. A common item of surimi seafood is **imitation crab**. Surimi seafood can be incorporated into a wide variety of menu items, such as seafood salads, sushi-style rolls, sandwiches, tacos and ramen. Therefore, crediting surimi seafood will allow providers to add new and diverse menu items for their day care children. Below are crediting information for surimi seafood:



**\*\*PLEASE NOTE:** please look at portion sizes and how it is credited in the CACFP as 4.4 ounces of surimi seafood for an equivalent of 1.5 ounces minimum serving size would be **double** the size of meat/meat alternate that you would normally serve to your daycare children.\*\*

Surimi Seafood	Meat/Meat Alternate
(ounces)	(ounce equivalents)
4.4	1.5
3.0	1.0
1.0	0.25

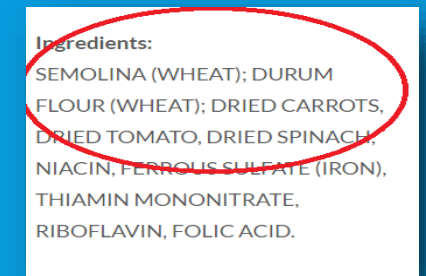
**5.) Crediting Pasta products made of vegetable flour in the CACFP:** Any pasta products made of 100% vegetable flour may credit as a vegetable in the CACFP. Ensure to look at portion charts in your kitchen for crediting information on vegetables. For example; ½ cup of vegetable pasta made of 100% vegetable flour(s) credits as ½ cup of vegetables.



**\*\*\*PLEASE NOTE:** Any pasta products made from 100% legume flour may be credited as a meat alternate OR vegetable. It cannot be credited towards both in one meal service. For example; ½ cup of cooked pasta made from 100% legume flour can count as 2 ounce equivalent of meat alternate OR count as ½ cup of vegetables\*\*

Pasta products made from *multiple* vegetables can only be credited in the CACFP by having a product formulation statement from the food manufacturer detailing the actual volume of each vegetable per serving.

Pasta products made of vegetable flour(s) and other non-vegetable ingredients: These products require a product formulation sheet statement detailing the actual volume of vegetable flour per serving.



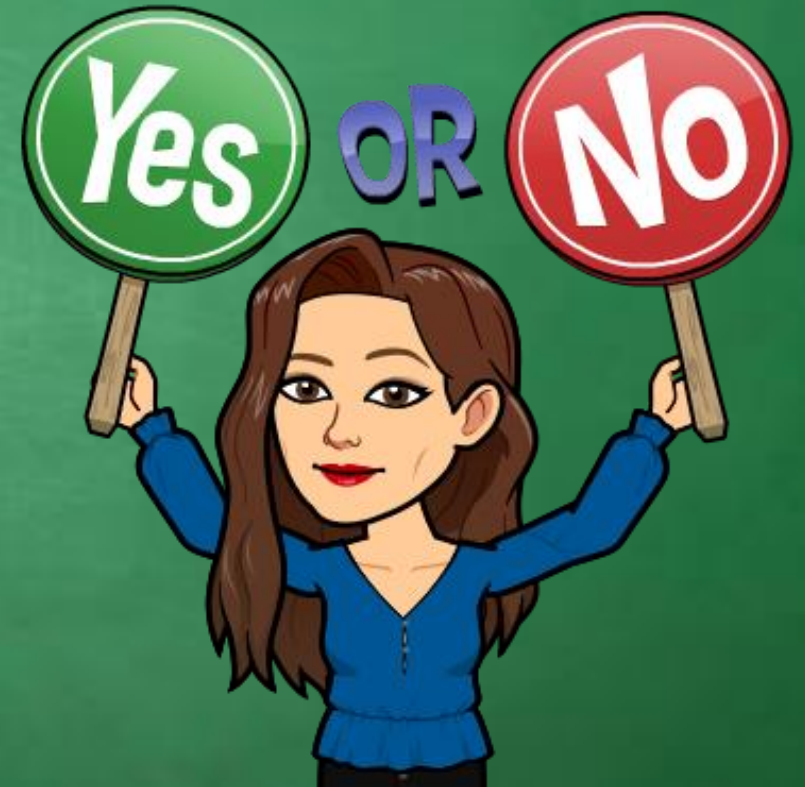
**6.) Crediting Tempeh in the CACFP:** Tempeh is used as a meat alternate in a variety of recipes, including stir-fry, sandwiches, and salads. Tempeh is a highly nutritious fermented soybean cake traditionally made from whole soybeans. According to the DGA (2020), soy products as protein foods are a good source of copper, manganese, and iron. With that said, USDA decided to make tempeh creditable in the CACFP. Making tempeh creditable in the CACFP will help providers improve their menus by adding an additional vegetarian option to meet the dietary needs of children with vegetarian preferences or dietary restrictions for cultural and religious



**Question # 18:** Yes or No? Is coconut flour creditable?

A) Yes

B) No



# CLAIM SUBMISSION AND REIMBURSEMENT



- **Providers claiming on scannable forms:** Meal claims are due by the 5<sup>th</sup> calendar day of each month.
- **Providers claiming online:** To submit your meal claim, log into your KidKare account and **click** the **SUBMIT CLAIM** button. Providers must submit the meal claim at the end of each month OR prior to claiming for the following month.
- All meal claims received by the 5th calendar day will be reviewed by ECCI staff and its claim information will be submitted to California Department of Education (CDE) before the 10th of each month.
- Once the claim information is submitted to the CDE, it takes approximately 4-6 weeks to process our claim request.
- When ECCI receives the reimbursement, it must be disbursed within 5 working days.

# Claim Summary and Errors Report



After submitting your meal claim to our agency, your Claim Summary and Errors Report is available.

**Providers claiming on scannable forms:** Your Claim Summary and Errors Report is mailed to you after the 11<sup>th</sup> calendar date. Please review and contact us if you have any questions.

**Providers claiming online:** On KidKare under Reports, your Claim Summary and Errors Report is available online 2-3 business days after you submit your meal claim. Please review and contact us if you have any questions.

We want all of our providers to strive in receiving the following message on their Claim Summary and Errors Report

**CONGRATULATIONS! WE FOUND NO ERRORS ON YOUR CLAIM**

**Question # 19:** What message on your **Claim Summary and Error Report Letter**, should you strive to receive?

- A) Child was not recorded in attendance
- B) A meal with whole grain-rich bread/alternate component was not served on this day
- C) Provider was over capacity by infants
- D) Congratulations! We found no errors on your claim

# MONITORING VISITS



# MONITORING VISITS

During each fiscal year, minimum of three monitoring visits are required for daycares participating in the Child and Adult Care Food Program (CACFP). Two out of the three monitoring visits conducted are unannounced and **one of the unannounced visit** must be in observance of a meal service.

- Reminder: Evergreen's fiscal year begins in October and ends in September of the following year.

## *Monitors will check for:*

- License capacity compliance
- **Record Retention** which includes, but not limited to, copies of: Regular/Infant Menus and recorded meals, Claim Information Forms (CIF) enrollment applications (new and updated enrollments), current fiscal year enrollment renewal, license renewal fee payment record, medical statements (if applicable), Meal Benefit Forms (if applicable).

**\*\* Record Retention Requirement:** All providers who are participating in Child and Adult Care Food Program (CACFP) must retain copies of all ECCI's documents for 4 years. Providers must retain their records for the current fiscal year onsite. Past records (not including the current fiscal year) can be stored offsite as long as they are accessible within a reasonable time frame upon request.\*\*

- Children present vs. average number of children claimed.
- **Record Keeping:** Regular/Infant Menu, Recorded meals, and Daily In & Out records (if applicable),
- All foods, juices, and milk used in preparation of a meal must be readily available for monitors to see. Portions and components must meet the meal pattern requirements.
- Meals being served to children accordingly to provider's meal time schedule and must match the menu posted.
  - \*\*All participating children must be served the same meal unless they have a medical statement, milk substitution and/or meal accommodation form. \*\*
- Meal pattern (Food Chart) must be posted in the kitchen at all times.
- Any non-creditable food is being used.
- Sanitation and safety of the facility.

For more information please refer to our provider's manual on our website, under the "Policy and Regulations" tab.

# EXCEPTION DUE TO GLOBAL PANDEMIC

Given the current circumstances, the USDA is permitting sponsors to conduct the monitoring visits virtually or over the phone.

# WOMAN, INFANTS AND CHILDREN (WIC) PROGRAM



## What is WIC?

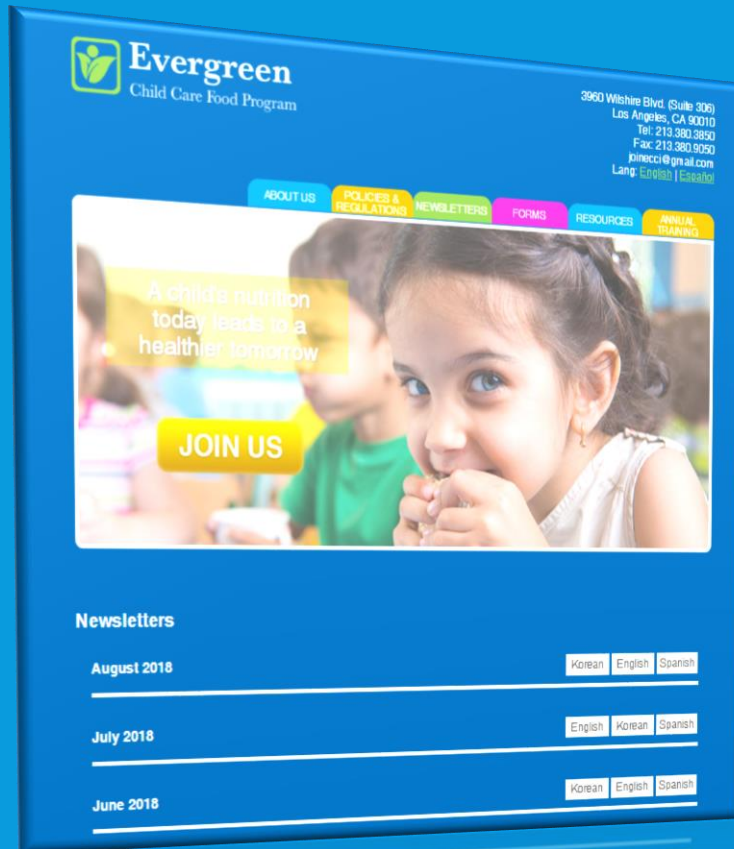
- The Women, Infants, and Children program is a nutrition program that helps pregnant women, mothers with infants, infants and young children eat well, be active, and stay healthy.
- WIC helps families by providing nutrition education, issuing checks for healthy supplemental foods, and making referrals to healthcare and other community services.
- Foster parents, guardians and **single fathers** who have custody of their children can also receive WIC.

## You can participate in WIC if you:

- Are pregnant.
- Breastfeeding a baby under 1 year of age.
- Just had a baby in the past 6 months.
- Have children who are under 5 years of age (including those cared for by a single father, grandparent, foster parent, step-parent or guardian).
- Have family income within WIC guidelines.

For further information, please visit: [www.wicworks.ca.gov](http://www.wicworks.ca.gov)

NEWSLETTERS



Providers are **required** to read our monthly newsletters. Important information is communicated through the newsletters, such as:

- Due dates
- New creditable foods
- Harvest of the month
- Changes in the CACFP
- Grant information

[www.evergreencacfp.org](http://www.evergreencacfp.org)

**Question # 20:** Providers are required to read ECCI's monthly \_\_\_\_\_.

- A) Stories
- B) Reports
- C) Newsletters
- D) Blogs



Please make sure to mail  
in your answer sheets by  
**September 25, 2020**





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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](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](mailto:program.intake@usda.gov).

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