

# EVERGREEN CHILD CARE, INC.

2022 CACFP PROVIDER ANNUAL TRAINING





If you see a QR code in the following pages feel free to point your phone at it and it will lead you to the corresponding training materials.



## 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 30<sup>th</sup>, 2022.**

In order to receive credit and certificate, providers must score at least 18 out of 20.

We need your original signature on the answer sheet. Please **do not** fax or e-mail your answer sheet.

Thank You!

# OVERVIEW

- ▶ Civil Rights
- ▶ Enrollments
- ▶ Enrollment Renewal (2022-2023)
- ▶ Record Retention
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- ▶ Meal Service Schedule
- ▶ Daycare License Renewal Fee
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- ▶ Claim Submission and Reimbursement
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# 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.

## Collection and Use of Data

Evergreen is required to collect and report racial and ethnic data annually.

Data may be collected on the participant's enrollment form, meal benefit form, or through other means.

**UPDATE (2021)** - The U.S. Department of Agriculture (USDA) issued guidance that visual observation and identification is no longer an allowable practice in obtaining race and ethnicity data from Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) participants.

*Providers should use methods that are based on self-identification and self-reporting. A best practice for this would be obtaining the information from parents or guardians or adult participants.*

The USDA received reports that program participants do not want to have their race or ethnicity determined for them. Moreover, a third party's observation of an individual's appearance is not a reliable means to capture how a participant self-identifies their own racial or ethnic identity. The USDA acknowledges the challenges this may cause in the collection of demographic data. **The preferred method remains to be self-identification and self-reporting.**

***Evergreen will greatly appreciate your participation with this matter.***

## Requirements for Language Assistance

Evergreen is required to take reasonable steps to assure meaningful access to program information and services for people with Limited English Proficiency (LEP). People with LEP do not speak English as their primary language and have a limited ability to read, speak, write, or understand English.

## Americans with Disabilities Act Accessibility

A qualified person with a disability may not be excluded from the program, or subjected to discrimination. Evergreen and its providers may not restrict access for participants with disabilities to programs, services, and activities because of architectural or equipment barriers, or the need for related aids and services and auxiliary aids. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Title II are based upon the premise that participants with disabilities will be integrated with their nondisabled peers as much as possible.

Daycare facilities shall operate their program or activity so that when each part is viewed in its entirety, it is readily accessible to disabled persons. If parts of the daycare facility are not accessible, the daycare must offer comparable access to a person with a disability. Every part of a facility must be accessible to and usable by persons with disabilities.

# Requirements for Reasonable Accommodation of Persons with Disabilities

## MEDICAL AND NON-MEDICAL FOOD SUBSTITUTIONS

### Medical Statement

It must be submitted for any of the following reasons:

1. Participant has a disability or a medical condition that requires a special meal and/or accommodation.
2. Participant does not have a disability, but is requesting a special meal or accommodation due to a food intolerance or other medical reason. This form must be completed in its entirety and submitted to Evergreen before the day care home can make any meal substitutions for child.

Day care homes are required to accommodate the special dietary needs of participants with disabilities.

An individual with a disability is defined as any person who has physical or mental impairment that substantially limits one or more major life activities or is regarded as having such an impairment. Major life activities include caring for one's self, eating performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

For participants who do not have a disability, day care home may, at their discretion, accommodate special needs. However, any menu substitutions made for non-disabled participants must meet the CACFP meal pattern requirements in order to claim meals and snacks for reimbursement. Requests for special meals or accommodations must be documented by a medical statement.

The medical statement must specify:

- The participant's disability or medical condition
- The specific diet prescription or accommodation requested
- Specific foods to be omitted and suggested substitutions

The medical statement must be signed by:

- A licensed physician for participants with a disability
- A licensed physician, physician's assistant, or nurse practitioner for participant without a disability.

**A medical statement does not need to be updated unless there is a change in the dietary restriction.**

The medical statement form is available in Evergreen's website in the Forms tab:

<http://evergreencacfp.org/forms>

## Complaint Procedures

Evergreen is required to have written procedures for handling civil rights and program complaints.

A civil rights complaint can be a written, verbal, or anonymous statement alleging discrimination based on one or more of the six protected bases in the CACFP: race, color, national origin, sex, age, or disability.

All complaints of discrimination must be forwarded to the USDA national office within 180 days for review. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found on the USDA Filing a Program Discrimination Complaint as a USDA Customer (<https://www.usda.gov/oascr>), and at any USDA office, or write a letter addressed to the 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 the 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
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Whenever Evergreen receives a complaint, the Civil Rights Coordinator must log the complaint. The complaint log should include (at a minimum) the following:

- Name, address, and telephone number or other means of contacting the person filing the complaint (if not anonymous);
- Specific location and name of the agency;
- Nature of the complaint or action that led to the charges being filed.

***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.***

## Customer Service

Good customer service is an important part of the complaint process. Evergreen Child Care, Inc. (ECCI) staff will:

- Treat everyone equally
- Be knowledgeable of rights and responsibilities
- Evaluate any barriers that prevent or deter anyone from receiving benefits, then eliminate those barriers
- Be respectful and patient

## Conflict Resolution

Conflict resolution goes hand-in-hand with good customer service. ECCI staff will provide good customer service to help avoid potential civil rights complaints. When interacting with providers, ECCI staff will:

- Avoid the desire to place blame
- Attempt to improve the situation
- Allow provider to communicate their feelings
- Improve relationships and increase communication
- Avoid repeating the situation

**Question # 1:** True or False? When obtaining a child's race and ethnicity for the food program's enrollment form, provider's should use methods that are based on self-identification and self-reporting. A best practice for this would be obtaining the information from parents or guardians or adult participants.

- A) True
- B) False

# 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. Provider signature is also required.
- ▶ 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.

The image shows a sample of a 'CHILD ENROLLMENT REPORT' form. The form is titled 'CHILD ENROLLMENT REPORT' and is dated 10/15/2019. It is a form for Evergreen Child Care, Inc. The form is divided into several sections: 'CHILD INFO', 'PARENT INFO', 'MEDICAL HISTORY', and 'SPECIAL INFO'. The 'CHILD INFO' section includes fields for Child Name, Date of Birth, and Gender. The 'PARENT INFO' section includes fields for Parent Name, Address, City, State, Zip, and Phone. The 'MEDICAL HISTORY' section includes fields for Medical History, Allergies, and Immunizations. The 'SPECIAL INFO' section includes fields for Special Needs, Referral Source, and Referral Date. There is a section for 'Provider Signature' and 'Date'. The form is a standard enrollment form for a child care program.

## 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.

Include the food program enrollment application along with the registration forms to ensure it was introduced prior to enrollment date.

Before the enrollment is submitted to Evergreen, please ensure the enrollment is completed with the parent's or legal guardian's signature and date.

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

## 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.

KidKare  
by Minute Menu

Home > Enroll Child

1

Name

\* First Name

Middle Name

\* Last Name

Birth Date

\*

Enrollment Date


\*

☒ Participates in CACFP

## IF 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. If the provider has staff and wishes to assign them the responsibility of enrolling the children in the food program, please ensure that they 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 their 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 # 2:** When should the provider complete and obtain the parent signature on the enrollment form?

- A) As soon as possible
- B) Before or the morning of the child's first day in care
- C) A week after the child's first day in care
- D) None of the above

**Question # 3:** Yes or No? Can the provider begin to claim meals for a child before the parent signs the enrollment form?

A) Yes

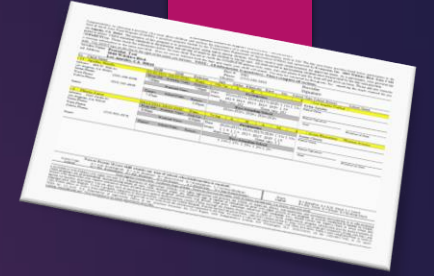
B) No



YOU NEED TO  
PRINT YOUR  
RENEWAL

# Enrollment Renewal 2022-2023

# ENROLLMENT RENEWAL 2022-2023



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 2022-2023 Enrollment Renewal Report contains all of your current daycare 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.

**ALL DAYCARE HOME PROVIDER'S NEED TO PRINT THEIR OWN ENROLLMENT RENEWAL REPORTS (SEE NEXT TWO SLIDES)**

Enrollment Renewal Reports are due by

**Friday, September 30, 2022**

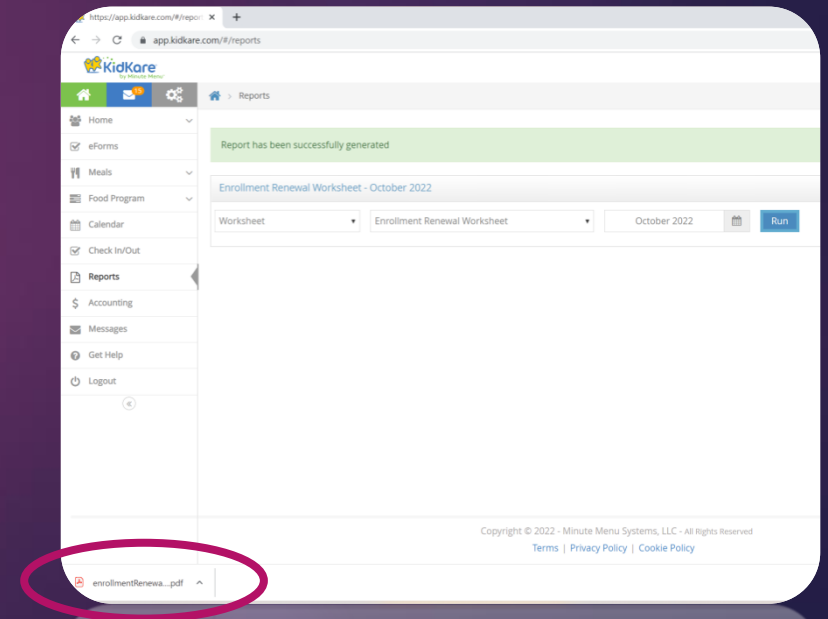
Please **mail** in your enrollment renewal reports, as we need to have the original signatures (E-mailed or faxed copies will not be accepted)

# HOW TO ACCESS & PRINT YOUR ENROLLMENT RENEWAL REPORT

Must click  
on OCTOBER  
2022

To access and print your Enrollment Renewal Report 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 2022**
- Click on **RUN** to generate your report (the report generates in the bottom left corner of your screen)
- Print and complete ALL the pages





# ATTENTION ALL PROVIDERS

## Enrollment Renewal Report (10/1/2022 - 9/30/2023)

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 or 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. 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	Provider, Test		Prov #:	0001	Provider Signature:
Address	3960 Wilshire Blvd. Los Angeles, CA 900100000		Phone:	(310) 486-5770	
			Monitor:		

No	Child Name	DOB	DOE	Relation	Age	Status	Ethnicity	Race	Sex	School District	School Name
1	Aguilar, Giselle	01/02/2011	08/05/2020	NotRelated	11y 7m	Active	Hispanic		F	School	Los Angeles
Address:		Drop Off:		Weekday Times		Pick Up:		Participation		Parent Name	
Los Angeles CA 90001		7:00am				7:00pm		Days		Anika Aguilar	
Home Phone: (323) 246-6598								Meals		Parent Signature	
Work Phone								Days vary: [ ]		Date	
Alternate Phone: (323) 243-6958								Times vary: [ ]		Withdrawal Date	
Email:		School Times		Return:		Days Attending School					
		7:45am		3:00pm		[X] Mo [X] Tu [X] We [X] Th [X] Fr					
2	Any	02/15/2016	04/19/20		by om	Active	Hispanic	White	M	Unspecified	
Address:		Drop Off:		Weekday Times		Pick Up:		Participation		Parent Name	
Los Angeles CA 90001		8:00am						Days		Ana Aguilera	
Home Phone: (323) 569-8545								Meals		Parent Signature	
Work Phone								Days vary: [ ]		Date	
Alternate Phone:		School Times		Return:		Days Attending School				Withdrawal Date	
						[ ] Mo [ ] Tu [ ] We [ ] Th [ ] Fr					

Make sure the child's address and phone numbers are correct. If not, make corrections manually with a **red** pen.

If the child is now attending school in person, write in the school depart, school return time and days attending school.

**Provider's** must sign ALL pages in order to renew the day care children listed on the page. Incomplete Enrollment Renewal Forms will be mailed back.

**Parent's/Legal Guardian's** must :

- Print their name (if not already printed)
- Provide their signature
- Write the signature DATE (must be signed in the month of September of 2022).

If child is no longer in your care or will not be participating as of October 1, 2022, 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>.

ends any type of school, school info  
start H = Home School K = Kindergarten  
start N = No School S = School Age  
Agency Contact Info: California Dept of Ed  
Agriculture (USDA) civil rights re  
lity, and reprisal or retaliation fo  
for program information (e.g., l  
202) 720-2600 (voice and TTY) c  
AD - 3 0 2 7, U S D A P  
on-complaint-form.pdf, from any  
written description of the alleged  
AD-3027 form or letter must be  
1256-1665 or (202) 690-7442; or email: p

By signing this form, hereby certify that the information given here is true & correct to the best of your knowledge.

Page 1 of 11

The most current Enrollment Renewal Report needs to be readily available for ECCI, California Department of Social Services, 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, 2022.
- 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.

A tilted image of a multi-page Enrollment Renewal Report form. The form is white with black text and yellow highlights. It contains various sections, including a header, a table with multiple columns, and a footer. The form is tilted at an angle, showing its top and right edges.

**Question # 4:** The 2022-2023 Enrollment Renewal Report is due to ECCI by \_\_\_\_\_.

- A) September 1, 2022
- B) September 10, 2022
- C) September 20, 2022
- D) September 30, 2022

**Question #5 :** True or False? The most current Enrollment Renewal Report needs to be readily available for ECCI, California Department of Social Services, and CACFP representatives to review at all times.

- A) True
- B) False

# 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:

- ▶ Daycare License
- ▶ Proof that the annual license renewal fee was paid
- ▶ Enrollment documents, including for non-participating children
- ▶ Daily menus
- ▶ Daily 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 Social Services (CDSS) 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 #6:** 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

**Record the meal attendance daily by **the end of the day (before 10PM)**. For BEST PRACTICES, ECCI recommends recording the meal attendance during or after each meal service.**

After recording the daily meal attendance and in & out times (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).

**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 immediately required to record daily in/out times for ALL children in care.

Example #1: 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.

Example #2: Provider has a capacity of 14 and cares for 14 children . In the middle of the month the provider enrolls 2 additional children. In this case, the provider will need to immediately start reporting the daily in & out times for all children in care.

### **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.

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	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="≡"/>
Barney Thomson	4 y	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="≡"/>

## D. Menus

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

- Pre-plan your menus at least two hours prior to the meal service.
- If the menu needs to be changed, 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.

**Question # 7:** If the provider experiences technical difficulties with their computer or electronic devices, when should the provider contact our agency to report the issue?

- A) The same day before 10PM
- B) The following day
- C) A week later
- D) At the end of the month

# Meal Service Schedule

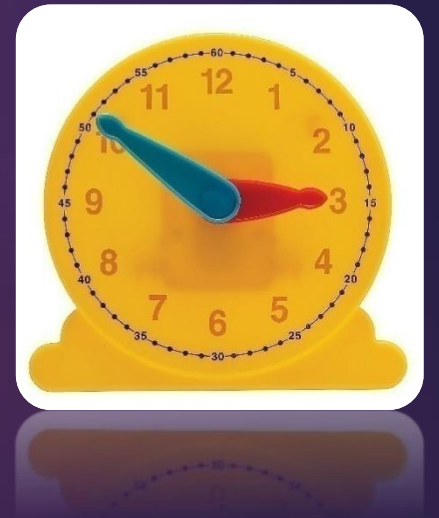
# MEAL SERVICE SCHEDULE

**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.



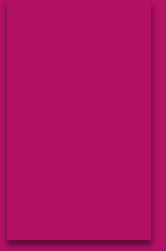
# Exception due to global pandemic & waiver (Valid through June 30, 2023)

There is no need to have 2 hours spacing between meals. Given the current circumstances, providers are permitted to choose a time that better serves their current schedule situation. However, provider must contact ECCL in **advance** to report their new schedule.

**Question # 8:** True or false? If ECCI is NOT able to observe the provider's meal service during a scheduled meal observation visit, the meal will not be subject for reimbursement?

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 # 9:** 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

# NEW CACFP MEAL PATTERN CHARTS

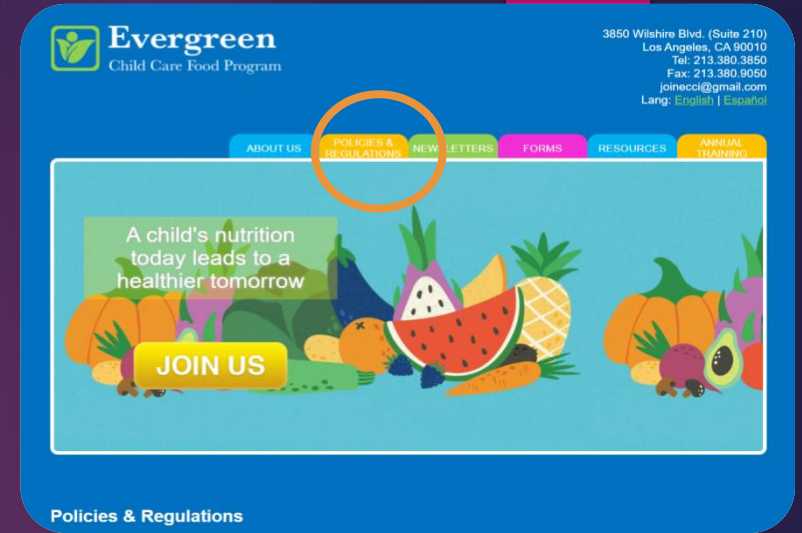
The Updated Meal Pattern Charts are available in Evergreen's website

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

*Updated Meal Patterns must be posted in the kitchen*

*Child Meal Pattern contains 5 pages (ages 1+)  
Infant Meal Pattern contains 1 page (0-11 months)*

The Meal Pattern Charts are located under the **Policies & Regulation** tab. Click on Child Meal Pattern Chart (2022). If you have **infants** under the age of one, also access and print the Infant Meal Pattern Chart (2022).



Child and Adult Care Food Program Breakfast (Select the appropriate components for a reimbursable meal.)					
Food components and food items <sup>1</sup>	Minimum quantities <sup>2</sup>				
	Ages 1-2	Ages 3-5	Ages 6-11	At-risk after-school programs and emergency shelters	Adult participants
Fluid milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portion of both <sup>4</sup>	1/2 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Grains (or eq) <sup>5, 6, 7</sup>	1/2 ounce equivalent	1/2 ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

**Endnotes:**  
<sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk after-school participants.  
<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.  
<sup>3</sup> Must be unfat/sweetened whole milk for children age one. Must be unfat/slow low fat (1 percent fat or less) or unfat/slow low fat (skim) milk for children two through five years old. Must be unfat/slow or flavored fat-free (skim) or low-fat (1 percent fat or less) milk for children 6 years old and older and adults. For adult participants, 6 ounces (weight) or 1/2 cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternative in the same meal.  
<sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including smoothies.  
<sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grain requirement.  
<sup>6</sup> Must be 100% whole grain. Must be used to meet the grain requirement a maximum of three times a week. One ounce of meat and meat alternatives is equal to one ounce equivalent of grains.  
<sup>7</sup> Refer to PPS guidance for additional information on acceptable different types of grains.  
<sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).



(CACFP) Infant Meal Patterns	
Infants	Birth through 5 months
Breakfast, Lunch, or Supper	4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>
	0-1/2 ounce equivalent infant cereal <sup>3, 4</sup> or 0-4 tablespoons of 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 1/2 cup of yogurt <sup>5</sup> , or a combination of the above <sup>6</sup> ; and
	0-2 tablespoons vegetable or fruit, or a combination of both <sup>7, 8</sup>
Snack	4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>
	0-1/2 ounce equivalent bread <sup>9, 10</sup> or 0-1/2 ounce equivalent crackers <sup>11</sup> or 0-1/2 ounce equivalent infant cereal <sup>3, 4</sup> or 0-1/2 ounce equivalent ready-to-eat breakfast cereal <sup>12, 13</sup> and
	0-2 tablespoons vegetable or fruit, or a combination of both <sup>7, 8</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 it.  
<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.  
<sup>3</sup> Refer to PPS guidance for additional information on marketing different types of grains.  
<sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.  
<sup>5</sup> A serving of this component is required when the infant is developmentally ready to accept it.  
<sup>6</sup> Fruit and vegetable juices must not be served.  
<sup>7</sup> A serving of grains must be whole grain-rich, enriched meal, or enriched flour.  
<sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).



## CACFP MEAL PATTERN PORTIONS

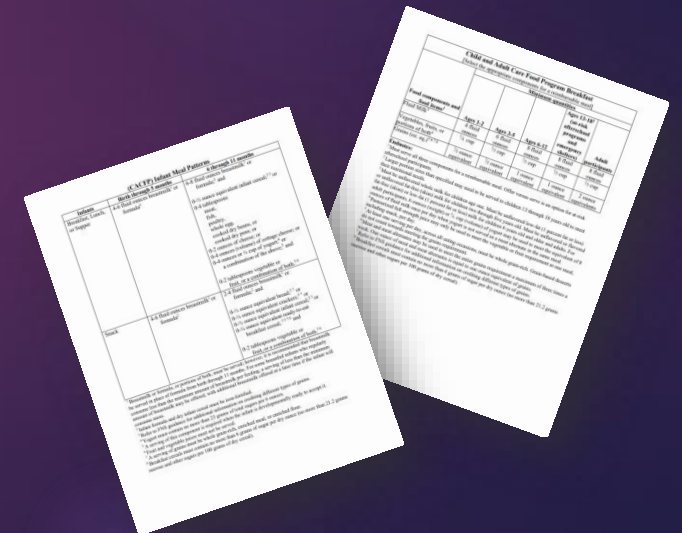
Ensure to prepare and offer meals that meet the CACFP meal pattern requirements. The CACFP Child and Infant Meal Patterns provide guidance to the minimum serving sizes that need to be offered to the day care children in order for the meals to be subject for reimbursement.

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.



# Non-Infant Menu Requirements

(Children over the age of 1)

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

**THREE** components are required for **BREAKFAST**. The three components are:

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

At least **TWO** components are required for **AM SNACK & PM SNACK**.

**FIVE** components are required for **LUNCH AND DINNER**. The five components are:

1. Meat/Meal Alternate
2. Bread/Bread Alternate (Grains)
3. Vegetable
4. Fruit or Vegetable
5. Milk



# Infant Menu Requirements

(0-11 months)

## 0-5 months

Formula or breastmilk (4-6 oz)

## 6-11 months

Note: If the infant is ready for solids, 3 components are required for all meals.

### Breakfast, Lunch and Dinner

1. Formula or breastmilk (6-8oz)
2. Infant cereal or meat/meat alternate
3. Fruit or vegetable

### Snacks

1. Formula or breastmilk (2-4 oz)
2. Infant cereal, ready-to-eat cereal, bread, or crackers
3. Fruit or vegetable



## Other Reminders on Infant Feeding

- Infant formula and dry infant cereal must be iron-fortified.
- Infant formulas must be manufactured in the United States.
- When a parent or guardian chooses to provide breastmilk or a creditable infant formula and the infant is consuming solid foods, the day care home must supply all the other required food components in order for the meal to be reimbursable
- Breastmilk must be labeled with the infant's name and the date in which the breastmilk was expressed in the bottle or breastmilk storage bag. **Also, do not keep breastmilk longer than 72 hours after it was expressed.**
- Juices must not be served to infants.

# Milk

Type of milk served **MUST** be documented (flavored or unflavored) on the menu and must include the % fat content (**KidKare gives you the option to select on 1% or Non-Fat Milk**)

**In the state of California, flavored milk is not allowed to be served in licensed child care facilities.**

- **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.

## 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.

# 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.

## GRAIN PRODUCTS (ENRICHED & WHOLE)

All grain products served in the CACFP must be made with at least one of the following to be creditable: **enriched grain, whole grain, bran or germ.**

**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}.”





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.

Providers are required to serve at least one whole-grain rich product per day.



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.

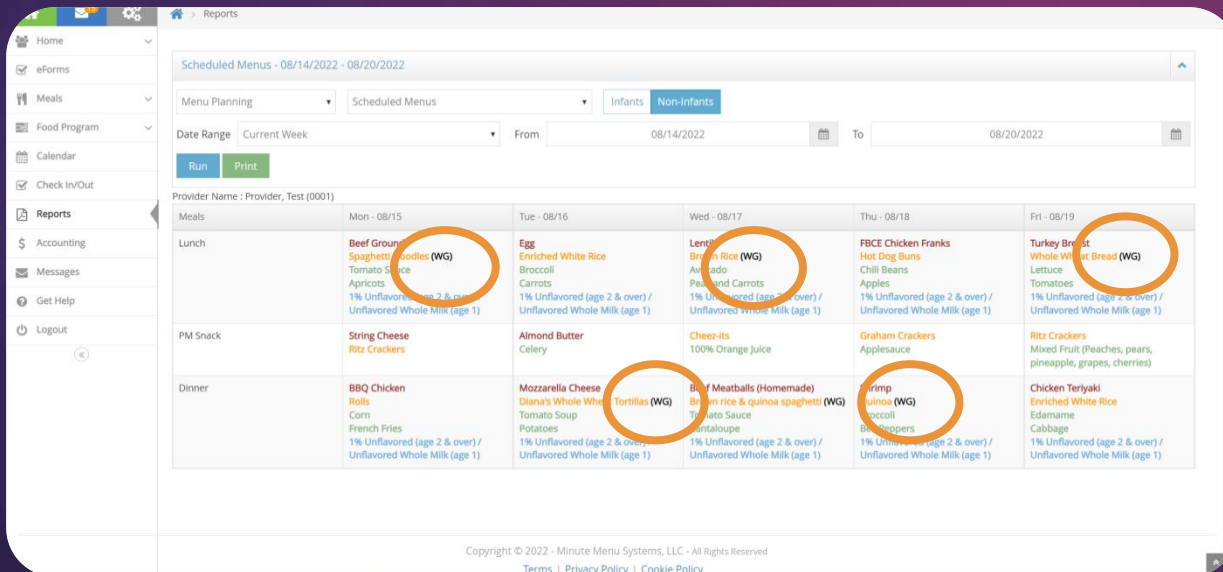
Consequences of not complying with the CACFP meal pattern requirements:

- 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.

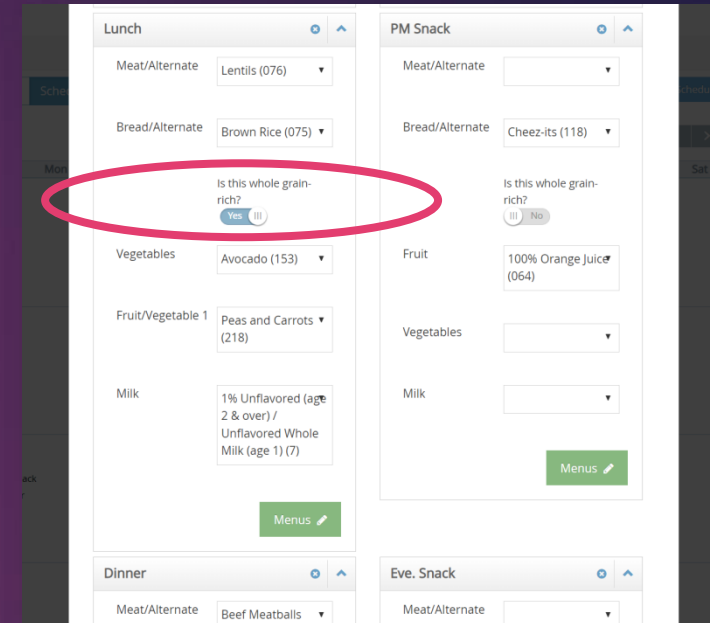
# To meet the daily one whole grain-rich product requirement, provider's must do the following:

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 recent weeks menu to ensure that you have a **Whole Grain Rich-Food** scheduled **at least once a day** (see image below)



	Mon - 08/15	Tue - 08/16	Wed - 08/17	Thu - 08/18	Fri - 08/19
Meals					
Lunch	Beef Ground Spaghetti (WG) Tomato Sauce Apricots 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Egg Enriched White Rice Broccoli Carrots 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Lentils Brown Rice (WG) Avocado Peas and Carrots 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	FBCE Chicken Franks Hot Dog Buns Chili Beans Apples 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Turkey Breast Whole Wheat Bread (WG) Lettuce Tomatoes 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)
PM Snack	String Cheese Ritz Crackers	Almond Butter Celery	Cheez-Its 100% Orange Juice	Graham Crackers Applesauce	Ritz Crackers Mixed Fruit (Peaches, pears, pineapple, grapes, cherries)
Dinner	BBQ Chicken Rice Corn French Fries 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Mozzarella Cheese Diana's Whole Wheat Tortillas (WG) Tomato Soup Potatoes 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Beef Meatballs (Homemade) Brown rice & quinoa spaghetti (WG) Tomato Sauce Cantaloupe 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	rimp Quinoa (WG) Broccoli Bell Peppers 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Chicken Teriyaki Enriched White Rice Edamame Cabbage 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)



Lunch

Meat/Alternate: Lentils (076)

Bread/Alternate: Brown Rice (075)

Is this whole grain-rich? ☒ Yes

Vegetables: Avocado (153)

Fruit/Vegetable 1: Peas and Carrots (218)

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

PM Snack

Meat/Alternate:

Bread/Alternate: Cheez-its (118)

Is this whole grain-rich? ☐ No

Fruit: 100% Orange Juice (064)

Vegetables:

Milk:

Dinner

Meat/Alternate: Beef Meatballs

Eve. Snack

Meat/Alternate:

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** 😊

**Question # 10:** Yes or No? Are providers able to serve 1% chocolate milk?

A) Yes

B) No

**Question # 11:** True or False? All grain products served in the CACFP must be made with at least one of the following to be creditable: enriched grain, whole grain, bran or germ in order to be creditable.

A) True

B) False

**Question # 12:** True or False? After scheduling your menus, you can pull up the weeks menu to ensure that you have a **Whole Grain Rich-Food** scheduled at least once a day.

A) True

B) False

**Question # 13:** True or False? Providers are required to serve at least one whole-grain rich product per day.

A) True

B) False

# OUNCE EQUIVALENTS OF GRAINS IN THE CACFP

## NEW REQUIREMENT FOR GRAINS

Effective July 1, 2022, ounce equivalents (oz. eq.) began to be used as measurements for creditable grains (**bread/bread alternate**) in the Child and Adult Care Food Program (CACFP). You are now required to use ounce equivalents as the method of measuring and portioning items in the grains component in the CACFP. This includes in the infant meal pattern as well.



### Ounce equivalents tell you the amount of grain in a portion of food

The diagram shows a slice of bread divided into two sections. The left section is labeled '12 grams (water, yeast, salt)' and contains icons for a salt shaker, water droplets, and a packet of yeast. The right section is labeled '16 grams (grains)' and contains an icon of a flour sifter with wheat stalks. Below the bread slice, a blue banner states 'Slice of bread = 1 oz (28 grams)'. To the right of the bread, a blue box contains the text 'What is Ounce Equivalents (oz. eq.)?' and 'One ounce equivalent = 16 grams of grain'.

12 grams  
(water,  
yeast, salt)

16 grams  
(grains)

Slice of bread = 1 oz (28 grams)

What is Ounce  
Equivalents  
(oz. eq.)?

One ounce equivalent  
= 16 grams of grain

For example, you see in this graphic a slice of bread. The slice of bread weighs 1 oz., or 28 grams, and of that weight, 16 grams is made up of grains. The remaining 12 grams of weight comes from the other ingredients, such as water, yeast and salt. So, the total weight of the item is 28 grams, but the 16 grams of grains makes it 1-ounce equivalent of grains.

In July ECCL emailed providers a training video on using the USDA training resources and links to the printable training resources.

The 4 training resources provided by the USDA assist you in using ounce equivalents to determine the amount of grains for meals and snacks.

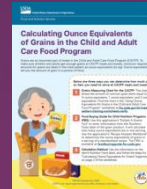
During monitoring visits we will ask the method you utilized to determine the amount of grains.



6 pages

## Resource #1

<https://www.fns.usda.gov/tn/using-ounce-equivalents-grains-cacfp>



6 pages

## Resource #2

<https://www.fns.usda.gov/tn/calculating-ounce-equivalents-grains-cacfp>



6 pages

## Resource #3

<https://www.fns.usda.gov/tn/crediting-single-serving-packages-grains-cacfp>



6 pages

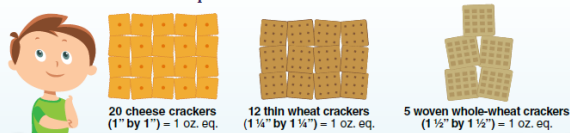
## Resource #4

<https://www.fns.usda.gov/tn/feeding-infants-using-ounce-equivalents-grains-cacfp>

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

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

### How Much Is 1 Ounce Equivalent?



### Using the Grains Measuring Chart

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

- 1 Find the grain you want to serve under the "Grain Item and Size" column.
- 2 Check if the chart lists a size or weight by the name of the grain. If the chart:
- 3 Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

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

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


Lists a size for the grain, such as *about 1 1/4" by 1 1/2"*, then check if the item is the same size, or larger than, this amount. See page 6.

Grain Item and Size	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack	Adults at Breakfast, Lunch, Supper
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	Serve at Least 1/2 oz. eq., which equals about...	Serve at Least 1/2 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
	1/2 pita or 14 grams	1/2 pita or 14 grams	1 1/2 cups or 14 grams

# Resource #1

This resource, on pages 2-4, tells you how much of a grain you need to serve to meet the CACFP meal pattern requirements. This resource contains common grain foods. Before using these charts ensure the following:

- The food needs to meet the listed minimum size or weight under the "Grain Item and Size".
- If it does not list a weight or size for the grain, then you do not need to check the size or weight.

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack	Adults at Breakfast, Lunch, Supper
 <b>Grain Item and Size</b>	<b>Serve at Least</b> 1/2 oz. eq., which equals about...	<b>Serve at Least</b> 1 oz. eq., which equals about...	<b>Serve at Least</b> 2 oz. eq., which equals about...
Bagel (entire bagel) at least 56 grams*	1/2 bagel or 14 grams	1/2 bagel or 28 grams	1 bagel or 56 grams
Bagel, Mini (entire bagel) at least 28 grams*	1/2 bagel or 14 grams	1 bagel or 28 grams	2 bagels or 56 grams
Biscuit at least 28 grams*	1/2 biscuit or 14 grams	1 biscuit or 28 grams	2 biscuits or 56 grams
Bread (whole grain-rich or enriched) at least 56 grams*	1/2 slice or 14 grams	1 slice or 28 grams	2 slices or 56 grams



## Calculating Ounce Equivalents of Grains in the Child and Adult Care Food Program

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

Below are three ways you can determine how much of an item you need to serve at CACFP meals and snacks:

- 1 Grains Measuring Chart for the CACFP:** This chart shows the amount of common grain items equal to a ½ ounce equivalent, 1 ounce equivalent, and 2 ounce equivalents. Find the chart in the "Using Ounce Equivalents for Grains in the Child and Adult Care Food Program" worksheet at [fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp](https://fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp).
- 2 Food Buying Guide for Child Nutrition Programs (FBG):** Use this application's "Exhibit A Grains Tool" to enter information from the Nutrition Facts label of the grain product. It will calculate how many ounce equivalents are in one serving. Use the application's "Recipe Analysis Workbook" to determine the ounce equivalents of grains in a serving of a standardized recipe. The FBG is available at [foodbuyingguide.fns.usda.gov](https://foodbuyingguide.fns.usda.gov).
- 3 Calculation Method:** Use the information on the item's Nutrition Facts label, and follow the steps for "Calculating Ounce Equivalents for Grains" beginning on page 4.



### Grains Ounce Equivalents Chart

ITEM	1/2 oz eq	1 oz eq	1 1/2 oz eq	2 oz eq
Bagels	7 g	14 g	21 g	28 g
Batter-Type Coating	7 g	14 g	21 g	28 g
Biscuits	6 g	11 g	17 g	22 g
Bread Sticks (hard)	6 g	11 g	17 g	22 g
Bread-Type Coating	7 g	14 g	21 g	28 g
Breads	7 g	14 g	21 g	28 g
Bulgur/Cracked Wheat*	7 g	14 g	21 g	28 g
Buns	7 g	14 g	21 g	28 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)*	7 g	14 g	21 g	28 g
Cereal Grains (barley, quinoa, etc.)*	6 g	11 g	17 g	22 g
Chow Mein Noodles (ready-to-eat)	9 g	17 g	26 g	34 g
Corn Muffins	9 g	17 g	26 g	34 g
Cornbread	6 g	11 g	17 g	22 g
Crackers, Savory	7 g	14 g	21 g	28 g
Crackers, Sweet	7 g	14 g	21 g	28 g
Croissants	6 g	11 g	17 g	22 g
CROUTONS	7 g	14 g	21 g	28 g

oz eq = ounce equivalent(s)  
g = grams  
\*Weights listed refer to the dry/uncooked version of the item.  
For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grains.

### Grains Ounce Equivalents Chart

ITEM	1/2 oz eq	1 oz eq	1 1/2 oz eq	2 oz eq
Bagels	7 g	14 g	21 g	28 g
Batter-Type Coating	7 g	14 g	21 g	28 g
Biscuits	6 g	11 g	17 g	22 g
Bread Sticks (hard)	6 g	11 g	17 g	22 g
Bread-Type Coating	7 g	14 g	21 g	28 g
Breads	7 g	14 g	21 g	28 g
Bulgur/Cracked Wheat*	7 g	14 g	21 g	28 g
Buns	7 g	14 g	21 g	28 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)*	7 g	14 g	21 g	28 g
Cereal Grains (barley, quinoa, etc.)*	6 g	11 g	17 g	22 g
Chow Mein Noodles (ready-to-eat)	9 g	17 g	26 g	34 g
Corn Muffins	9 g	17 g	26 g	34 g
Cornbread	6 g	11 g	17 g	22 g
Crackers, Savory	7 g	14 g	21 g	28 g
Crackers, Sweet	7 g	14 g	21 g	28 g
Croissants	6 g	11 g	17 g	22 g
CROUTONS	7 g	14 g	21 g	28 g

oz eq = ounce equivalent(s)  
g = grams  
\*Weights listed refer to the dry/uncooked version of the item.  
For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grains.

## Resource #2

This resource, on pages 4-5, contains 2 charts showing the amount of common grain items equal to a ½ ounce equivalent, 1 ounce equivalent, and 2 ounce equivalents.

- Unlike the previous charts, these charts do not have a required minimum size or weight for the grains.
- This resource has three ways you can determine how much of an item you need to serve at CACFP meals and snacks.

Please refer to the training video and guide that was emailed to you for further details on the three methods.

**Children 1-5  
require minimum  
½ oz eq of grains.**

**Children 6-12  
require  
minimum 1 oz eq  
of grains.**



# Calculating

You will need to calculate if the item has **multiple pieces**, like crackers.

1) Determine how much grains the child needs based on their age.

1/2 oz eq OR 1 oz eq

## REMEMBER THIS

Children ages 1-5 need **1/2 oz equivalent** of grains


Ages 6-12 need **1 oz equivalent** of grains

**YOU NEED TO KNOW THIS IN ORDER TO KNOW WHAT COLUMN TO USE IN THE CHART.**

**STOP**

2) Find your Food item on the chart (page 4 & 5)

**Grains Ounce Equivalents Chart**




ITEM	1/2 oz eq	1 oz eq	1 1/2 oz eq	2 oz eq	2 1/2 oz eq
Bagels	7 g	14 g	21 g	28 g	35 g
Batter-Type Coating	7 g	14 g	21 g	28 g	35 g
Biscuits	7 g	14 g	21 g	28 g	35 g
Bread Sticks (hard)	7 g	14 g	21 g	28 g	35 g
Bread-Type Coating	7 g	14 g	21 g	28 g	35 g
Breads	6 g	11 g	17 g	22 g	28 g
Bulgur/Cracked Wheat*	6 g	11 g	17 g	22 g	28 g
Buns	7 g	14 g	21 g	28 g	35 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)*	7 g	14 g	21 g	28 g	35 g
Cereal Grains (barley, quinoa, etc.)*	7 g	14 g	21 g	28 g	35 g
Chow Mein Noodles (ready-to-eat)	7 g	14 g	21 g	28 g	35 g
Corn Muffins	6 g	11 g	17 g	22 g	28 g
Cornbread	9 g	17 g	26 g	34 g	43 g
Crackers, Savory	9 g	17 g	26 g	34 g	43 g
Crackers, Sweet	6 g	11 g	17 g	22 g	28 g
Croissants	7 g	14 g	21 g	28 g	35 g
Crotons	9 g	17 g	26 g	34 g	43 g
Custards	6 g	11 g	17 g	22 g	28 g

oz eq = ounce equivalent(s)  
g = grams

\*Weights listed refer to the dry/uncooked version of the item. For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grains.

• 4 •



Lets find out the serving requirement of these savory crackers for a **6 year old**.

Based on the child’s age, the child needs 1 oz eq of grains. If we take a look at the chart and locate savory crackers, it states that the child will require **22 grams** (which is equivalent to 1 oz eq). Now lets calculate! (next page)



Nutrition Facts	
About 20 servings per container	
Serving size 27 Crackers (30g)	
Amount per serving	
Calories	150
% Daily Value*	
Total Fat 8g	10%
Saturated Fat 1.5g	8%
Trans Fat 0g	

Grains Ounce  
Equivalents Chart



ITEM	1/4 oz eq equals	1/2 oz eq equals	3/4 oz eq equals	1 oz eq equals	2 oz eq equals
Bagels	7 g	14 g	21 g	28 g	56 g
Batter-Type Coating	7 g	14 g	21 g	28 g	56 g
Biscuits	7 g	14 g	21 g	28 g	56 g
Bread Sticks (hard)	6 g	11 g	17 g	22 g	44 g
Bread-Type Coating	6 g	11 g	17 g	22 g	44 g
Breads	7 g	14 g	21 g	28 g	56 g
Bulgur/Cracked Wheat*	7 g	14 g	21 g	28 g	56 g
Buns	7 g	14 g	21 g	28 g	56 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)*	7 g	14 g	21 g	28 g	56 g
Cereal Grains (barley, quinoa, etc.)*	7 g	14 g	21 g	28 g	56 g
Chow Mein Noodles (ready-to-eat)	6 g	11 g	17 g	22 g	44 g
Corn Muffins	9 g	17 g	26 g	34 g	68 g
Combread	9 g	17 g	26 g	34 g	68 g
Crackers, Savory	6 g	11 g	17 g	22 g	44 g
Crackers, Sweet	7 g	14 g	21 g	28 g	56 g
Croissants	9 g	17 g	26 g	34 g	68 g
Croutons	6 g	11 g	17 g	22 g	44 g

oz eq = ounce equivalent(s)  
g = grams  
  
\*Weights listed refer to the dry/uncooked version of the item.  
For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grains.





Nutrition Facts	
About 20 servings per container	
Serving size 27 Crackers (30g)	
Amount per serving	
<b>Calories</b>	<b>150</b>
% Daily Value*	
Total Fat 8g	10%
Saturated Fat 1.5g	8%
Trans Fat 0g	

### 3) CALCULATE

See the Nutrition Facts Label. Divide the serving size **weight (30g)** by the **number of pieces (27 crackers)** to find out how much **EACH** piece weights.

**30g** divided by **27 crackers** = **1.11g per cracker (weight of each cracker)**

\* Remember what the chart asked us to serve for a 6 yr old? The **REQUIRED** serving size was **22 grams**

**Now lets divide the REQUIRED serving size by the weight of each cracker**

**22 grams** divided by **1.11 grams** gives us 19.8, so **round up** to 20.

(Reminder: When a number ends in 1, 2, 3, or 4 round down. When a # ends in 5, 6, 7, 8, or 9 round up).

Therefore, a 6 year old will need **20 crackers** to fulfill the serving size listed on the chart.

Grains Ounce Equivalents Chart



ITEM	1/2 oz eq.	1 oz eq.	1 1/2 oz eq.	2 oz eq.	2 1/2 oz eq.
Bagels	7 g	14 g	21 g	28 g	56 g
Batter-Type Coating	7 g	14 g	21 g	28 g	56 g
Biscuits	7 g	14 g	21 g	28 g	56 g
Bread Sticks (hard)	6 g	11 g	17 g	22 g	44 g
Bread-Type Coating	6 g	11 g	17 g	22 g	44 g
Breads	7 g	14 g	21 g	28 g	56 g
Bulgur/Cracked Wheat*	7 g	14 g	21 g	28 g	56 g
Buns	7 g	14 g	21 g	28 g	56 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)*	7 g	14 g	21 g	28 g	56 g
Cereal Grains (barley, quinoa, etc.)*	7 g	14 g	21 g	28 g	56 g
Chow Mein Noodles (ready-to-eat)	6 g	11 g	17 g	22 g	44 g
Corn Muffins	9 g	17 g	26 g	34 g	68 g
Cornbread	9 g	17 g	26 g	34 g	68 g
Crackers, Savory	6 g	11 g	17 g	22 g	44 g
Crackers, Sweet	7 g	14 g	21 g	28 g	56 g
Croissants	9 g	17 g	26 g	34 g	68 g
CROUTONS	6 g	11 g	17 g	22 g	44 g

oz eq = ounce equivalent(s)  
g = grams

\*Weights listed refer to the dry/uncooked version of the item. For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grams.



## Crediting Single-Serving Packages of Grains in the Child and Adult Care Food Program

Child and Adult Care Food Program (CACFP) operators may serve single-serving or snack-sized packages of grain items, such as breakfast cereals or whole grain crackers to meet grains requirements at snacks and meals.

In the CACFP, the minimum required amounts for grains are listed in the meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grains in a portion of food.



### How Much is 1 Ounce Equivalent?

0.8 ounce (22 grams)  
of **Cheese Crackers**



1 ounce (28 grams)  
of **Toasted O's Cereal**



2 ounces (55 grams)  
of **Blueberry Muffin**




Net Wt: 2 OZ (55g)  
= 1 oz eq of grains



## Resource #3

This resource contains a chart that tells you how many single-serving packages of grains are needed to meet CACFP meal pattern requirements.

- Each item on the chart lists a minimum package weight by the name of the item.

Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack	Adults at Breakfast, Lunch, Supper
 Net Wt: 1 OZ (28g)	Serve at Least ½ oz eq, which equals about...	Serve at Least 1 oz eq, which equals about...	Serve at Least 2 oz eq, which equals about...
Crackers, Savory (e.g., cheese, saltines, whole-wheat, etc.) at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Crackers, Sweet (e.g., animal, graham, etc.) at least 28 grams or 1 ounce	½ package	1 package	2 packages
Croissant at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Grits, Dry at least 28 grams or 1 ounce	½ package	1 package	2 packages
Muffin, All Types (except corn) at least 55 grams or 2 ounces	½ package	1 package	2 packages



Grains Measuring Chart for Single-Serving Packages			
Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz eq, which equals about...	Serve at Least 1 oz eq, which equals about...	Serve at Least 2 oz eq, which equals about...
 Crackers, Savory (e.g., cheese, saltines, whole-wheat, etc.) at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Crackers, Sweet (e.g., animal, graham, etc.) at least 28 grams or 1 ounce	½ package	1 package	2 packages
Croissant at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Grits, Dry at least 28 grams or 1 ounce	½ package	1 package	2 packages
Muffin, All Types (except corn) at least 55 grams or 2 ounces	½ package	1 package	2 packages
Muffin, Corn at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Oatmeal, Dry (unflavored or flavored)** at least 28 grams or 1 ounce	½ package	1 package	2 packages
Pita Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages
Pretzels, Hard*** at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Popcorn*** at least 14 grams or 0.5 ounce	1 package	2 packages	4 packages
Rice Cakes at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Tortilla Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages

\*Check that the package you want to serve weighs this amount, or more. See "Finding the Weight of Single-Serving Packages" on page 4 for more information.

\*\*Must contain 6 grams of sugar or less per dry ounce.

\*\*\*Choking hazard for children under the age of 4.

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

## Example: Hard Pretzels

Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz eq, which equals about...	Serve at Least 1 oz eq, which equals about...	Serve at Least 2 oz eq, which equals about...
<b>Pretzel, Hard</b> at least 22 grams or 0.8 ounces	½ package	1 package	2 packages



Nutrition Facts	
1 Serving Per Container	
Serving Size	1 package (28g)

The weight is listed in the front of the package or in the Nutrition Facts Label.

After reviewing this information, refer to the grains measuring chart for single serving packages. The chart indicates that children ages 1-5 will require ½ package and children age 6-12 will require 1 package .



As a reminder,

Grain Item	Requirements
------------	--------------

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

(choose at least one item below)

Grain Item	Requirements
------------	--------------

**Bread/Bread-like Items; or** 0-½ oz eq

Crackers; or 0-¼ oz eq

0-1/2 oz eq

0-1/4 oz eq

CACFP Infant Meal Pattern	Creditable eq is about...	Creditable eq Meals or Snacks?
1 cup of milk	1/2 cup of milk	1 meal
1/2 cup of fruit	1/4 cup of fruit	1 meal
1/2 cup of vegetables	1/4 cup of vegetables	1 meal
1/2 cup of grains	1/4 cup of grains	1 meal
1/2 cup of protein	1/4 cup of protein	1 meal
1/2 cup of dairy	1/4 cup of dairy	1 meal
1/2 cup of legumes	1/4 cup of legumes	1 meal
1/2 cup of nuts/seeds	1/4 cup of nuts/seeds	1 meal
1/2 cup of oil	1/4 cup of oil	1 meal
1/2 cup of sugar	1/4 cup of sugar	1 meal
1/2 cup of salt	1/4 cup of salt	1 meal
1/2 cup of fat	1/4 cup of fat	1 meal
1/2 cup of fiber	1/4 cup of fiber	1 meal
1/2 cup of water	1/4 cup of water	1 meal
1/2 cup of calcium	1/4 cup of calcium	1 meal
1/2 cup of iron	1/4 cup of iron	1 meal
1/2 cup of potassium	1/4 cup of potassium	1 meal
1/2 cup of sodium	1/4 cup of sodium	1 meal
1/2 cup of zinc	1/4 cup of zinc	1 meal
1/2 cup of phosphorus	1/4 cup of phosphorus	1 meal
1/2 cup of magnesium	1/4 cup of magnesium	1 meal
1/2 cup of copper	1/4 cup of copper	1 meal
1/2 cup of manganese	1/4 cup of manganese	1 meal
1/2 cup of selenium	1/4 cup of selenium	1 meal
1/2 cup of iodine	1/4 cup of iodine	1 meal
1/2 cup of chromium	1/4 cup of chromium	1 meal
1/2 cup of molybdenum	1/4 cup of molybdenum	1 meal
1/2 cup of cobalt	1/4 cup of cobalt	1 meal
1/2 cup of nickel	1/4 cup of nickel	1 meal
1/2 cup of boron	1/4 cup of boron	1 meal
1/2 cup of vanadium	1/4 cup of vanadium	1 meal
1/2 cup of strontium	1/4 cup of strontium	1 meal
1/2 cup of barium	1/4 cup of barium	1 meal
1/2 cup of calcium	1/4 cup of calcium	1 meal
1/2 cup of iron	1/4 cup of iron	1 meal
1/2 cup of potassium	1/4 cup of potassium	1 meal
1/2 cup of sodium	1/4 cup of sodium	1 meal
1/2 cup of zinc	1/4 cup of zinc	1 meal
1/2 cup of phosphorus	1/4 cup of phosphorus	1 meal
1/2 cup of magnesium	1/4 cup of magnesium	1 meal
1/2 cup of copper	1/4 cup of copper	1 meal
1/2 cup of manganese	1/4 cup of manganese	1 meal
1/2 cup of selenium	1/4 cup of selenium	1 meal
1/2 cup of iodine	1/4 cup of iodine	1 meal
1/2 cup of chromium	1/4 cup of chromium	1 meal
1/2 cup of molybdenum	1/4 cup of molybdenum	1 meal
1/2 cup of cobalt	1/4 cup of cobalt	1 meal
1/2 cup of nickel	1/4 cup of nickel	1 meal
1/2 cup of boron	1/4 cup of boron	1 meal
1/2 cup of vanadium	1/4 cup of vanadium	1 meal
1/2 cup of strontium	1/4 cup of strontium	1 meal
1/2 cup of barium	1/4 cup of barium	1 meal
1/2 cup of calcium	1/4 cup of calcium	1 meal
1/2 cup of iron	1/4 cup of iron	1 meal
1/2 cup of potassium	1/4 cup of potassium	1 meal
1/2 cup of sodium	1/4 cup of sodium	1 meal
1/2 cup of zinc	1/4 cup of zinc	1 meal
1/2 cup of phosphorus	1/4 cup of phosphorus	1 meal
1/2 cup of magnesium	1/4 cup of magnesium	1 meal
1/2 cup of copper	1/4 cup of copper	1 meal
1/2 cup of manganese	1/4 cup of manganese	1 meal
1/2 cup of selenium	1/4 cup of selenium	1 meal
1/2 cup of iodine	1/4 cup of iodine	1 meal
1/2 cup of chromium	1/4 cup of chromium	1 meal
1/2 cup of molybdenum	1/4 cup of molybdenum	1 meal
1/2 cup of cobalt	1/4 cup of cobalt	1 meal
1/2 cup of nickel	1/4 cup of nickel	1 meal
1/2 cup of boron	1/4 cup of boron	1 meal
1/2 cup of vanadium	1/4 cup of vanadium	1 meal
1/2 cup of strontium	1/4 cup of strontium	1 meal
1/2 cup of barium	1/4 cup of barium	1 meal
1/2 cup of calcium	1/4 cup of calcium	1 meal
1/2 cup of iron	1/4 cup of iron	1 meal
1/2 cup of potassium	1/4 cup of potassium	1 meal
1/2 cup of sodium	1/4 cup of sodium	1 meal
1/2 cup of zinc	1/4 cup of zinc	1 meal
1/2 cup of phosphorus	1/4 cup of phosphorus	1 meal
1/2 cup of magnesium	1/4 cup of magnesium	1 meal
1/2 cup of copper	1/4 cup of copper	1 meal
1/2 cup of manganese	1/4 cup of manganese	1 meal
1/2 cup of selenium	1/4 cup of selenium	1 meal
1/2 cup of iodine	1/4 cup of iodine	1 meal
1/2 cup of chromium	1/4 cup of chromium	1 meal
1/2 cup of molybdenum	1/4 cup of molybdenum	1 meal
1/2 cup of cobalt	1/4 cup of cobalt	1 meal
1/2 cup of nickel	1/4 cup of nickel	1 meal
1/2 cup of boron	1/4 cup of boron	1 meal
1/2 cup of vanadium	1/4 cup of vanadium	1 meal
1/2 cup of strontium	1/4 cup of strontium	1 meal
1/2 cup of barium	1/4 cup of barium	1 meal
1/2 cup of calcium	1/4 cup of calcium	1 meal
1/2 cup of iron	1/4 cup of iron	1 meal
1/2 cup of potassium	1/4 cup of potassium	1 meal
1/2 cup of sodium	1/4 cup of sodium	1 meal
1/2 cup of zinc	1/4 cup of zinc	1 meal
1/2 cup of phosphorus	1/4 cup of phosphorus	1 meal
1/2 cup of magnesium	1/4 cup of magnesium	1 meal
1/2 cup of copper	1/4 cup of copper	1 meal
1/2 cup of manganese	1/4 cup of manganese	1 meal
1/2 cup of selenium	1/4 cup of selenium	1 meal
1/2 cup of iodine	1/4 cup of iodine	1 meal

tablespoons (¼ cup) or grams	Snack only
tablespoons (~ ½ cup)	Snack only

crackers or 7 grams	Snack only
crackers or 7 grams	Snack only

crackers or 6 grams	Snack only
---------------------	------------

1 cracker or 6 grams	Snack only
1 cracker or 7 grams	Snack only

crackers or 6 grams	Snack only
crackers or 6 grams	Snack only

crackers or 6 grams	Snack only
crackers or 6 grams	Snack only

cracker or 6 grams	Snack only
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page 6 for more information.

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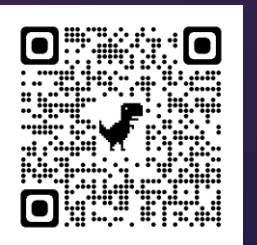
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• **Prevalence** = the proportion of a population that has a disease at a particular point in time

**Page 4** contains the list of crackers and ready-to-eat cereals  
(requires ¼ oz eq)

BREAD/BREAD-LIKE ITEMS = ½ oz eq			
IRON-FORTIFIED INFANT CEREAL = ½ oz eq			
Grains Measuring Chart for the CACFP Infant Meal Pattern			
Grain Item and Size		½ oz eq is about...	Creditable at Meals or Snacks
Biscuit at least 28 grams	★	½ biscuit or 14 grams	Snack only
Bread at least 28 grams	★	½ slice or 14 grams	Snack only
Bun or Roll (entire bun or roll) at least 28 grams	★	½ bun/roll or 14 grams	Snack only
Corn Muffin at least 34 grams	★	½ muffin or 17 grams	Snack only
English Muffin (top and bottom)	★	¼ muffin or 14 grams	Snack only

CRACKERS = ½ oz eq		
READY-TO-EAT CEREALS = ¼ oz eq		
Grains Measuring Chart for the CACFP Infant Meal Pattern		
Grain Item and Size	¼ oz eq is about...	Creditable at Meals or Snacks
Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal)	4 tablespoons (¼ cup) or 7 grams	Snack only
Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal)	5 tablespoons (~½ cup) or 7 grams	Snack only
Cracker, Animal (about 1 ½" by 1")	4 crackers or 7 grams	Snack only
Cracker, Bean-shaped or Similar, Sweet (not honey flavored) (about 1" by ½")	6 crackers or 7 grams	Snack only
Cracker, Cheese, Square, Savory (about 1" by 1")	5 crackers or 6 grams	Snack only



# New List

## Common Grain Foods

ECCI created a list with images for the common grain foods with the required serving size by age category.

The list is NOW available in our website under the Policies and Regulations tab.

<http://www.evergreencacfp.org/uploads/1660949950common-grain-food-products.pdf>



**COMMON GRAIN FOOD PRODUCTS**

Crackers

**Cheez-It Crackers**



**Nutrition Facts**  
Serving size: 27 Crackers (28g)  
Calories 150

Age 1-5	Age 6-12
10 crackers	20 crackers

**Teddy Graham Crackers**



Age 1-5	Age 6-12
12 crackers	24 crackers

**Sara Lee Plain Deluxe Bagel**



Age 1-5	Age 6-12
1/4 bagel	1/4 bagel

**Question # 14:** Refer to Resource #1 for this question.

How much of a Corn Muffin (that is at least 34 grams) needs to be served to a 6 year old for snack?

- A) 1/2 muffin
- B) 1 muffin
- C) 2 muffins
- D) 3 muffins



**Question # 15:** Refer to Resource #1 for this question.

What is the required serving size of **Oatmeal** for children of age 1-5 for breakfast?

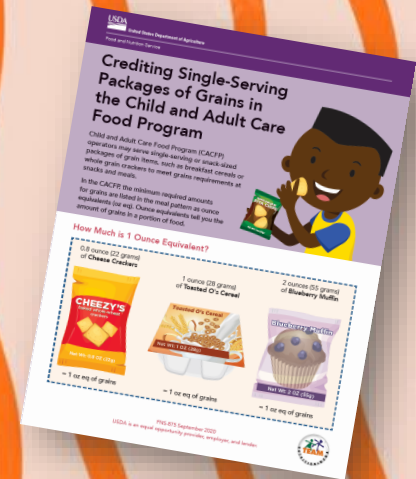
- A) 1/3 cup cooked
- B) 1 cup cooked
- C) 1/2 cup cooked
- D) 1/4 cup cooked



**Question # 16:** Refer to Resource #3 for this question.

What is the number of packages required for 6-18 year olds for **Crackers, Sweet** (at least 28 grams or 1 ounce)?

- A) ½ package
- B) 1 package
- C) 1 ½ package
- D) 2 packages



**Question # 17:** Refer to Resource #3 for this question.

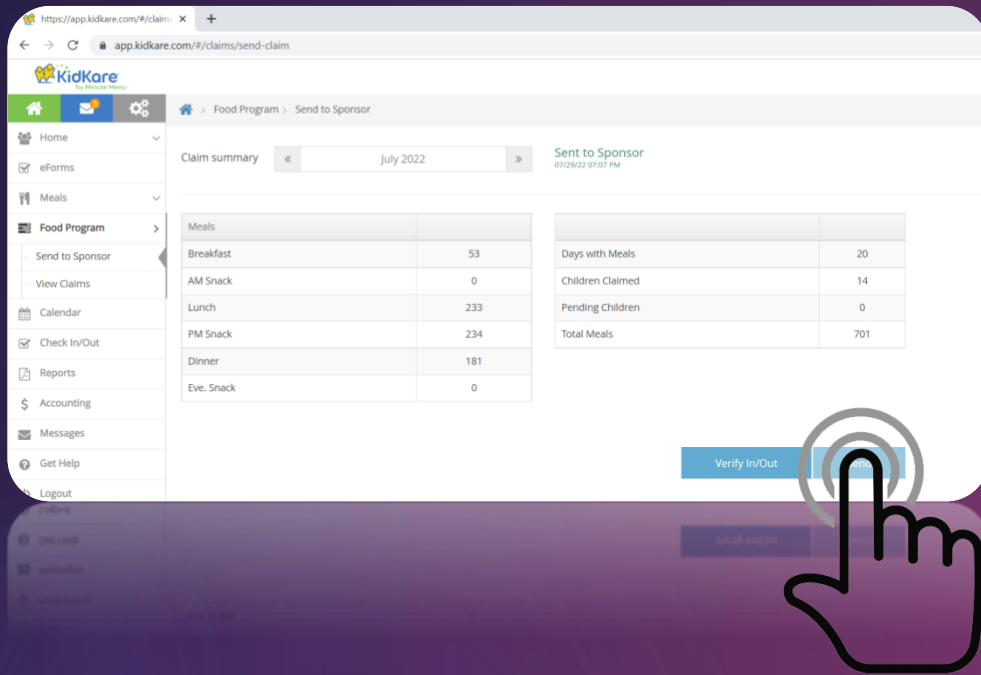
What is the number of packages required for 1-5 year olds for Popcorn(at least 14 grams or 0.5 ounce)?

- A) ½ package
- B) 1 package
- C) 1 ½ package
- D) 2 packages





# Claim Submission and Reimbursement



- ▶ 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 Social Services (CDSS) before the 10th of each month.
- ▶ Once the providers claim information is submitted to CDSS, it takes approximately 4-6 weeks to process Evergreen's claim request.
- ▶ When ECCI receives the reimbursement, it must be disbursed within 5 working days.

## 2022-2023 REIMBURSEMENT RATES

The USDA has announced the federal reimbursement rates for 2022-2023. **The rates have increase significantly in comparison to past years.** The rates include temporary 10 cent increases per meal because of the Keep Kids Fed Act.

Please be advised, at the moment Tier 2 providers in the Child and Adult Care Food Program providers are being reimbursed at Tier 1 rates.

### 2022-2023 Federal Reimbursement Rates

Effective July 1, 2022-June 30, 2023

Breakfast	Lunch	Dinner	Snack
\$1.66	\$3.04	\$3.04	\$0.97

### 2022-2023 State Meal Reimbursement

Effective July 1, 2022 –June 30, 2023

Day Care Home receives 70% of the below calculation

\$0.1975 state reimbursement for .75 of the breakfast and lunches served to participating children

## Claim Summary and Errors Report

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

**Accessing the report-** 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**



# 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:***

- Daycare license
- License capacity compliance
- **Record Retention** which includes, but not limited to, copies of: Regular/infant menus and recorded meals, enrollment applications (new, updated and non-participating enrollment forms), current fiscal year enrollment renewal, license renewal fee payment record, medical statements (if applicable), Meal Benefit Forms (if applicable).

- Children present vs. average number of children claimed from week before the monitoring visit.
- **Daily Record Keeping:** Regular/Infant menu, recorded meal attendance, daily attendance 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 on schedule.
- Meals must match the scheduled menu . \*\*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.
- Food labels.
- And any other areas listed in the monitoring report.

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

## ALLOWING US ACCESS TO YOUR DAYCARE HOME

ECCI providers must permit representatives of ECCI, the CDSS, or the USDA to review CACFP records and the meal and/or snack service operation in the home (including virtually) during announced or unannounced visits during normal childcare hours (Such representatives must show photo identification that identifies them as employees of their respective organizations). Failure to do so will result in the following:

- **First occurrence:** Meals will be disallowed, and provider will be issued a corrective action letter. Follow-up visit will be conducted.
- **Second occurrence:** Meals will be disallowed, and provider will be issued a Serious Deficiency letter. Follow-up visit will be conducted.
- **Third occurrence:** Meals will be disallowed, and ECCI will initiate the Termination Process.



# Exception due to global pandemic & waiver (valid through June 30, 2023)

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

# Monitoring Visits During COVID-19

## How are monitoring visits conducted?

ECCL is conducting announced and unannounced desk audits (remote monitoring visits) to active providers. Once the provider is contacted, ECCL staff will ask the provider if they are able to conduct the desk audit virtually via Facetime, Zoom or WhatsApp. Should the provider be unable to have a virtual desk audit, then the desk audit will be conducted via telephone call.

Staff will be taking attendance of the children present, ensuring that the provider is in compliance with the daily record keeping and record retention requirements. If visit is conducted for a meal service, staff will ensure provider is in compliance with the CACFP meal pattern requirements.

Please have your copies of the current Enrollment Renewal Report and child enrollment forms for children that started after September 1, 2022 readily available. The visits can be conducted faster if the provider has the required documentation, including food labels, readily available and can show them to our staff virtually. If the provider cannot do a virtual desk audit, ECCL staff will request images of the documents to be sent via text message to them that same day.

After the desk audit is complete, ECCL will inform and email the provider our Desk Audit Confirmation Form which requires the provider's signature and confirms when the desk audit was completed. The completed Desk Audit Confirmation Form needs to be submitted to our staff within 24 hours. Provider's may text or e-mail a scanned image or picture of the completed form.

*It is of urgent matter that providers answer ECCL's calls, since we are still mandated to conduct visits to active providers. If unable to conduct the desk audit within a reasonable amount of attempts, ECCL will issue the provider a letter via email regarding our attempt to conduct the visit to the provider. If the provider fails to respond to the email, further steps will be taken and may lead to serious deficiency determination.*

*Please note, our staff are working remotely and therefore might not be calling providers from our office telephone line.*



**Question # 18:** True or False? During each fiscal year, minimum of three monitoring visits are required for daycares participating in the Child and Adult Care Food Program (CACFP).

A) True

B) False

**Question # 19:** Which of the following will ECCI check for during monitoring visits?

- A) Copy of Enrollment Forms
- B) Daily Menus & Attendance
- C) Food Labels
- D) All of the above

**Question # 20:** True or False? For desk audits, if ECCI is unable to reach the provider within a reasonable amount of attempts, ECCI will issue the provider a letter via email regarding our attempt to conduct the visit to the provider. If the provider fails to respond to the email, further steps will be taken and may lead to serious deficiency determination.

A) True

B) False

# 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.

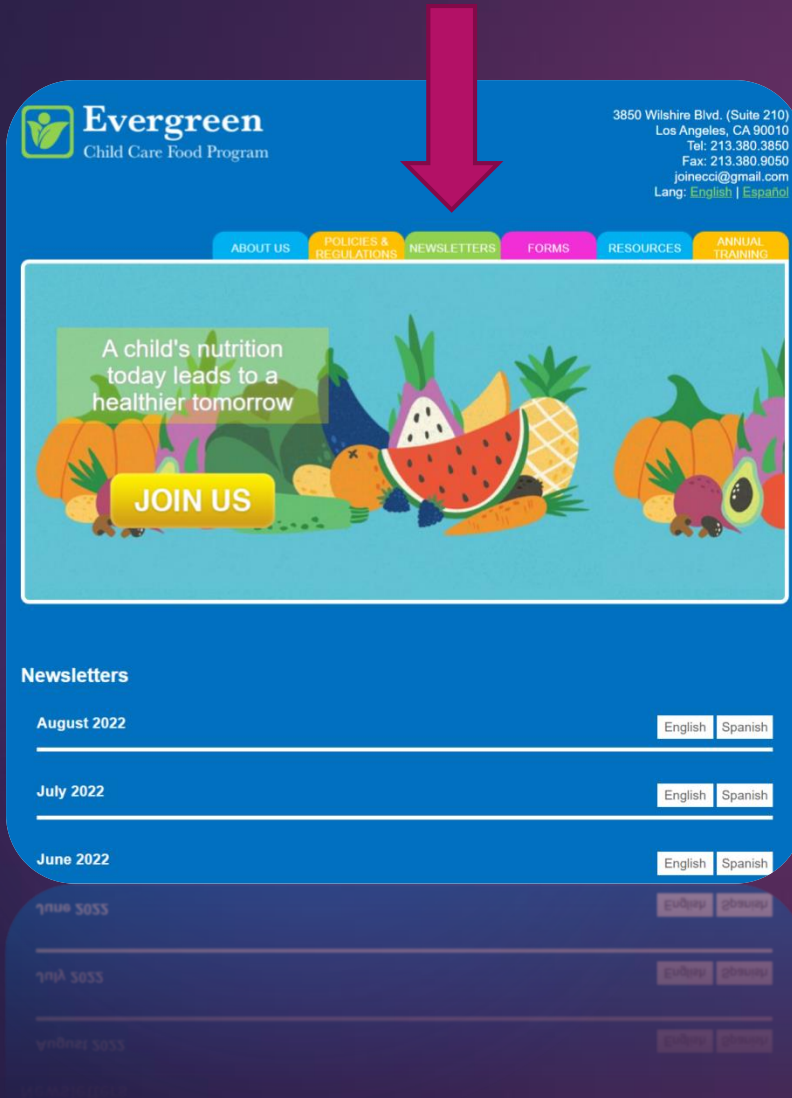
For further information, please visit: [www.wicworks.ca.gov](http://www.wicworks.ca.gov)

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)





Please make sure to mail in your answer sheets  
by **Friday, September 30, 2022**

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- (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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