



2025

Provider Annual Training

(Daycare Homes)



In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



PLEASE READ BEFORE CONTINUING

After reading the following annual training material, you are required to complete an online multiple choice test using the link provided on the last page of this training. Please read the material first before taking the test. The test must be

completed by no later than **Friday, September 26th, 2025.**

Before you begin the test, you will be asked to type your name, last name, email & your provider ID # (last 4 digits of your KidKareID). In order to receive credit and certificate, providers must score at least 18 out of 20 questions correctly. You will be able to print your own certificate once you pass, so please have your printer ready. If you do not pass, you can retake the test again until achieve a passing score. You do NOT have to mail us your results and certificate, as we have access to them online.

Lets begin!





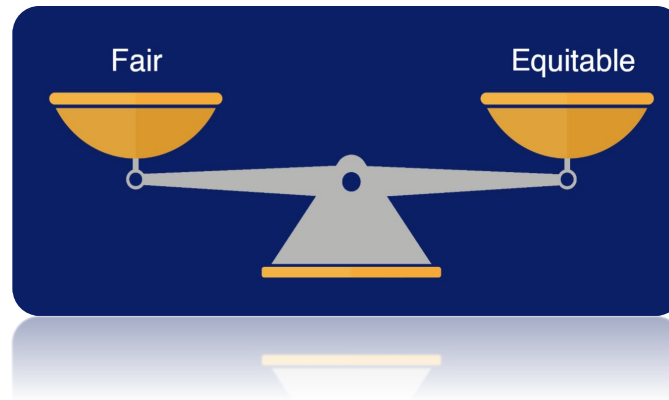
Overview

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Civil Rights

Civil rights refer to personal liberties guaranteed by the 13th and 14th Amendments to the US Constitution and by Acts of Congress.





The goals of civil rights include:

- Eliminating barriers
- Providing equitable treatment
- Ensuring applicants and participants understand their rights and responsibilities
- Respect and dignity

Discrimination in the operation of any child nutrition program is prohibited

Discrimination may include:

Failing to provide meal substitutions for participants with a disability that restricts their diet

Serving meals at a time, place, or manner that is discriminatory

Refusing to provide foreign language services when there is a language barrier

You are responsible for making sure **everyone** has equal access to the Program and that there is no discrimination based on the protected classes.

The 6 Protected Classes are:

- Race
- Age
- Disability
- National Origin
- Color
- Sex

Race discrimination occurs when someone is treated unfairly due to their race

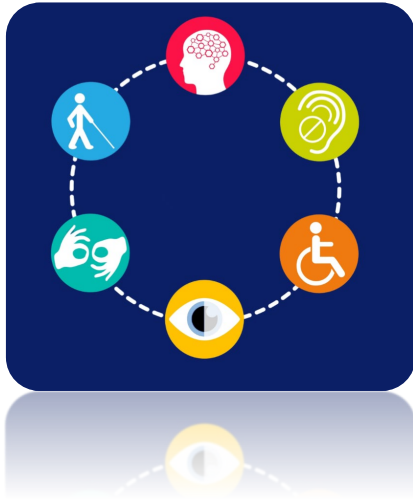
USDA race categories:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White





Age discrimination happens when someone is treated negatively based on their age



Disability discrimination is the unfair treatment of an individual based on a person's real or perceived disability.



All CACFP Operators are required to accommodate individuals with disabilities.



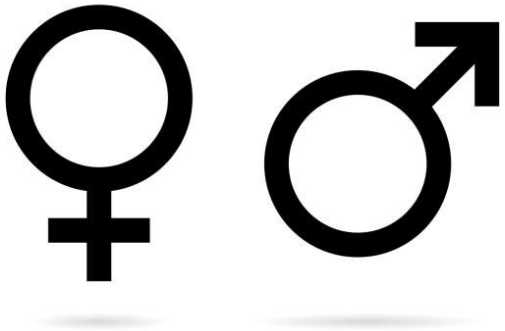
National Origin Discrimination

Unfair treatment because someone:

- Is from a particular country or part of the world
- Displays an ethnicity or accent
- Appears to be of a certain background

Color discrimination is the unfair treatment of a person on their skin color





Sex discrimination is unfavorable treatment because of a person's sex, including their gender identity and sexual orientation.



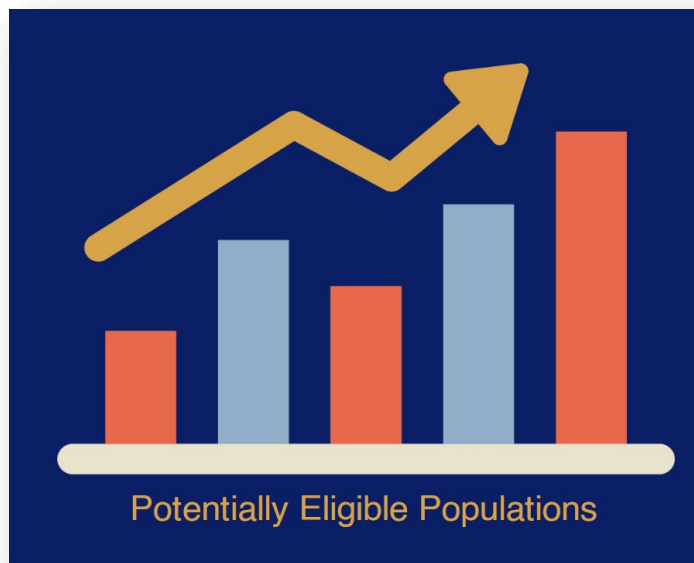
Areas of civil rights compliance:

- **Assurances** (not applicable to daycare home providers)
- Collection and use of data
- Requirements of language assistance
- Compliance reviews
- Conflict resolution
- Requirements for reasonable modifications to accommodate persons with disabilities
- Training
- Complaint procedures
- Effective public notification systems
- Resolution of noncompliance
- Customer service



Collection and use of Data

Through the children's enrollment forms, Evergreen collects ethnicity and race data. The purpose is to determine how effectively Food Nutrition Services (FNS) programs are reaching potential eligible persons and to identify where outreach may be needed.



Visual observation and identification are not allowable methods of collecting race and ethnicity data.



“Respect for individual dignity should guide the process and methods for collecting data and ethnicity”

Allowable methods include using data from sources in which respondents **self-identify or self-report** race and ethnicity.

Two-question format:

1. Ethnicity
2. Race

The categories for documenting ethnicity are



Categories:

- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino

The categories for documenting race include:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White



Daycare homes participating in the CACFP are **required** to post the “Building for the Future with CACFP” poster. This poster must be prominently displayed in a public area.

This poster is available in our website in English & Spanish.

Direct link to posters (English & Spanish):

[http://www.evergreencacfp.org/uploads/1749580530cacfp-build4future-flyer-nov2019-\(1\).pdf](http://www.evergreencacfp.org/uploads/1749580530cacfp-build4future-flyer-nov2019-(1).pdf)

<http://www.evergreencacfp.org/uploads/1749580563cacfp-build4future-flyer-nov2019-spanish.pdf>

Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP

This day care
receives support
from the Child and
Adult Care Food
Program to serve
healthy meals to your children.



**Meals served here must meet USDA's
nutrition standards.**

Questions? Concerns?

Contact our agency, Evergreen Child Care, Inc., at (213) 380-3850.

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

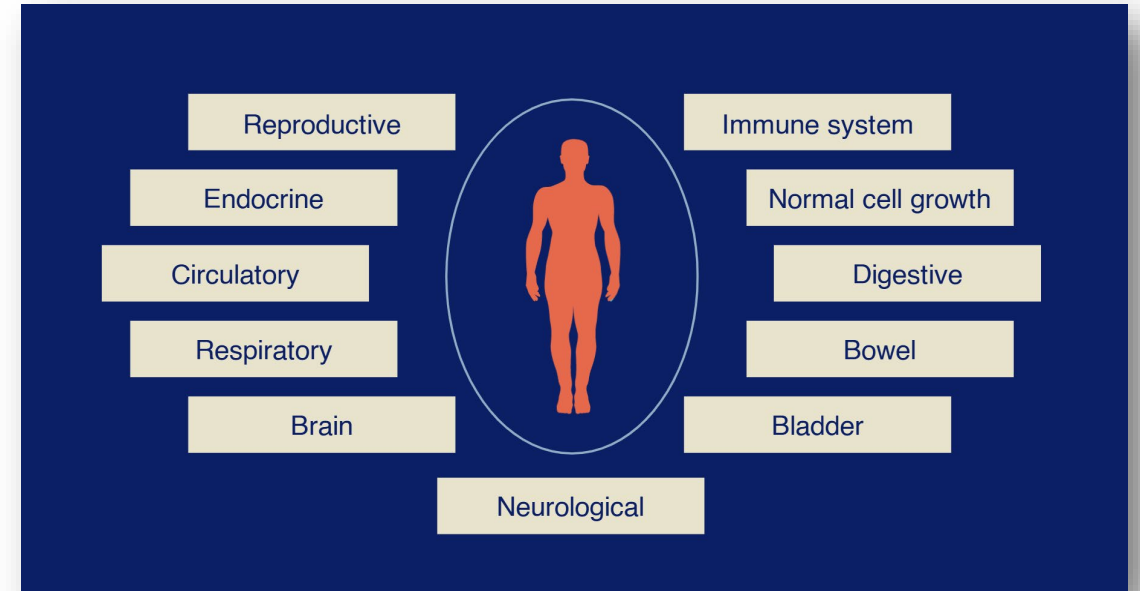
United States Department of Agriculture
Food and Nutrition Service FNS-317
November 2019



Participants with disabilities must be able to participate in and receive benefits from programs that are available to participants without disabilities.

According to the law, a person is considered to be disabled if...

- Physical or mental impairment that substantially limits one or more major life activities.
- Has a record of an impairment.
- Regarded as having an impairment.



Major life activities include:

- Caring for one's self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning



Reasonable Modifications



Medical Statement

CACFP Operators are required to make substitutions to meals for participants with disabilities that restrict their diet.

Medical statement must include:

- Information about how the disability restricts the participant's diet.
- Foods or beverages to be omitted.
- Recommended foods to substitute.
- Signature from either a state-licensed healthcare professional or registered dietitian.

A registered dietitian can sign a medical statement?

Yes! Beginning **October 1, 2025** CACFP Operators must accept medical statements signed by a registered dietitian.



Filing a complaint

Any person who believes they or someone they know has been discriminated against based on federally protected classes has a right to file a complaint within **180 days** of the alleged discriminatory action.





Written



Verbal



Anonymous

All complaints will be received and processed according to agency and USDA policies and procedures.

Complaints may be submitted in written format, verbally and anonymous.



CDSS CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES



A civil rights complaint should include:

- Name, address, and phone number of the person who is making the complaint.
- Name and location of the CACFP Operator.
- Nature of the alleged discriminatory practice or incident.
- Basis of the discrimination.
- Names, phone numbers, and addresses of people who are likely to know about the alleged discrimination.
- Date the alleged discrimination occurred or if continuing, the duration of such actions.

Link to the USDA Discrimination Form:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>

AD-3027

OMB Control No: 0508-0002
Expiration Date: 09/30/2027

U.S. Department of Agriculture

USDA Program Discrimination Complaint Form

Complainant Information				
First name	Middle Initial	Last Name		
Mailing Address (Include Full City, State and Zip Code)				
Primary Phone Number	Alternate Phone Number	Email		
Best way to reach you: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other				
<small>If you have difficulty understanding the English language, you may request language assistance services by calling 866-632-9992. Assistance will be available for individuals who are not proficient in English. Persons with disabilities who require alternative means of communication (e.g., braille, large print, American Sign Language) should contact the responsible State or local Agency that administers the program or contact the United States Department of Agriculture (USDA) through the Federal Telecommunications Relay Service at 711 (voice TTY).</small>				
Representative Information				
Do you have a representative? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have written authorization from representative? If so, please attach. <input type="checkbox"/> Yes <input type="checkbox"/> No		
First name	Last Name			
Mailing address (Include Full City, State and Zip Code)				
Phone	Email			
Complaint Information				
<i>(attach additional pages and supporting documentation as needed)</i>				
1. Provide the name of the program you applied for (if known/applicable).				
2. Select the USDA agency that conducts the program or provides Federal financial assistance for the program. <input type="checkbox"/> Agricultural Marketing Service, AMS <input type="checkbox"/> Foreign Agricultural Service, FAS/Trade and Foreign Agricultural Affairs, TFAA <input type="checkbox"/> Food and Nutrition Service, FNS <input type="checkbox"/> Forest Service, FS <input type="checkbox"/> Farm Service Agency, FSA <input type="checkbox"/> National Institute of Food and Agriculture, NIFA <input type="checkbox"/> Natural Resources Conservation Service, NRCS <input type="checkbox"/> Rural Development, RD <input type="checkbox"/> Other <input type="checkbox"/> Unknown				
3. Date of recent alleged discrimination (mm/dd/yyyy)	4. Location and/or address of the office where discrimination occurred			
5. Who do you believe discriminated against you? Include the name(s) of person(s) involved in the alleged discrimination (if known).				



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.

We all play an important role in ensuring that everyone's civil rights are protected.

Treating everyone equally with dignity and respect will help prevent discrimination in child nutrition programs.



A collage of various food items including strawberries, kiwi, kiwi fruit, pistachios, cashews, almonds, eggs, and shrimp. The items are arranged in a circular pattern around a central white box containing text.

Medical Statement & Milk Substitution Form



Medical Statement VS Milk Substitution Form

Medical Statement Form

- Complete if the child HAS a physical or mental impairment that restricts the child's diet (including dairy milk).
- Needs to be signed by a state-licensed healthcare professional or registered dietitian

Milk Substitution Form

- Complete if the child does NOT have a disability, but the parent/legal guardian is requesting a fluid milk substitute due to personal preference (other than taste preference).
- Needs to be signed by parent/guardian.

Link to Medical Statement and Milk Substitution Form

Medical Statement (**UPDATED VERSION**)

http://www.evergreencacfp.org/uploads/1757001183cacfp_97-medical_statement-frm.pdf

Milk Substitution Form (**UPDATED VERSION**)

<http://www.evergreencacfp.org/uploads/1757613699cacfp-49-request-for-fluid-milk-frm.pdf>





Non-dairy beverages may be served in the Child and Adult Care Food Program in place of cow's milk when a participant has a Milk Substitution Form or Medical Statement on file.

Steps to take:

1. If a child will be served non-dairy milk, the provider is required to print and provide the applicable form to the child's parent/legal guardian.
2. **The applicable form must be submitted to Evergreen immediately.**
3. Check-in with Evergreen a week after mailing the form, to confirm it was received and that the form is acceptable.

Failure to have a Milk Substitution Form or Medical Statement on file when it is applicable may lead to serious deficiency.



Only approved non-dairy milks can be used. Please refer to the milk section on Evergreen's provider manual for further guidance.

There are four milk substitutes that are currently approved:

- **8th Continent Soy Milk (Original)**
- **Pacific Ultra Soy Milk (Original)**
- **Silk Soy Milk (Original, 8g of Protein)**
- **Ripple Kids-Pea Milk (Unsweetened, Original)**



A vibrant, high-contrast photograph of watermelon. In the top left, a whole watermelon with a dark green, striped rind sits on a bright blue surface. To its right and in the foreground, various pieces of watermelon are scattered: large triangular slices, smaller wedge-shaped pieces, and numerous small, cubed chunks of red flesh. The watermelon pieces are arranged in a way that creates a sense of abundance and freshness. The background is a solid, bright blue, which makes the red and green of the watermelon stand out.

Enrollment Documents

Provider: Provider Test #000001 3960 Wilshire Blvd. Los Angeles CA 900100000 Tier:	Phone: (310) 486-5770 Monitor:	CHILD ENROLLMENT REPORT	Food Program Sponsoring Agency: Evergreen, Inc. 3850 Wilshire Blvd. Suite # 210 Los Angeles CA 90010 (213) 380-3850 joinecc@gmail.com
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CHILD INFO:		Status: Pending	
Name: Mafrox	MI:	Last Name: Apples	Ethnicity: Non Hispanic
Address: 1234 Apple St.		State: CA	Race: Asian
City: Los Angeles		Zip Code: 90002	Sex: Male
Date of Birth: 01/04/2013	Enrollment Date: 04/20/2024		
Age as of Date Printed: 12y 7m			

PARENT INFO:		Over Night Stay Approved: No	
Name: Rina apples		Payment Source:	
Address: 1234 Apple St.			
City: Los Angeles	State: CA	Zip Code: 90002	Email:
Phone: (909) 111-1111			

NORMAL SCHEDULE:			
Participating Days: MON TUE WED THU FRI	Days vary: YES	Weekday Times: 08:00 AM - 05:00 PM	
Participating Meals: BRK AMS LUN PMS DIN EVS	Times vary: YES	Weekend Times:	

SCHOOL INFO:	
School Type: School	School Number:
School Name: Alameda Elementary	School District: Alameda City Unified
School Depart/Return Times: - 02:45 PM	Days Attend: MON TUE WED THU FRI

SPECIAL INFO:	
Participates in CACFP (Food Program): YES	Relation to Provider: NotRelated
Special Needs: NO	
Special Diet: NO	
If either are YES, attach a signed medical statement.	

Dear Family, Congratulations!

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

I have verified that the above information is correct, and I have received a copy of this completed form.

Parent/Guardian Signature: _____ Date: _____

Provider's Signature: _____ ID#: 0001

State Agency Contact Info: Child and Adult Care Food Program, 744 P Street, MS 9-13-290, Sacramento, CA 95814, 800-452-8609

Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: Program.Intake@usda.gov. This institution is an equal opportunity provider. Updated: February 15, 2023

Providers are required to offer the food program to all children in their care, regardless of the child's participating status in the daycare (including part time and drop in children). The CACFP enrollment application needs to be completed in KidKare (with parent/guardian signature and date) prior to the child's first day in care.

Copies of enrollments must be kept and made readily available during monitoring visits.



What if the parent/guardian declines to participate in the nutrition program?

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

On the first step of the enrollment application REMOVE THE CHECK MARK in the Participates in CACFP box.

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.

KidKare
Enroll Child

Children > My Children > My Site > eForms > Meals > Food Program > Calendar > Check In/Out > Reports > Accounting > Messages > Get Help > Logout

1

Name

First Name

Middle Name

Last Name

Birth Date

Enrollment Date

☒ Participates in CACFP (Food Program)



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:

- 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.
- 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.
- 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.
- It is the providers responsibility to ensure that we received the original signed enrollment. Provider will notice the child's status on KidKare updates from **Pending** to **Active**.

Providers must **keep a copy** of the signed and dated enrollments.

ECCL highly recommends the following:

- Have parents sign & date the enrollment on or before the first day of care (before the parent or legal guardian leaves the child in care).
- 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.

A top-down view of several Brussels sprouts on a grey, textured surface. Some are whole, while others are cut in half, revealing their internal structure. The sprouts are a vibrant green color.

Enrollment Renewal (2025-2026)

The 2025–2026 Enrollment Renewal Report includes all of your currently enrolled daycare children. Each child’s parent/guardian must certify their participation on the renewal form. ECCI must have your completed enrollment renewal report on file in order to renew each child’s enrollment for the new fiscal year.

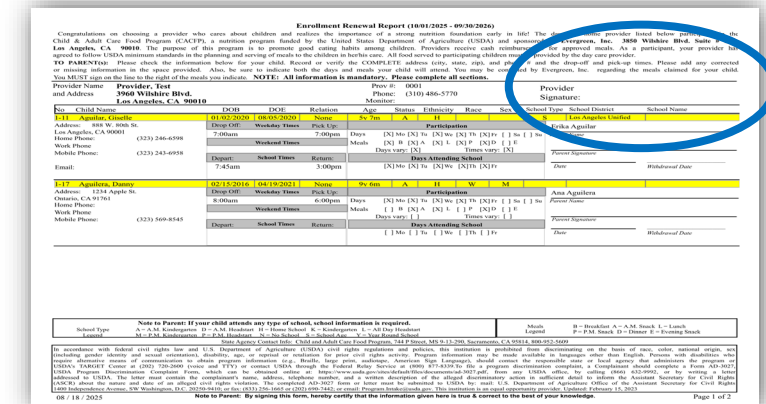
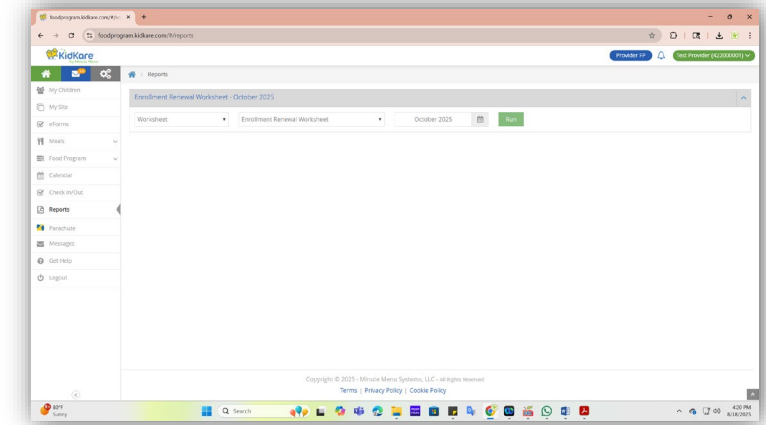
- Login to your KidKare account
- On the side toolbar click on **REPORTS**
- On the 1st drop down menu click on **WORKSHEET**
- On the 2nd drop down menu click on **ENROLLMENT RENEWAL WORKSHEET**
- On the 3rd window, you **MUST** select **OCTOBER 2025**
- Click on **RUN** to generate your report (if using the Google browser, the report generates in the top right corner of your screen)
- Print and complete ALL the pages
- **Provider signature is required on all pages (see image on the right).**

Please ensure this is completed and returned promptly so that there is no disruption to your CACFP participation.

Enrollment Renewal Reports are due by

Friday, September 26, 2025

Please mail in your Enrollment Renewal Reports, as we need to have the original signatures (E-mailed or faxed copies will not be accepted)



Important reminders:

- If not submitted by the due date, ECCI will withdraw the children as of October 1, 2025.
- Children enrolled for the first time in your daycare in the month of September 2025 do not necessarily need to appear on the enrollment renewal report. For instance, if a child was enrolled in your care on September 2, 2025, the child is not required to be renewed.
- Ensure to mail in ALL the pages . The bottom left corner shows you how many pages your report contains.



The current fiscal year Enrollment Renewal Report needs to be readily available to ECCL, California Department of Social Services, and CACFP representatives for review during visits.

A close-up photograph of a wooden bowl filled with roasted carrots. The carrots are bright orange and have a slightly charred, caramelized texture. They are garnished with small pieces of fresh green herbs, likely parsley. The bowl is made of dark wood and is set against a light-colored background.

Record Retention



All providers are required to keep copies of their CACFP documents 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
- Enrollment documents, including for non-participating children
- Daily menus
- Daily meal counts & attendance
- In & out times (if applicable)

ECCL 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.

ECCL 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

ECCL 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.



Daily Record Keeping Requirement

Purpose of Daily Recordkeeping

To receive accurate reimbursement from the CACFP, you must have accurate records.

These records provide proof that meals were served to enrolled participants and that the funds received were actually used as expected and in support of the CACFP.

A. Recording Meal Attendance on KidKare

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.

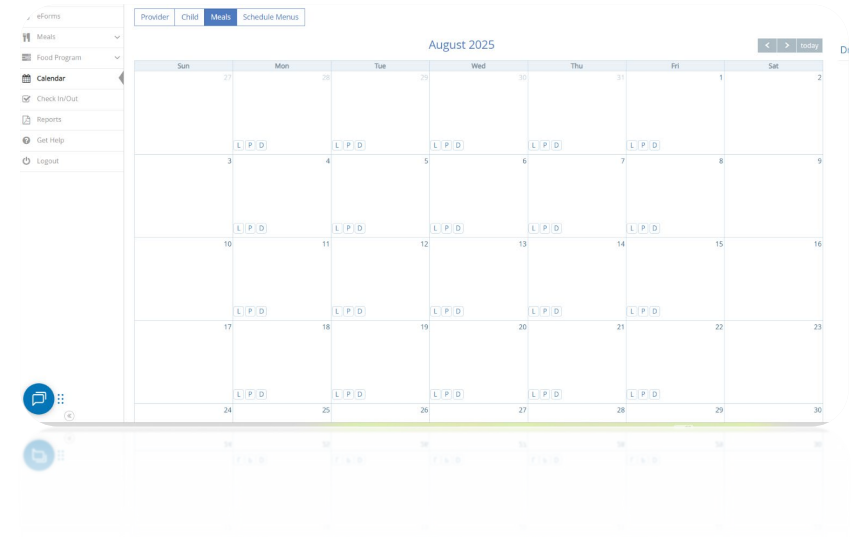
After recording the daily meal attendance and in & out times (if required), please make sure your meal claims have been successfully saved by reviewing the **Meals Calendar** (On the side tool bar select Calendar>Select the Meals Calendar). The Meals calendar will show you the initials of the meal types you claimed (see image).

If you are having problems logging in to KidKare, you can take the troubleshooting steps in the link below to resolve the issue:

https://knowledge.kidkare.com/support-releases/troubleshoot-login-issues?utm_medium=email&hsenc=p2ANqtz-KLhvI7kHwtsfh8lBteKvVNdKru2W-8zlAedlpzzG1hdfCRvAoV4BmbnQwjW9zghqIOE8DDzrpyFQViTdSIPsffuGg0g&hsmi=368301510&utm_content=368301510&utm_source=hs_email

For technical difficulties with your computer or electronic devices, please contact ECCI immediately, on the **same day before 10PM**, in order to avoid the violation of daily record requirement (email us or leave us a voicemail).

Please attempt logging into KidKare with other electric devices in your household before contacting Evergreen.





B. Daily attendance requirement

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.



C. In & out times

Recording the children's in & out times on KidKare is also part of the daily record keeping requirement (when applicable). **It is the provider's responsibility to contact us to add or remove this requirement from your account.**

PLEASE NOTE: Reporting in & out times on KidKare 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.



D. Menus

To meet CACFP daily recordkeeping requirements, menus must be pre-planned on KidKare as follows:

- Pre-plan menus at least two hours prior to meal service.
- If a menu change is necessary, it must also be entered in KidKare at least two hours before the meal service.

ECCI Recommendations:

Plan menus a week or month in advance. Review the next day's menu the night before and make changes if necessary.

Ensure menus are well-balanced and include a variety of fruits and vegetables.

Important Reminder: If a provider does not serve what is listed on the scheduled menu, that meal cannot be reimbursed and may result in a Serious Deficiency determination.


E. Identical Menus

Serving identical menus within the same week is not creditable.

F. Cycle Menus

Providers are encouraged to use cycle menus to avoid repeating identical meals and to simplify planning.

What is a cycle menu? A cycle menu is a planned series of menus that repeat over a set period of time (e.g., two weeks, one month). This approach promotes variety and helps streamline purchasing and preparation.



Meal Service Schedule



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

Why?

- In order for us to conduct the meal observation visit.
- In order to abide with the meal time spacing between meals. This benefits the children for digestion purposes.
- In order to meet the congregating eating setting requirement, which is the federal standard requirement for reimbursement. This also allows children to learn from each other while eating.

If the provider does not follow their meal time schedule, the meals will not be subject for reimbursement. Furthermore, provider may lose the privilege of claiming the meal type in which ECCI is unable to observe.





Daycare License Renewal Fee



Providers participating in the CACFP must maintain current daycare license fees. To verify this, proof of annual license fee payment to the Department of Social Services (DSS) must be submitted to ECCI each year. Only providers with active licenses are eligible to participate in the CACFP.

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 Facility Transaction History (May request from Community Care Licensing)

Please be advised: Daycare license renewal fee proof must be forwarded to ECCI **within 2 months** from the license renewal due date.



Meal Pattern Requirements

CACFP Meal Pattern Charts

A USDA meal pattern chart is a document from the U.S. Department of Agriculture outlining specific food components and serving sizes required to create healthy, balanced meals for participants in USDA-sponsored Child Nutrition Programs (CNP) like the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP). These charts ensure meals are nutritious by promoting more fruits, vegetables, whole grains, and low-fat dairy while reducing sugar, saturated fat, and sodium.

TABLE 2 TO PARAGRAPH (c)(1)—CHILD AND ADULT CARE FOOD PROGRAM BREAKFAST
[SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL]

Meal components and food items ¹	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²	Adult participants ³
Fluid Milk	4 fluid ounces ⁴	6 fluid ounces ⁴	8 fluid ounces ⁴	8 fluid ounces ⁴	8 fluid ounces ⁴
Vegetables, fruits, or portions of both ⁵	1/4 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Grains ⁶	1/2 ounce equivalent	1/2 ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool care and adult day care centers.

² At-risk afterschool programs and emergency shelters may need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

³ Must serve unflavored whole milk to children age 1.

⁴ Must serve unflavored milk to children 2 through 5 years old. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁵ May serve unflavored or flavored milk to children ages 6 and older. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁶ May serve unflavored or flavored milk to adults. The milk must be fat-free, skim, low-fat, or 1 percent or less. Yogurt may be offered in the place of milk once per day for adults. Yogurt may count as either a fluid milk substitute or as a meat alternate, but not both, in the same meal. Six ounces (by weight) or 3/4 cup (by volume) of yogurt is the equivalent of 8 ounces of fluid milk. Through September 30, 2025, yogurt must contain no more than 22 grams of total sugars per 6 ounces. By October 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).

⁷ Juice must be pasteurized. Full-strength juice may only be offered to meet the v one meal or snack per day.

⁸ Must serve at least one whole grain-rich serving, across all eating occasions, per not be used to meet the grains requirement. Meats/meat alternates may be offered requirement, up to 3 times per week at breakfast. One ounce equivalent of meats one ounce equivalent of grains. Through September 30, 2025, breakfast cereals must grams of total sugars per dry ounce. By October 1, 2025, breakfast cereals must added sugars per dry ounce. Information on crediting grain items and meats/mea guidance.

This content is from the eCFR and is authoritative but unofficial.

TABLE 1 TO PARAGRAPH (b)(5)—INFANT MEAL PATTERNS

Infants	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Supper	4-6 fluid ounces breast milk ¹ or formula ²	6-8 fluid ounces breast milk ¹ or formula ² and 0-1/2 ounce equivalent infant cereal ^{2,3} or 0-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans, peas, and lentils; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or 1/2 cup of yogurt ⁴ or a combination of the above ⁵ ; and 0-2 tablespoons vegetable or fruit, or a combination of both. ¹⁴
Snack	4-6 fluid ounces breast milk ¹ or formula ²	2-4 fluid ounces breast milk ¹ or formula ² and 0-1/2 ounce equivalent bread ^{3,7} or 0-1/4 ounce equivalent crackers ^{3,7} or 0-1/2 ounce equivalent infant cereal ^{2,3} or 0-1/4 ounce equivalent ready-to-eat breakfast cereal ^{2,7,8} and 0-2 tablespoons vegetable or fruit, or a combination of both. ¹⁴

Available by Meal Type: CACFP meal patterns are provided for each meal service (breakfast, lunch, supper, and snacks).

Minimum Serving Sizes: The charts specify the minimum required serving sizes for each food component, based on the child’s age group.

Posting Requirement: All CACFP meal pattern charts must be posted in your kitchen as a daily reference for meal preparation and service (see links below to access the charts)

Child Meal Pattern (Ages 1-12yrs of age):
[http://www.evergreencacfp.org/uploads/1725573597cacfp-children-meal-pattern-\(2024\).pdf](http://www.evergreencacfp.org/uploads/1725573597cacfp-children-meal-pattern-(2024).pdf)

Infant Meal Pattern (0-11 months):
[http://www.evergreencacfp.org/uploads/1725574022cacfp-infant-meal-pattern-\(2024\).pdf](http://www.evergreencacfp.org/uploads/1725574022cacfp-infant-meal-pattern-(2024).pdf)

TABLE 2 TO PARAGRAPH (c)(1)—CHILD AND ADULT CARE FOOD PROGRAM BREAKFAST [SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL]					
Meal components and food items ¹	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²	Adult participants ³
Fluid Milk	4 fluid ounces ⁴	6 fluid ounces ⁴	8 fluid ounces ⁴	8 fluid ounces ⁴	8 fluid ounces ⁴
Vegetables, fruits, or portions of both ⁵	1/4 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Grains ⁶	1/2 ounce equivalent	1/2 ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool care and adult day care centers.

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⁷ Juice must be pasteurized. Full-strength juice may only be offered to meet the v one meal or snack, per day.

⁸ Must serve at least one whole grain-rich serving, across all eating occasions, per not be used to meet the grains requirement. Meats/meat alternates may be offered requirement, up to 3 times per week at breakfast. One ounce equivalent of meats one ounce equivalent of grains. Through September 30, 2025, breakfast cereals must contain no more than 12 grams of total sugars per dry ounce. By October 1, 2025, breakfast cereals must contain no more than 6 grams of added sugars per dry ounce. Information on crediting grain items and meats/meat guidance.

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Snack	4-6 fluid ounces breast milk ¹ or formula ²	2-4 fluid ounces breast milk ¹ or formula ² and 0-1/2 ounce equivalent bread ^{3,7} or 0-1/4 ounce equivalent crackers ^{3,7} or 0-1/2 ounce equivalent infant cereal ^{2,3} or 0-1/4 ounce equivalent ready-to-eat breakfast cereal ^{2,7,8} and 0-2 tablespoons vegetable or fruit, or a combination of both. ¹⁴



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.





We will now review the food components in the meal pattern charts, along with key reminders, to ensure that all meals claimed are eligible for reimbursement.

Milk

Meat/Meat Alt

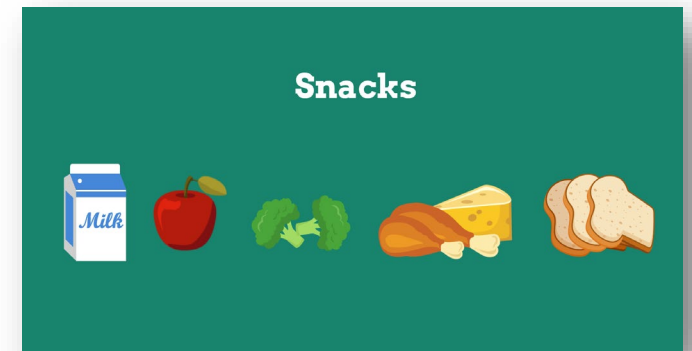
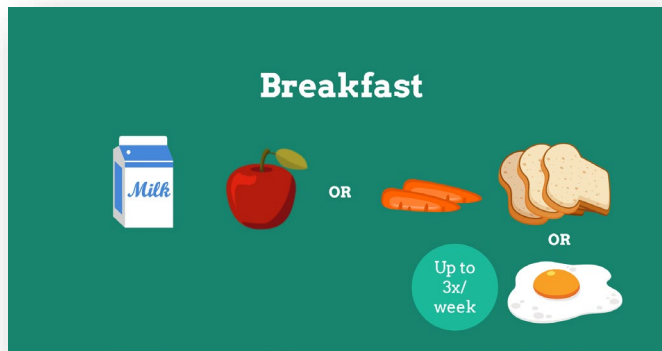
Vegetable

Fruit/Vegetable

Grains

Required Food Components in the CACFP

- Breakfast: 3 components
- Lunch & Dinner: 5 components
- Snacks: at least 2 components (Milk and juice may not be served as the only two items in a reimbursable snack)



Milk

Milk is required for all major meals (Breakfast, Lunch & Dinner).

Children 1 year of age: Must be offered WHOLE MILK

Children 2-12 years of age: Must be offered 1% or Fat-Free milk

Milk expiration date: Please be advised, milk must be served before the expiration date, including milk that has been frozen. Serving milk exceeding the expiration date is not allowed in the CACFP.





Non-dairy beverages must contain equivalent levels as milk of:

- Calcium
- Protein
- Vitamin A
- Vitamin D
- Magnesium
- Phosphorus
- Potassium
- Riboflavin
- Vitamin B-12

The chart on the left are the 9 nutrients needed, along with the minimum amounts.



Nutrient	Amount
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU (150 mcg)
Vitamin D	100 IU (2.5mcg)
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B-12	1.1 mcg

<https://www.cdss.ca.gov/cacfp/resources/meal-modifications-in-the-cacfp>

Meat/Meat Alternates

Creditable meat/meat alternates include, but not limited to:

- Beef
- Pork
- Poultry
- Fish
- Cheese
- Yogurt
- Beans, peas, lentils
- Whole eggs
- Tofu
- Nuts and seeds
- Peanut butter or other nut/seed butters





Processed foods/Commercially prepared foods (such as chicken nuggets, corn dogs & fish sticks) require manufacturer documentation, such as CN Label or Product Formulation Statement, that informs you how each food component in one serving contributes to the meal pattern.

Beef Crumbles With Soy Protein

Ingredient Statement: Ground beef (no more than 20% fat), textured soy protein product, water, salt, pepper.

CN XXXXXX* **CN**

Each 2.20 oz. serving of Cooked Beef Patty Crumbles (By Weight) provides 2.00 oz. equivalent meat/meat alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA mm/yy**).

CN

Net Wt.: 19.0 pounds

DFG Food Company
1234 Yellow Road Oaktown, PA 12345

USDA
United States Department of Agriculture

Food and Nutrition Service

Product Formulation Statement for Documenting Grains in Child Nutrition Programs
(Crediting Standards Based on Grams of Creditable Grains (ounce equivalent))

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs.

Product Name: Wheat Smile Pancakes Code No.: 14005
Manufacturer: ABC Bread Company Serving Size: 2 pancakes - 50g (1.75 oz.)
(raw dough weight may be used to calculate creditable grains)

I. Does the product meet the whole grain-rich criteria? Yes X No

II. Does the product contain non-creditable grains? Yes No How many grams?
(Products with more than 0.24 ounce equivalent (oz eq) or 3.59 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.)

III. Use Exhibit A: Grain Requirements for Child Nutrition Programs in the Food Buying Guide for Child Nutrition Programs (FBG) to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). Different methodologies are applied to calculate the grains contribution based on creditable grains. Groups A-G use the standard of 16g creditable grains per oz eq. Groups H and I use the standard of 28g creditable grains per oz eq or volume.)

Indicate which Exhibit A Group (A-I) the product belongs: C

DESCRIPTION OF CREDITABLE GRAIN INGREDIENT*	GRAMS OF CREDITABLE GRAIN INGREDIENT PER PORTION		GRAM STANDARD OF CREDITABLE GRAINS PER OZ EQ (16g or 28g) ¹	CREDITABLE AMOUNT A ÷ B
	A	B		
Whole wheat flour (30%)	15	16		0.9375
Enriched flour (22%)	11	16		0.6875
Total				1.625
Total Creditable Amount*				1.50

* Creditable grains vary by Program. See the FBG for specific Program requirements.
¹ Serving sizes of creditable grains in formula; serving sizes other than grams must be converted to grams.
² Standard grams of creditable grains from the corresponding Group in Exhibit A.
³ Total Creditable Amount must be rounded down to the nearest quarter (0.25) oz eq. Do not round up.

Total weight (per portion) of product as purchased: 50g (1.75 oz.)
 Total contribution of product (per portion): 1.50 oz eq

I certify that the above information is true and correct and that a 1.75 ounce portion of this product (ready for serving) provides 1.50 oz eq grains. I further certify that non-creditable grains are not above 0.24 oz eq per portion. Products with more than 0.24 oz eq or 3.59g for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.

Signature: _____ Title: _____
 Printed Name: _____ Date: _____ Phone Number: _____

Product Formulation Statement (PFS) with ounce equivalent grains highlighted
September 2020



ECCI has a list of approved processed foods and the required serving amounts by age group.

Please ensure you are serving the products that are listed on the list. The barcode number (UPC#) is provided in the list. Ensure to refer to the list to match UPC# with the processed food item(s) you are purchasing.

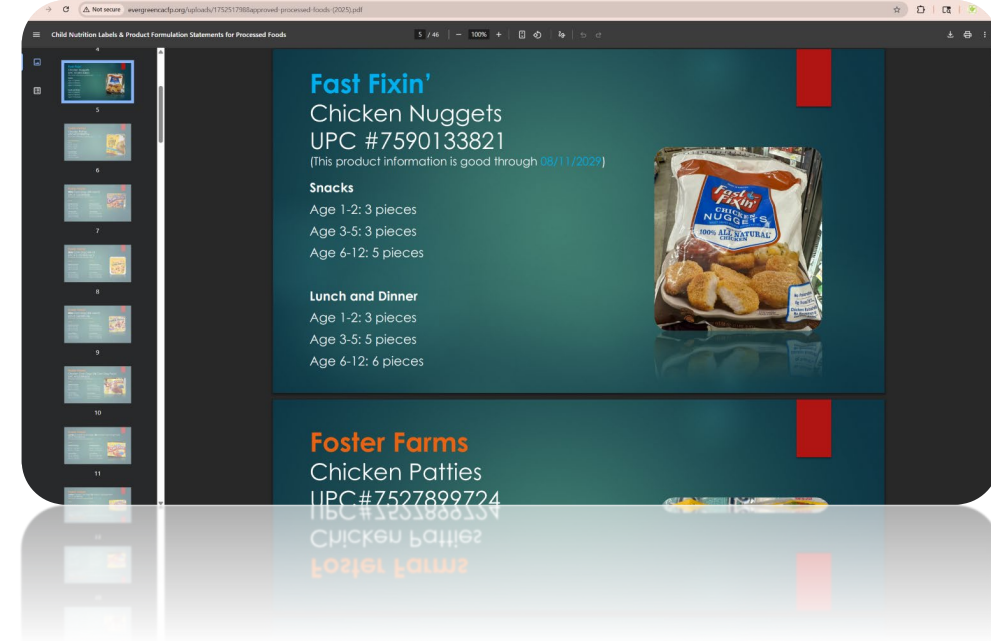
Do not assume because a specific manufacturer is listed on the approved list, that all their products are creditable.

The list gets updated periodically, due to items being removed and added.

The approved processed foods list is available in our website, under the policies and regulations tab.

Link to approved processed foods list:

[http://www.evergreencacfp.org/uploads/1752517988approved-processed-foods-\(2025\).pdf](http://www.evergreencacfp.org/uploads/1752517988approved-processed-foods-(2025).pdf)



Cheese is a meat alternate. If the cheese is labeled as **imitation cheese** or **cheese product** the cheese is **NOT** creditable.



Peanut butter

Peanut butter is a meat/meat alternate.

- 1 tablespoon of peanut butter, soy nut butter, or other nut or seed butters, provides $\frac{1}{2}$ oz eq meat/meat alternate.
- 2 tablespoons provide 1oz eq meat/meat alternate.



Yogurt

Yogurt is a meat/meat alternate.

- Use commercially prepared yogurt only.
- 4oz (1/2 cup) of yogurt provides 1oz eq of a meat/meat alternate.
- Yogurt must contain no more than 12 grams of added sugars per 6 ounces





The CACFP meal pattern charts will show the amounts required for meat/meat alternates in ounce equivalents. Use the image below to assist you in knowing the amount needed to meet 1oz equivalent (Remember, the meal pattern requires children 6 years of age and over 2oz of meat/meat alternate for major meals).

Food item	Amount	Credits as
Cooked lean meat, poultry, or fish	1 ounce	1 oz eq
Cooked beans or peas	1/4 cup	1 oz eq
Natural or processed cheese	1 ounce	1 oz eq
Cottage or ricotta cheese	1/4 cup or 2 ounces	1 oz eq
Eggs	1/2 of a large egg	1 oz eq
Nut and seed butters	2 tablespoons	1 oz eq
Tofu, commercially prepared	1/4 cup	1 oz eq
Yogurt	1/2 cup, or 4 ounces	1 oz eq

Fruits & Vegetables

Fruits- The CACFP regulations require that lunch and supper meals contain a serving of fruit as specified in the meal patterns. However, a vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served. A serving of fruit that contribute to the meal pattern includes:

- fresh fruits
- frozen fruits
- dried fruits
- canned fruits
- full-strength fruit juice

Commercial fried fruit chips, such as banana and other fruit chips, are not creditable. These products do not meet the fruits component requirements.



Vegetables- The CACFP regulations require that lunch and supper meals contain a serving of vegetables as specified in the meal patterns. A serving of vegetables that contribute to the meal pattern includes:

- fresh vegetables
- frozen vegetables
- dried vegetables
- canned vegetables
- cooked dry beans and peas (legumes)
- full-strength vegetable juice

Fruits and vegetables credit on the volume served.



$\frac{1}{4}$ cup



$\frac{1}{4}$ cup fruit

Dried Fruits

- Are credited at twice the volume
- Have a sweet, sticky consistency that increases the risk of dental cavities
- Are choking hazard for young children





Juice

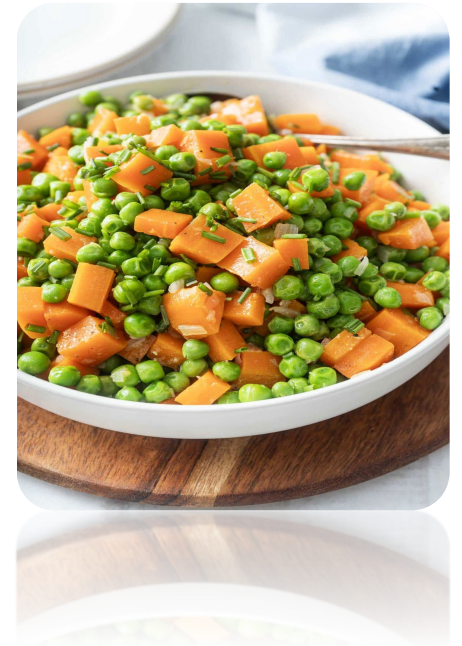
- Fruit juice or vegetable juice may only be used to meet the vegetable or fruit requirement at one meal or snack per day.
- Cannot serve milk and juice together as a snack.
- Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day.
- Juice lacks the fiber found in whole fruits and vegetables and can contribute to excess calories.





Vegetable Mixtures

Mixtures of different types of vegetables, whose quantities are not known, such as frozen carrots and peas, **credit as one serving** of vegetables.



When serving two vegetables for lunch/dinner for children **ages 6-12**, the second vegetable may be the amount required for fruit (1/4 cup). *Please refer to the meal pattern chart for required serving sizes.*



1/2 cup



1/4 cup

Leafy greens such as a tossed salad of iceberg lettuce and spring mix will credit at only $\frac{1}{2}$ of the volume served.



1 cup

Credits

$\frac{1}{2}$ cup vegetables



GRAINS (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}.”



Whole Grains- Whole grains consist of the entire grain, seed, or kernel. A whole grain has 3 parts—the bran, the germ, and the endosperm. Usually the kernel is cracked, crushed, or flaked during processing. If the finished product has about the same amount of bran, germ, and endosperm as the original grain did before processing, it is considered a whole grain.

Examples of whole-grain ingredients include whole-grain or whole-wheat flour, brown rice, wild rice, oatmeal, bulgur, whole-grain corn, and quinoa.

Whole grains offer a variety of vitamins and minerals, including magnesium, selenium, iron, zinc, B vitamins, and dietary fiber.

Bran and Germ

The bran is the seed husk or outer coating of grains such as wheat, rye, and oats. The bran can be a good source of many nutrients, including B vitamins, iron, potassium, and fiber.

The germ is the vitamin-rich portion of the grain kernel, which can provide a good source of B vitamins, phosphorus, and zinc. The germ can be separated before processing for use as a cereal or food supplement.



Whole Grain-Rich

What does whole grain rich mean? “Whole grain-rich” means that **at least** half the grains in a food are whole grain and the remaining grain ingredients are enriched, bran, or germ (This requirement is not applicable for infants 0-11months of age).

Providers are required to serve a whole-grain rich at least once a day during meal services.

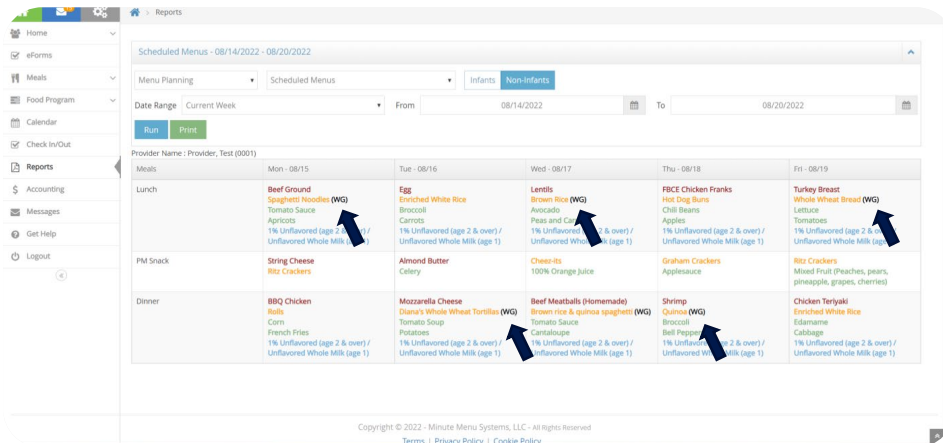
Please be advised, if you do not serve at least one whole-grain rich product on your menu per day, you will automatically be disallowed a meal (lowest overall financial impact) for that day.



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)



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



Ensure to utilize this 4 page guide to assist you in identifying Whole Grain-Rich Foods

Link to this guide:

https://fns-prod.azureedge.us/sites/default/files/resource-files/508_FNS_CACFP_WGR_Foods_2021.pdf

There are **6 methods** that can be use to identify is a food is whole grain-rich.

United States Department of Agriculture
Food and Nutrition Service

How To Spot Whole Grain-Rich Foods for the Child and Adult Care Food Program

Whole grain-rich foods are filled with vitamins and other nutrients that children and adults need for growth, development, and good health.

Whole Grain-Rich Requirements

“Whole grain-rich” means that at least half the grains in a food are whole grain and the remaining grain ingredients are enriched, bran, or germ. Some examples of enriched and bran and germ ingredients include enriched white flour, oat bran, and wheat germ. In the Child and Adult Care Food Program (CACFP), at least one offering of grains per day must be whole grain-rich. This requirement does not apply to infants (ages 0 through 11 months).

How To Find Whole Grain-Rich Foods

There are many ways to tell if a grain is whole grain-rich in the CACFP. The grain only needs to meet **one** of these methods to be whole grain-rich. It does not need to meet all the methods.

1

The Rule of Three. Foods that meet the *Rule of Three* are whole grain-rich. According to the *Rule of Three*, foods are whole grain-rich if the first ingredient (or second after water) in the food is whole grain, and the second and third grain ingredients are whole grain, enriched, bran, or germ. See “Identifying Whole Grain-Rich Foods for the CACFP Using the Ingredient List” at <https://teamnutrition.usda.gov> for more information.

In the image to the right, the first grain ingredient is whole grain. There is not a second or third grain ingredient, so this cracker is whole grain-rich. ▶

INGREDIENTS: Whole Grain Wheat Flour, Vegetable Oil, Sugar, Salt, Cane Syrup.

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.

CACFP can be found at <https://teamnutrition.usda.gov> for more training, menu planning, and nutrition education materials for the CACFP.

Method # 1- The rule of three

Method # 2- WIC List

Method # 3- Documentation

Method # 4- Whole Grain-Rich in School

Method # 5- FDA Whole Grain Health Claims

Method # 6- Labels

How To Find Whole Grain-Rich Foods (continued)

- 2 **WIC Lists.** Aside from cereals, any grain included on a State's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Approved Foods List is considered whole grain-rich in the CACFP. This includes tortillas, pastas, rice, and breads on a State WIC list. Not all cereals on a WIC list are whole grain-rich. When using the WIC list to choose a whole grain-rich cereal, be sure to choose one that is marked as whole grain on the WIC list.
- 3 **Documentation.** Foods that have a standardized recipe or documentation such as a Child Nutrition (CN) Label or a Product Formulation Statement (PFS) showing that whole grains are the primary grain ingredient in the food are whole grain-rich in the CACFP.
- 4 **Whole Grain-Rich in Schools.** Foods that are considered whole grain-rich in the School Meals program (the National School Lunch Program and School Breakfast Program) are whole grain-rich in the CACFP. Not all grains served in the School Meals programs are whole grain-rich, so be sure to look specifically for foods that are whole grain-rich.



Information on the Food Package:

- 5 **FDA Whole Grain Health Claims.** Foods are whole grain-rich if their package has one of the two whole grain health claim statements from the U.S. Food and Drug Administration (FDA):

"Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and certain cancers."

or

"Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease."

- 6 **Labels.** Certain breads and pastas that have the words "whole wheat" in the name are whole grain-rich. Foods labeled exactly as written below are whole grain-rich:

- Whole wheat bread, rolls, and buns
- Entire wheat bread, rolls, and buns (not graham crackers)
- Whole wheat spaghetti, vermicelli, macaroni, and macaroni products



Here are the 3 common mistakes made when trying to determine if a food is whole grain-rich



What To Watch Out For

The images below show labels that cannot be used to tell if a food is whole grain-rich. If you see one of these labels on a food, you will still need to use one of the methods listed on pages 1 and 2 to see if the food is whole grain-rich.



The term "whole wheat" can only be used to indicate a grain is whole grain-rich in a few limited circumstances. See "Labels" on page 2 for more information.



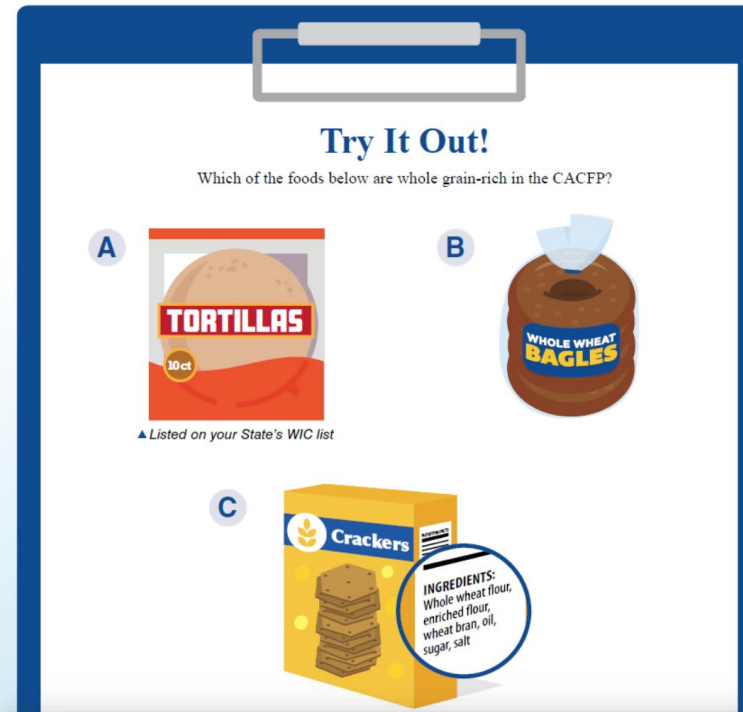
The Whole Grain stamp cannot be used to identify whole grain-rich foods in the CACFP.



Foods labeled with "made with whole grains," "multi-grain," or "whole grain" may not be whole grain-rich.



Lets practice !



Answer:

A and C are whole grain-rich because:

- The corn tortillas (A) are listed on a State's WIC list and
- The crackers (C) meet the *Rule of Three*. The first ingredient, the whole wheat flour, is whole grain, the second grain ingredient, the enriched flour, is enriched, and the third grain ingredient, wheat bran, is a type of bran.
- The whole wheat bagel (B) may or may not be whole grain-rich. Only breads and some pastas labeled "whole wheat" are whole grain-rich. You would need to use another method to see if these bagels are whole grain-rich.



Infant Menu Requirements

(0-11 months)

0-5 months

Formula or breast milk (4-6 oz)

6-11 months

Note: If the infant is ready for solids, **3 components** are required for ALL meals, **including snacks**.

Breakfast, Lunch and Dinner

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

Snacks

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



**For further details on infant feeding, please refer to our program manual.*



Other Reminders on Infant Feeding

- Infant formula and dry infant cereal must be **iron-fortified**.
- **Infant formulas must be manufactured in the United States.** However, there is a list of approved foreign infant formulas approved by the FDA to help increase the supply of infant formula in the United States: <https://www.fda.gov/food/infant-formula-guidance-documents-regulatory-information/enforcement-discretion-manufacturers-increase-infant-formula-supplies>
- When a parent or guardian chooses to provide breast milk 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
- **Breast milk must be labeled with the infant's name and the date in which the breast milk was expressed** in the bottle or breastmilk storage bag. Also, do not keep breast milk longer than 72 hours after it was expressed.



- **Use only the formula listed in enrollment form, as that formula was already approved to be served. If the formula brand will be changed, please make sure to update the infant's enrollment. ECCI will contact you if the formula does not meet the CACFP requirements.**
- **Juices** must not be served to infants.
- **Serving infant cereal in a bottle is not allowed.**
- **Ready-to-eat cereals-** As a reminder, all ready-to-eat cereals served to infants must meet the same sugar limits as breakfast cereals served to children. By October 1, 2025, breakfast cereals must contain no more than 6 grams of added sugars per dry ounce. Ready-to-eat cereals must also be whole grain-rich, enriched, or fortified in order to be creditable in the CACFP.
- **Yogurt**, including soy yogurt, is allowed as a meat alternate for older infants who are developmentally ready to accept yogurt. By October 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces.
- **Cheese food or cheese spread is not creditable for infants.** This is due to these products' higher sodium content



Enrolling Infants & Meal Times

Infants enrolled for care at a participating CACFP daycare homes, institution or facility must be offered a meal that complies with the CACFP infant meal pattern requirements. An institution or facility must make reasonable modifications, including substitutions for meals and snacks, for infants with a disability and whose disability restricts their diet.

CACFP regulations define an enrolled child as “a child whose parent or guardian has submitted to an institution a signed document which indicates that the child is enrolled in child care. **An institution or facility may not avoid this obligation by stating that the infant is not “enrolled” in the CACFP, or by citing logistical or cost barriers to offering infant meals.** Decisions on offering program meals must be based on whether the infant is enrolled for care in a participating CACFP institution or facility, not if the infant is enrolled in the CACFP.

Infants may experience hunger outside of typical mealtimes. For this reason, it is recommended that infants be fed on demand, which means feeding them when they show signs of being hungry. Infant meals will not be disallowed due solely to the fact that they are not served within the institution or facility’s established mealtime periods.

A collage of various whole grain foods. In the center, a loaf of bread topped with seeds is sliced on a wooden cutting board. To the top left, a bowl of orzo (pearl barley) is shown. To the top right, a bowl of penne pasta is visible. On the left, there are some whole grain rolls and a bowl of mixed grains. On the right, more bread is shown, and at the bottom, a stack of flatbread or tortillas. The background is a light-colored wooden surface with some loose grains and seeds scattered around.

Ounce Equivalents of Grains in the CACFP

To make sure children 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.). **This includes in the infant meal pattern as well.**

Ounce equivalents approximate the amount of grain in a portion of food.

Providers need to know how much to serve to the different age groups to meet the ½ and 1oz grain equivalents

TABLE 3 TO PARAGRAPH (c)(2)—CHILD AND ADULT CARE FOOD PROGRAM LUNCH AND SUPPER

[SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL]

Meal components and food items ¹	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²	Adult participants
Fluid milk	4 fluid ounces ³	6 fluid ounces ⁴	8 fluid ounces ⁵	8 fluid ounces ⁵	8 fluid ounces. ⁶
Meats/meat alternates ⁷	1 ounce equivalent	1 1/2 ounce equivalents	2 ounce equivalents	2 ounce equivalents	2 ounce equivalents.
Vegetables ⁸	1/8 cup	1/4 cup	1/2 cup	1/2 cup	1/2 cup.
Fruit ⁸	1/8 cup	1/4 cup	1/4 cup	1/4 cup	1/2 cup.
Grains ⁹	1/2 ounce equivalent	1/2 ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents.

Links to the 4 Ounce Equivalents Guides provided by the USDA. Please print as you will need them to help you determine how much of a grain product you need to serve to meet the meal pattern requirements.

<https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFPworksheetGrainsOzEq%20.pdf>

https://fns-prod.azureedge.us/sites/default/files/resource-files/Calc_OzEqGrainsCACFP.pdf

https://fns-prod.azureedge.us/sites/default/files/resource-files/Crediting_SS_Pkgs_of_Grains_in-the_CACFP.pdf

<https://fns-prod.azureedge.us/sites/default/files/resource-files/Feeding Infants Using Ounce Equivalents for Grains.pdf>

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United States Department of Agriculture
Food and Nutrition Service

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?

20 cheese crackers (1" by 1") = 1 oz. eq.
12 thin wheat crackers (1 1/4" by 1 1/4") = 1 oz. eq.
5 woven whole-wheat crackers (1 1/2" by 1 1/2") = 1 oz. eq.

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:

- Find the grain you want to serve under the "Grain Item and Size" column.
- Check if the chart lists a size or weight by the name of the grain. If the chart:
- 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 36 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 1/2" by 1 1/2", then check if the item is the same size, or larger than, this amount. See page 6.

More training, menu planning, and nutrition education material CACFP can be found at <https://teamnutrition.usda.gov>.

Grains Measuring Chart for the Child and Adult Care Food Program

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 Snack only	Adults at Breakfast, Lunch, Supper
Cracker, Graham (about 5" by 2 1/2")**	1 cracker or 14 grams	2 crackers or 28 grams	4 crackers or 56 grams
Cracker, Round, Savory (about 1 1/4" across)**	4 crackers or 11 grams	7 crackers or 22 grams	14 crackers or 44 grams
Cracker, Saltine (about 2" by 2")**	4 crackers or 11 grams	8 crackers or 22 grams	16 crackers or 44 grams
Cracker, Thin Wheat, Square, Savory (about 1 1/4" by 1 1/4")**	6 crackers or 11 grams	12 crackers or 22 grams	23 crackers or 44 grams
Cracker, Woven Whole-Wheat, Square, Savory (about 1 1/2" by 1 1/2")**	3 crackers or 11 grams	5 crackers or 22 grams	10 crackers or 44 grams
Croissant at least 34 grams*	1/2 croissant or 17 grams	1 croissant or 34 grams	2 croissants or 68 grams
English Muffin (top and bottom) at least 56 grams	1/2 muffin or 14 grams	1/2 muffin or 28 grams	1 muffin or 56 grams
French Toast Stick at least 18 grams*	2 sticks or 35 grams	4 sticks or 69 grams	8 sticks or 138 grams
Grits	1/4 cup cooked or 14 grams dry	1/2 cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Malibu Toast (about 3 1/2" by 1 1/2")**	2 pieces or 11 grams	5 pieces or 22 grams	8 pieces or 44 grams
Muffin and Quick Bread (banana, etc.) at least 55 grams*	1/2 muffin/slice or 28 grams	1 muffin/slice or 56 grams	2 muffins/slices or 110 grams
Oatmeal	1/4 cup cooked or 14 grams dry	1/2 cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pancake at least 34 grams*	1/2 pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams

! *Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.
**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Added Sugars



Implementation date: October 1, 2025

Added Sugars for Breakfast Cereals & Yogurt


- Breakfast cereals must contain no more than 6 grams of **ADDED sugars** per dry ounce, instead of total sugars.
- Yogurt must contain no more than 12 grams of **ADDED sugars** per 6 ounces, instead of total sugars (2 grams of added sugars per ounce).

The cereal and yogurt guides have been updated!


Please be advised, they look similar to the previous guides. Please print the updated guides that are now for ADDED sugars (see following pages).







Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE



Choose Breakfast Cereals That Are Lower in Added Sugars in the Child and Adult Care Food Program

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must contain no more than 6 grams of added sugars per dry ounce.

There are many types of cereal that meet this added sugars limit. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list. You can also find cereals that meet the added sugars limit by using the Nutrition Facts label and following the steps below:

1

Use the Nutrition Facts label to find the Serving Size, in grams (g), of the cereal.

2

Find the Added Sugars line. Look at the number of grams (g) next to Added Sugars.

3

Use the serving size identified in Step 1 to find the serving size of the cereal in the table below.

4


In the table, look at the number to the right of the serving size amount, under the "Added Sugars" column.

If the cereal has that amount of added sugars, or less, the cereal meets the added sugars limit.

Serving Size*	Added Sugars
If the serving size is:	Added sugars must not be more than:
12-16 grams	3 grams
26-30 grams	6 grams
31-35 grams	7 grams
45-49 grams	10 grams
55-58 grams	12 grams
59-63 grams	13 grams
74-77 grams	16 grams

*Serving sizes here refer to those commonly found for breakfast cereals.

Yummy Brand Cereal



Nutrition Facts
15 servings per container
Serving size ¾ cup (30g)
Amount per serving
Calories 100
% Daily Value*
Total Fat 0.5g 1%
Saturated Fat 0g 0%
Trans Fat 0g
Cholesterol 0mg 0%
Sodium 140mg 6%
Total Carbohydrate 22g 7%
Dietary Fiber 3g 11%
Total Sugars 5g
Includes 4g Added Sugars 8%
Protein 3g

Test Yourself:


Does the cereal above meet the added sugars limit?
(Check your answer on the next page)


Serving Size: _____

Added Sugars: _____

☐ Yes ☐ No

More training, menu planning, and nutrition education materials for the CACFP can be found at TeamNutrition.USDA.gov.





Try It Out!

Use the "Added Sugars Limit in Cereal" table below to help find cereals you can serve at your site. Write down your favorite brands and other information in the "Cereals To Serve in the CACFP" box. You can use this as a shopping list when buying cereals to serve in your program.

Added Sugars Limit in Cereal

Serving Size	Added Sugars	Serving Size	Added Sugars
If the serving size is:	Added sugars must not be more than:	If the serving size is:	Added sugars must not be more than:
0-2 grams	0 grams	50-54 grams	11 grams
3-7 grams	1 gram	55-58 grams	12 grams
8-11 grams	2 grams	59-63 grams	13 grams
12-16 grams	3 grams	64-68 grams	14 grams
17-21 grams	4 grams	69-73 grams	15 grams
22-25 grams	5 grams	74-77 grams	16 grams
26-30 grams	6 grams	78-82 grams	17 grams
31-35 grams	7 grams	83-87 grams	18 grams
36-40 grams	8 grams	88-91 grams	19 grams
41-44 grams	9 grams	92-96 grams	20 grams
45-49 grams	10 grams	97-100 grams	21 grams

Cereals To Serve in the CACFP*

Cereal Brand	Cereal Name	Serving Size	Added Sugars (g)
Healthy Food Company	Nifty Oats	28 grams	5 grams

*The amount of added sugars in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of added sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched, or fortified.

Answer to "Test Yourself" activity on page 1: The cereal has 4 grams of added sugars per 30 grams. The maximum amount of added sugars allowed for 30 grams of cereal is 6 grams. 4 is less than 6, so this cereal meets the added sugars limit.

FNS-651 | October 2019, Slightly Revised November 2024
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This is the updated breakfast cereal guide. You will now be looking at **ADDED SUGARS**, not total sugars.

The second page has the full chart.

Here is the link to this guide:
https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFP_choosebreakfastcereal.pdf




Is this cereal creditable? Lets practice!

Step 1- Find the serving size of the cereal on the Nutrition Facts label of the cereal box .

Step 2- Use the **Cereal Guide Chart** to find the serving size of the cereal & to the far right, you will see the maximum amount of added sugars.


Step 3- Look for the **ADDED Sugars (NOT total sugars)** on the cereal’s Nutrition Facts label. Ensure it does not exceeds the amount listed on the chart.

Nutrition Facts / Datos de Nutrición		
About 12 servings per container/Aproximadamente 12 raciones por contenedor		
Serving size/Tamaño por ración	1 cup/1 taza (54g)	
	Cheerios Oat Crunch Oats 'N Honey	with 3/4 cup skim milk/Con 3/4 taza de leche descremada
Calories/Calorias	220	280
	% DV/VDS*	% DV/VDS**
Total Fat/Grasa Total	4.5g*	6%
Saturated Fat/Grasa Saturada	0.5g	3%
Trans Fat/Grasa Trans	0g	
Polyunsaturated Fat/Grasa Poliinsaturada	1.5g	
Monounsaturated Fat/Grasa Monoinsaturada	2.5g	
Cholesterol/Colesterol	0mg	0%
Sodium/Sodio	240mg	10%
Total Carbohydrate/Carbohidrato Total	43g	16%
Dietary Fiber/Fibra Dietética	4g	13%
Total Sugars/Azúcares Totales	15g	30%
Incl. Added Sugars/Incluye azúcares añadidos	15g	30%
Protein/Proteína	4g	8%
Vitamin D/Vitamina D	4mcg	20%
Calcium/Calcio	130mg	10%
Iron/Hierro	16.2mg	90%
Potassium/Potasio	120mg	2%
Vitamin A/Vitamina A	10%	20%
Vitamin C/Vitamina C	10%	10%
Thiamin/Tiamina	90%	90%
Riboflavin/Riboflavina	90%	110%
Niacin/Niacina	90%	90%
Vitamin B ₆ /Vitamina B ₆	90%	90%
Folate/Folato (215mcg folic acid/ácido fólico)	90%	90%
Vitamin B ₁₂ /Vitamina B ₁₂	90%	120%
Pantothenic Acid/Ácido Pantoténico	60%	60%
Phosphorus/Fósforo	10%	25%
Zinc/Zinc	90%	90%



Try It Out!


Use the "Added Sugars Limit in Cereal" table below to help find cereals you can serve at your site. Write down your favorite brands and other information in the "Cereals To Serve in the CACFP" list. You can use this as a shopping list when buying cereals to serve in your program.



Serving Size	Added Sugars	Serving Size	Added Sugars
If the serving size is:	Added sugars must not be more than:	If the serving size is:	Added sugars must not be more than:
0-2 grams	0 grams	50-54 grams	11 grams
3-7 grams	1 gram	55-58 grams	12 grams
8-11 grams	2 grams	59-63 grams	13 grams
12-16 grams	3 grams	64-68 grams	14 grams
17-21 grams	4 grams	69-73 grams	15 grams
22-25 grams	5 grams	74-77 grams	16 grams
26-30 grams	6 grams	78-82 grams	17 grams
31-35 grams	7 grams	83-87 grams	18 grams
36-40 grams	8 grams	88-91 grams	19 grams
41-44 grams	9 grams	92-96 grams	20 grams
45-49 grams	10 grams	97-100 grams	21 grams

Answer: The cereal chart above states that a cereal with a serving size of **54 grams** cannot exceed **11 grams of ADDED sugars**.

This cereal has 15 grams of added sugars (the maximum amount of added sugars is 11 grams). Therefore, this cereal is **NOT CREDITABLE**.


USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Calculating the Added Sugars Limit for Breakfast Cereals in the Child and Adult Care Food Program

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must contain no more than **6 grams of added sugars** per dry ounce. This is equal to 21.2 grams of added sugars per 100 grams of cereal.

Here are **three** ways to tell if a cereal meets the added sugars limit.

Option 1: Cereals on any State agency's Women, Infants, and Children (WIC)-approved cereal list meet the CACFP sugar limit.

Option 2*: Use USDA's chart that shows common serving sizes of cereals and the maximum amount of added sugars they can contain. Find the chart in the CACFP training worksheet, "Choose Breakfast Cereals That Are Lower in Added Sugars in the Child and Adult Care Food Program" at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.

Option 3: Use the information on the cereal's Nutrition Facts label, and follow the steps below:

- Find the Serving Size, in grams (g), of the cereal.
Write the number of grams (g) here: _____
If the serving size is "one container," check the front of the package to find out how many grams are in the container.
- Find the Added Sugars on the Nutrition Facts label. Write the number of grams (g) of added sugars here: _____
- Divide the grams of Added Sugars by the Serving Size (in grams).
_____ grams Added Sugars ÷ _____ grams Serving Size = _____
- If the answer in Step 3 is 0.212 or less, then this cereal meets the added sugars limit for breakfast cereals in the CACFP.

Yummy Brand Cereal

Nutrition Facts	
15 servings per container	
Serving size	¼ cup (30g)
Amount per serving	
Calories	100
% Daily Value*	
Total Fat 0.5g	1%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 140mg	6%
Total Carbohydrate 22g	7%
Dietary Fiber 3g	11%
Total Sugars 5g	
Includes 4g Added Sugars	8%
Protein 3g	

Test Yourself:

Does the cereal above meet the added sugars limit?
(Check your answer below)

Serving Size: _____


Added Sugars: _____

☐ Yes ☐ No

*Due to rounding, you may get a slightly different result when using the chart in Option 2 and doing the full calculation in Option 3. If either of these methods indicates that the cereal is within the added sugars limit, then the cereal may credit towards a reimbursable meal.

Answer Key: Yes, this cereal meets the added sugars limit. There are 4 grams of added sugars in 30 grams of cereal. 4 ÷ 30 = 0.13, which is less than 0.212.

More training, menu planning, and nutrition education materials for the CACFP can be found at TeamNutrition.USDA.gov.



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This chart guides you on calculating the added sugars limit for breakfast cereals.

Use if you do not find the serving size in the previous chart.

Link to this guide:

<https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-cacfp-sugarcereals.pdf>



Is this yogurt creditable? Lets practice!

Step 1- Find the serving size of the yogurt on the Nutrition Facts label of the yogurt .

Step 2- Use the **Yogurt Chart** to find the serving size of the yogurt & to the far right, you will see the maximum amount of added sugars.

Step 3- Look for the **ADDED Sugars** (NOT total sugars) on the yogurt's Nutrition Facts label. Ensure it does not exceeds the amount listed on the chart.

Nutrition Facts	
about 5 servings per container	
Serving size 3/4 cup (170g)	
Amount per serving	
Calories 130	
% Daily Value*	
Total Fat 1.5g	2%
Saturated Fat 1g	5%
Trans Fat 0g	
Cholesterol 5mg	2%
Sodium 80mg	3%
Total Carbohydrate 26g	9%
Dietary Fiber 0g	0%
Total Sugar 22g	
Includes 16g Added Sugars 3%	
Protein 4g	
Vit. D 1.5mcg 8% • Calcium 170mg 15%	
Iron 0mg 0% • Potas. 240mg 6%	
Vit. A 200mcg 20%	
* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	

Serving Size* Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Added Sugars Grams (g)
If the serving size is:	If the serving size is:	Added sugars must not be more than:
2.25 oz	64 g	4 g
3.5 oz	99 g	7 g
4 oz	113 g	8 g
5.3 oz	150 g	10 g
6 oz	170 g	12 g
8 oz	227 g	16 g

Answer: The yogurt chart above states that a yogurt with a serving size of 170 grams cannot exceed 12 grams of added sugars.

This yogurt has 16 grams of added sugars (the maximum amount of added sugars is 12 grams). Therefore, this yogurt is **NOT CREDITABLE**.




This chart guides you on calculating the added sugars limit for yogurt.

Use if you do not find the serving size in the previous chart.

Link to this guide:

<https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-cacfp-sugaryogurt.pdf>



Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Calculating the Added Sugars Limit for Yogurt in the Child and Adult Care Food Program

All yogurt served in the Child and Adult Care Food Program (CACFP) must not have more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce). Here are two ways to tell if a yogurt meets the added sugars limit.

Option 1*: Check out USDA's chart that shows common serving sizes of yogurt and the maximum amount of added sugars they can contain. Find the chart in the CACFP training worksheet, "Choose Yogurt That Is Lower in Added Sugars in the Child and Adult Care Food Program" at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.

Option 2: Use the information on the yogurt's Nutrition Facts label, and follow the steps below:

1

Find the Serving Size, in ounces (oz) or grams (g).
Write the number of ounces (oz) here: _____
If weight in ounces is **not** available, write number of grams (g) here: _____
If the serving size is "one container," check the front of the package to find out how many ounces or grams are in the container.

2

Find the Added Sugars on the Nutrition Facts label. Write the number of grams (g) of added sugars here: _____

3

Divide the grams of Added Sugars by the Serving Size.
_____ grams Added Sugars ÷ _____ Serving Size = _____

4

Compare the answer in Step 3 with the numbers below. The yogurt meets the added sugars limit for yogurt in the CACFP if:
a. For ounces of yogurt, the answer is 2 or less.
b. For grams of yogurt, the answer is 0.0702 or less.


Nutrition Facts
7 servings per container
Serving size 6 oz (170g)
Amount per serving
Calories 130
% Daily Value*
Total Fat 0g 0%
Saturated Fat 0g 0%
Trans Fat 0g
Cholesterol 10mg 3%
Sodium 65mg 5%
Total Carbohydrate 17g 6%
Dietary Fiber 0g 0%
Total Sugars 14g
Includes 10g Added Sugars 20%
Protein 14g 28%

Test Yourself:
Does the yogurt above meet the added sugars limit?
(Check your answer below)
Serving Size: _____
Added Sugars: _____
☐ Yes ☐ No

*Due to rounding, you may get a slightly different result when using the charts in Option 1 and doing the full calculation in Option 2. If either of these methods indicates that the yogurt is within the added sugars limit, then the yogurt may credit towards a reimbursable meal.

Answer Key: Yes. This yogurt meets the added sugars limit. This yogurt has 10 grams of added sugars per 170g. 10 ÷ 170g = 0.0588, which is less than 0.0702. If dividing by 1/2 cup (6 oz) of yogurt, 10 ÷ 6 oz = 1.667, which is less than 2.

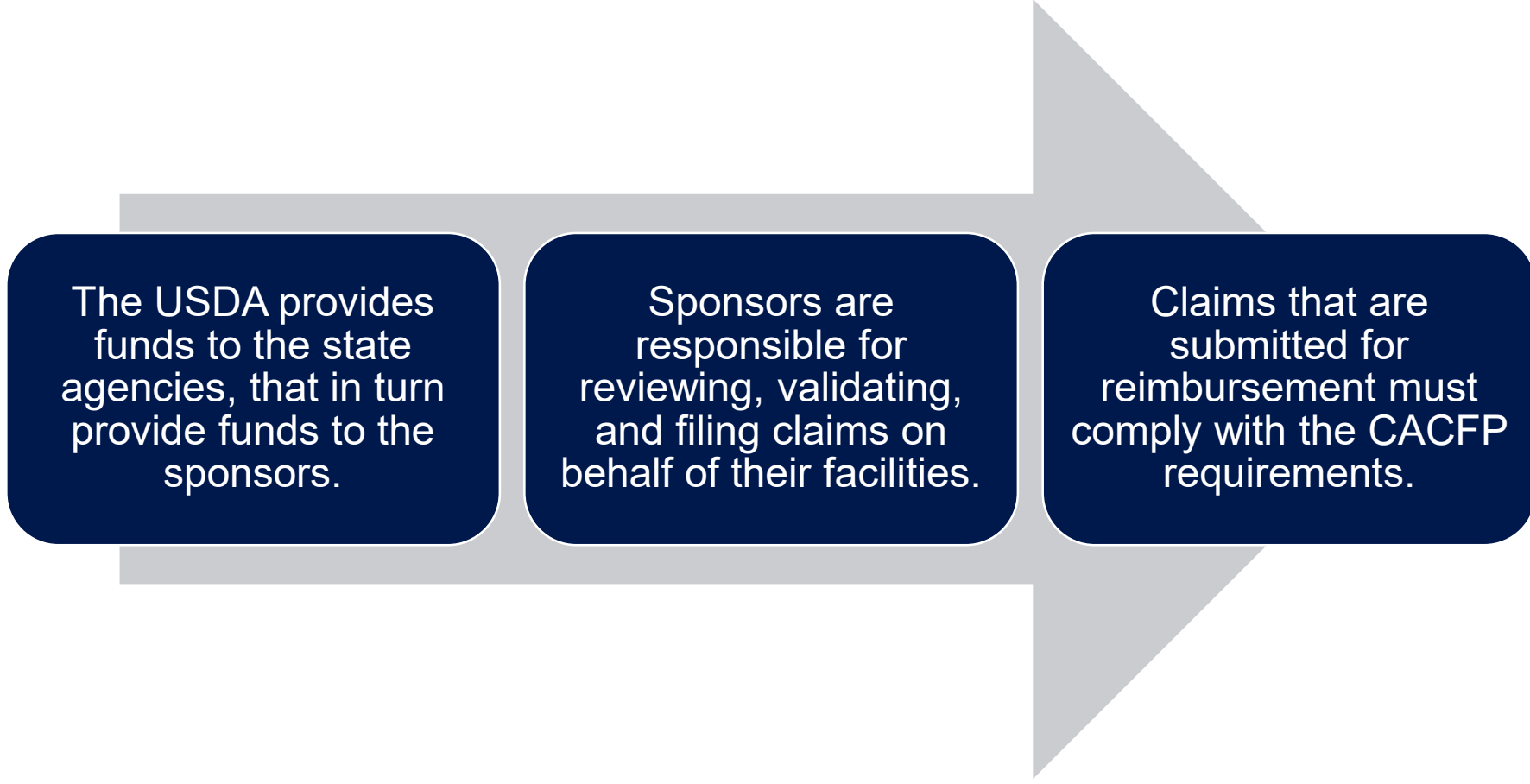
More training, menu planning, and nutrition education materials for the CACFP can be found at TeamNutrition.USDA.gov.



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A top-down view of a white wooden table covered with various fresh and cooked ingredients. In the top left, there are four pieces of white fish fillet on a wooden cutting board, garnished with dill. Next to them is a glass bowl of white cottage cheese topped with black pepper. To the right, a white plate holds a cooked omelette with dill. Further right, a glass bowl contains five brown eggs, with a whole yellow lemon next to it. In the center, two more brown eggs are placed on the table. Below the eggs, a white bowl contains a smooth white sauce, possibly yogurt or cream, with a few blueberries. To the right of this, a white plate holds a piece of cooked steak garnished with fresh parsley. In the bottom left, a metal tray holds two pieces of raw salmon. At the bottom center, a large piece of raw salmon is shown on a wooden board, garnished with a bunch of dill. The overall scene is bright and clean, emphasizing fresh, healthy food.

Claim Submission & Reimbursement





Submitting Your Monthly Meal Claim in KidKare

To submit your meal claim:

1. Log into your KidKare account.
2. On the side toolbar, click Food Program > Send to Sponsor.
3. Check the box to indicate “I agree to the Terms and Conditions.”
4. Click Send.

Deadlines for Claim Submission

- Providers must submit their meal claim at the end of each month or before beginning claims for the next month.
- All claims must be submitted to ECCI no later than the 3rd calendar day of the following month. Claims received after this deadline will be considered late adjustment claims.

Claim Processing Timeline

- Once received, ECCI staff review all claims and submit the information to the California Department of Social Services (CDSS).
- CDSS typically requires 4–6 weeks to process Evergreen’s reimbursement request.
- After ECCI receives reimbursement, payments are disbursed to providers within 5 working days.



Daycare Homes Federal & State Reimbursement Rates

Effective July 1, 2025 - June 30, 2026

Federal Reimbursement

Breakfast		Lunch		Dinner		Snack	
Tier I	Tier II	Tier I	Tier II	Tier I	Tier II	Tier I	Tier II
\$1.70	\$0.61	\$3.22	\$1.94	\$3.22	\$1.94	\$0.96	\$0.26

State Reimbursement

Day Care Home receives 70% of the below calculation
\$0.2160 state reimbursement for .75 of the breakfast and lunches served to participating children



Claim Summary and Errors Report

After submitting your meal claim to ECCI, a Claim Summary and Errors Report will be generated. It is the provider's responsibility to review this report carefully.

Why It's Important

By reviewing your Claim Summary and Errors Report, you will be able to:

- Confirm how many meals were processed.
- Identify any meals that were disallowed and the reasons why.
- See the reimbursement amount you are eligible to receive.

How to Access the Report in KidKare

Log in to KidKare.

Go to Food Program > View Claims > Print Claim Summary Report.

The report will be available 2–3 business days after claim submission.

Best Practice

We strongly encourage all providers to review this report promptly and reach out to us with any questions or discrepancies.

Our goal is for every provider to consistently receive the following message on their Claim Summary and Errors Report:

“CONGRATULATIONS! WE FOUND NO ERRORS ON YOUR CLAIM”

A top-down view of a rustic, light-brown ceramic plate filled with a healthy meal. The plate contains several pieces of grilled chicken breast with visible char marks and herbs. To the left is a large, sliced avocado. Above the chicken are chunks of roasted sweet potatoes. To the right are sliced cucumbers and cherry tomatoes. The plate is set on a blue and white checkered tablecloth, with a metal spoon visible on the right edge.

Monitoring Visits



During each fiscal year, minimum of three monitoring visits are required for day cares 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 visits must be in observance of a meal service.

Per our call-in policy, if you plan on not claiming, please **notify us in advance**, as we are mandated to conduct three visits for the fiscal year.

ECCI prepared a check list to assist providers prepare for our monitoring visits

Link to the list: http://www.evergreencacfp.org/uploads/1692985095provider-check-list_preparing-for-in-person-visits.pdf



Virtual Visits

One of the three required monitoring visits may be conducted virtually via video call (FaceTime, WhatsApp, or Zoom).

Please note: phone calls are no longer an option—visits must be conducted by video call.

During a virtual visit, the same guidelines as an in-person visit will apply. Once the visit is completed, ECCI will email the monitoring report to the provider within 48 hours for electronic signature.

Monitoring Staff Phone Numbers

It is essential that providers answer calls from monitoring staff. If a monitoring visit cannot be conducted within a reasonable time frame (2 days), ECCI cannot provide reimbursement for the last date of contact. Please be aware that staff may call from their cell phones rather than the office landline. For this reason, we recommend saving the following numbers for visitation purposes only:

- (213) 925-3378 — Yazmin Otero
- (909) 247-5652 — Nazarina Larida
- (323) 243-3264 — Erika Aguilar

For all other matters, please contact our office line at (213) 380-3850. (this landline does not accept text messages.)



Beverage Containers and Food Labels

- During monitoring visits, ECCI staff must review beverage and food labels for recently claimed meals to ensure the meals being served are creditable and eligible for reimbursement.
- ECCI also conducts monitoring visits during non-meal times.
- Monitoring visits may be conducted between **7:00 AM and 7:00 PM.**



MILK/JUICE CONTAINERS

Ensure not to discard the milk & juice container(s) you used for the day, not until **7:00PM**.

ECCL will ask to see the expiration date of the milk(s) you used for the day.





Saving Current Month's Food Packages

To remain in compliance with CACFP requirements, providers must save food label packaging for the current month. These labels are necessary for reviewers to verify that foods served are creditable.

Providers must save packages that show:

- The product's front label
- The list of ingredients
- The nutrition facts label

This applies to all commercially prepared items, including but not limited to: All grain/bread items, Yogurt, Juices, Tofu (if offered), Processed meat items (e.g., lunch meat, hot dogs, chicken nuggets, corn dogs, etc.)

The food labels for the day of the monitoring visit will be of priority to review



Women Infant and Children Program (WIC)

Share this information with your parents!

The CACFP promotes WIC for the families it serves.

ECCI has WIC pamphlets and flyers in our office's waiting area. Feel free to come by and take some for your childcare facility.

For more information on WIC visit

<https://myfamily.wic.ca.gov/>

or call (888) 942-2229

Sign Up for WIC!



You may qualify if you:

- Are pregnant, breastfeeding, just had a baby; or
- Had a recent pregnancy loss; or
- Have a child or care for a child under age 5; and
- Have low-to-medium income; or
- Receive Medi-Cal, CalWORKS (TANF), or CalFresh (SNAP) benefits; and
- Live in California



Visit www.phfewic.org or call 888-942-2229 for more information.

Local Agency Information

www.phfewic.org
Text "Apply" to 91997
(888) 942-2229



Newly pregnant individuals, working families, including military and migrant families are encouraged to apply! WIC welcomes dads, grandparents, foster parents, and guardians who care for eligible children.





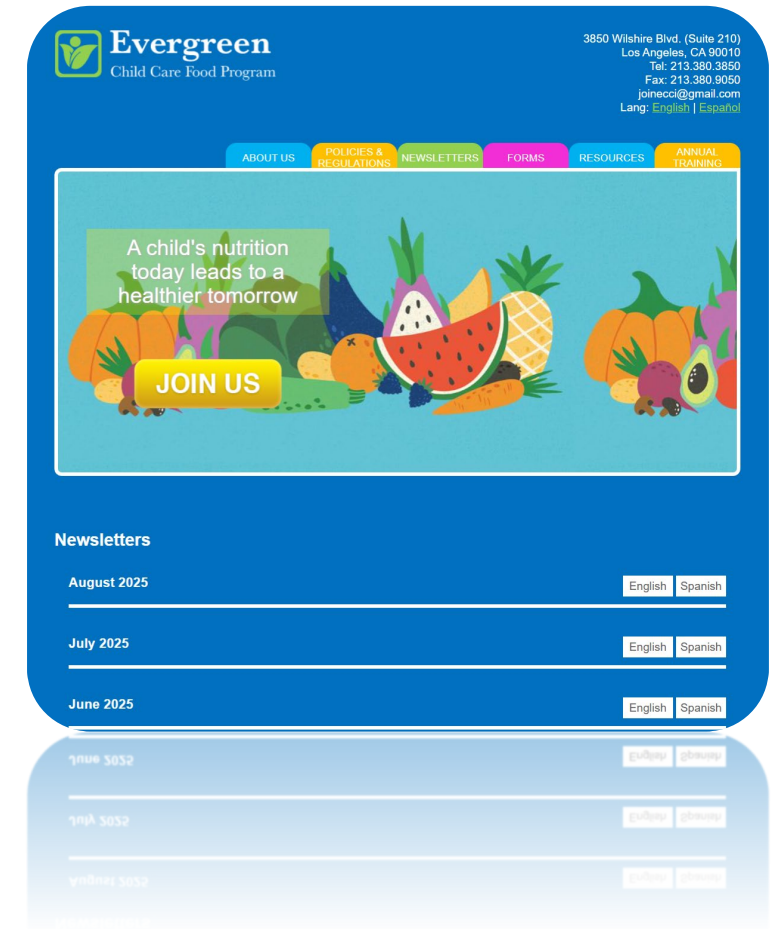
Newsletters



We strongly encourage you to read our monthly newsletters. They contain important updates and helpful information, including:

- Upcoming due dates
- Newly approved creditable foods
- Updates and changes to the CACFP
- Grant opportunities

You can access our newsletters here:
www.evergreencacfp.org/newsletters





Thank you for your time !

Now it is time to take the test and obtain your certificate of completion (see next page). Please complete by

Friday, September 26, 2025



**Click on the link below to take
the test & obtain your certificate
of completion**

<https://www.classmarker.com/online-test/start/?quiz=jfm68c4b420bf9eb>