

# Child Care Nutrition Program

## Quick Reference- updated 02/2019

**Menus:** must follow the CACFP meal pattern:

- A. Follow program menus: MUST be posted
  - 1. Record menu number daily on CIF form
    - a. Follow approved menus only/Follow serving size
  - 2. All substitutions must be noted on the CIF form
  - 3. Must meet all meal requirements
  - 4. Must serve 1% or skim milk to all children 2 and older
  - 5. Must serve whole milk to 1 year olds
  - 6. If child has allergies to milk, then you must have a Dr. note with milk child can't have and what child can be served in place of milk
- B. Infant Menus
  - 1. Record the infant cycle number (1 or 2) if using scannable forms
    - #1: 0-5 months
    - #2: 6-11 months
  - 2. Iron-fortified formula or breast milk (in bottle)
  - 3. CACFP infant meals and/or formula waiver (noted on enrollment form correctly)

### Meal Times

- A. To be claimed, meals must be served at the approved sites (provider's home) and during the Hours and days agreed upon in the FDCH application ("field trips must be preapproved).
- B. Meals must be served with the USBE guidelines
  - 1. Breakfast 6:30a.m.-9:30a.m.
  - 2. AM Snack 9:30a.m.-11:00a.m.
  - 3. Lunch 11:00a.m.-2:00p.m.
  - 4. PM Snack 2:00p.m.-4:30p.m.
  - 5. Dinner 4:30p.m.-7:00p.m.
  - 6. Evening Snack 7:00p.m.-9:00p.m.
- C. At least 2 hours must elapse between beginning times of meals or snacks
- D. **Must contact office in advance when planning to be out of home during a meal service period**
- E. Children served
  - 1. Meet age requirements
  - 2. Must be in attendance during approved meal times
  - 3. Have a current and complete enrollment form for each child

### Civil Rights

- A. All children must be served the same meals regardless of race, color, national origin, age, or disability
- B. All children must be allowed equal access to the food program
- C. Civil Rights complaint procedure

### Enrollment Forms

- A. All information complete and current
- B. Submit re-enrollment forms by the deadlines given by the office
- C. Children in pending status in kidkare.com will be disallowed

### Claim Form Submission

- A. Claim Form Checklist for Scan Attendance Forms
  - 1. Completed CIF, including signature
  - 2. Fill in Month and Provider Number
  - 3. Accurate meal counts
  - 4. Menu numbers/Infant cycle noted on CIF
  - 5. Substitutions noted on CIF
  - 6. Note on CIF if school age children are ill or out of school (must include all dates)
  - 7. Sign and date- --do NOT fold, staple, or stain form
  - 8. Mail Top copy only of the claim forms and CIF in 10X12 envelope
  - 9. Be careful when you fill in the bubbles
  - 10. No. 2 pencils ONLY, pink school eraser or other good eraser if mistakes are made
  - 11. Due in the office by 5<sup>th</sup> of each month
  - 12. Mail enrollment forms with claim
- B. Kidkare/minute menu
  - 1. Submit claim by 5<sup>th</sup> of each month
  - 2. Scan or Mail enrollment forms when signed and dated by parents by the 1<sup>st</sup> of each month
  - 3. Meals served daily must match kidkare.com and on CIF form

### Monitor visits

- A. Record keeping/Paperwork needed
  - 1. Pre-operation Form
  - 2. FDCH agreement(s)
  - 3. Income eligibility form
  - 4. FDCH application
  - 5. State license/Residential Certificate
  - 6. Up-to-date claim form (must be completed at point of service if 12 or more children are at a meal or snack)

**\*If claiming using kidkare.com (online), you must either enter menus and attendance daily online, or keep a manual copy of all meals and children served. VERY IMPORTANT!!!**

- 7. All current and complete enrollment forms/re-enrollment forms
- 8. Sign in/out sheets and/or attendance records (must meet licensing guidelines)
- 9. Last training certificate, including caregivers/helpers if applicable
- 10. Previous monitoring visits
- B. Posted
  - 1. "Building for the Future" magnet or poster
  - 2. WIC information either posted or next to sign-in-out records for the current month
- C. Health and Safety
  - 1. Food prep area must be cleaned regularly, no imminent threats
  - 2. Refrigerator: 40 degrees or below; freezer 0 or below

This institution is an equal opportunity provider

