



Welcome to the Western Dairyland Child Care Partnership Child & Adult Care Food Program (WD CCP CACFP)

The Child and Adult Care Food Program (CACFP) is a nationwide program that promotes serving nutritionally balanced meals and snacks to children in care. When child care providers serve meals and snacks according to the CACFP meal pattern and **keep daily records**, they are paid on a per meal/per child basis.

This manual is designed to help you understand the meal pattern requirements and record-keeping procedures, as well as provide you with other helpful information on menu planning, infant feeding, and nutrition education.

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CACFP Policies

- All family child care homes must satisfy three requirements to participate in the CACFP:
 - Be licensed and/or certified with your local agency
 - Comply with all requirements of DPI agreement PI-1425
 - Complete a CACFP orientation
- All family child care providers new to the CACFP will be visited during the first four weeks of participation in the CACFP. This visit will be done by appointment. Providers will be visited 3 times per year and visits may be announced or unannounced and will include at least 1 meal observation (this may be pro-rated based on the time of year a program begins participation). The program year runs from October 1st through September 30th.
- Monitors must be allowed access to your home at any time during your open, regulated hours. If access is not granted, you may be ineligible to participate in the CACFP.
- At the monitoring visits, menu records and meal attendance records will be reviewed. Providers will not be reimbursed for any meals served that have not been recorded or are found to be incomplete at the time of the home visit. Monitors will conduct visits at the provider's mealtimes to observe meals in progress. If providers will be away from the home during a scheduled meal time, they must notify their monitor before leaving. If a provider is not home during a scheduled meal visit and has not notified your monitor, meals will be disallowed.
- All necessary forms for enrolling children in the Food Program and for recording menus and meal counts are provided free to providers on the Food Program. When a provider chooses to claim on paper, CACFP does not pay for postage unless required for corrective action.
- As a sponsoring organization, WD CCP CACFP reserves the right to conduct household contacts.
- Each provider will periodically receive nutrition education materials and ideas for use with the day care children.
- All participants in the Child and Adult Care Food Program (CACFP) must complete an annual training. The only exception is having joined the Food Program on or after October 1st as you would have reviewed this information during your orientation. Annual CACFP training will be offered as a home study.
- Providers update on our Facebook page monthly with important correspondence related to their claim information.
- WD CCP CACFP sponsors the food program in accordance with agency and USDA guidelines that do not permit discrimination because of race, color, age, national origin, sex, handicap or religion. Child care homes participating in the CACFP must also follow these guidelines. The Non-Discrimination statement must also be written in your program policies. (For more information, refer to WI DPI website and FDCH Guidance Memo H)
- Current *Building for the Future* flyers must be displayed in your home or dispersed to families to let parents and the public know of your participation. Current flyer will be posted on CCP website.
- Current WIC information must also be displayed in your home or dispersed to families. Current flyer will be posted on CCP website.
- Providers must retain the Permanent Agreement of participation in the CACFP indefinitely, within the recordkeeping binder provided. This binder must be available at the request of your Monitor during home visits.

Claim for reimbursement

General Guidelines

In order to receive reimbursement for meals, providers must supply and serve the food served to all enrolled children. This also means accurate daily records must be kept. Providers must have menus and meal counts recorded by midnight each day. Providers using KidKare, can have written documentation of meals and children that were served, and enter into KidKare at a later time.

Important things to remember about meal service and record keeping:

- KidKare is compatible on all computer, tablet and smart phone platforms that have access to the internet.
- Paper menus be supplied to you if you are unable to access KidKare.

- You may claim 2 meals and 1 snack, or 2 snacks and 1 meal per child per day (WD CCP CACFP will allow and encourage providers to claim all meals and snacks served to children during each day for tax records. The KidKare system will determine which combination of meals and snacks will provide you with the most reimbursement and disallow payment for the remaining).
- Always record attendance at actual arrival and departure time for each child using your attendance forms given to you by your regulator.
- All children attending your daycare must also be enrolled in the CACFP. Children are eligible for reimbursement on the CACFP based on your licensed or certified ages and hours. If a child is determined to have special needs, is over the age of 13, permission has to be granted by the
- program's regulator and an exception must on file with WD Child Care Partnership CACFP.
- You may claim your own children if (1) you meet income guidelines (2) we have the Household Income Statement on file and (3) if your own children eat with at least one day care child.
- You may claim only up to your certified or licensed capacity, unless you have been approved to claim your own school-aged children and/or have proper shift documentation.
- You may not charge parents an extra fee for meals, nor ask them to provide food for their children that you claim.
- If you wish to serve non-creditable foods (i.e. a grain-based dessert or non-CN labeled combination food) on a special occasion. Only record the creditable foods for your menus.
- You may claim reimbursement for meals purchased in restaurants if the meal meets the CACFP meal patterns (i.e combinations food would still require a CN label from the restaurant). Record the foods served the same as any other meal.
- A provider claiming an infant on the CACFP must offer to provide a formula that meets the CACFP requirements. An infant can be claimed from birth through 11 months of age regardless of who supplies the formula or breast milk (parent or provider), however when the infant is developmentally ready to eat solid foods, the parent can supply no more than one component of the meal (formula, iron fortified infant cereal and/or fruit/vegetable). If a parent chooses to provide the formula it must still meet CACFP requirements.
- Meals and/or snacks must be scheduled and served at least every 3 hours.

Record keeping and reimbursement

Providers must keep daily records of menus and meal counts. Menus may be recorded ahead of time, with the understanding that if a component were to change at the time of service the menu would be adjusted. Meal counts may not be recorded ahead of time, only at the time of service. Paper claims must be mailed to Western Dairyland Child Care Partnership after the last meal is served and recorded for the month. Online claims must be submitted after the last meal is served and recorded for the month. If a claim is not received promptly, there is a risk of it arriving late and delaying payment. Claims that arrive late (after the 4th business day of the month) will be paid the following month. Claims may only be reimbursed one month late. If you will have a late claim, please contact your monitor.

Reimbursement is made by direct deposit 3-4 weeks after claims are received (processing time depends on how the calendar days fall and is dependent on DPI processing). Deposit dates are listed in KidKare under Reports. Staff will also share on our Facebook provider group: **Western Dairyland CACFP Provider Group**. Please request to join if you are on Facebook.

Online providers will have access to their claim summary in the KidKare system, and paper providers will have claim summaries emailed following claim review.

Providers must notify your monitor of discrepancies in their claim summary within 10 business day of receipt in order for a review of any claim to be done.

All records will be kept on file at Western Dairyland Child Care Partnership for 3 years, plus the current year.

Providers must keep all records, either electronic or hard copy form, for 3 years (can be located offsite), plus the current year (must be located on site). Records must be available for review if requested by your sponsor.

Understanding Tier 1 and Tier 2 reimbursement rates

Current reimbursement rates are posted on DPI's website and are updated each July.

Tier 2 reimbursement rate is the lower rate of meal reimbursement. All providers are eligible for this rate.

Tier 1 reimbursement rate is the higher rate of meal reimbursement. Family Child Care Providers must qualify for this higher rate.

1. **School Assignment:** If the elementary, intermediate or high school that is assigned to a family child care provider receives free or reduced price lunch for at least 50% of its students AND if it is in a school systems that does not have magnet schools or does not bus children out of their neighborhood, then the provider qualifies for the Tier 1 rate of meal reimbursement for day care children. This qualifies a provider for 5 years from the time of determination.
2. **Census Data:** If a family childcare provider's home is located in an area where 50% or more of the children receive free or reduced-price lunch, the provider will qualify for the Tier 1 rate of reimbursement for day care children. This qualifies a provider for 5 years from the time of determination.
3. **Provider's Family Income:** If a family child care provider's family income is less than the guidelines, the provider will qualify for Tier 1 rate of meal reimbursement and the provider's own children are eligible to be enrolled in the food program. This qualifies a provider for 1 year from the time of determination. If a provider does not qualify to become a Tier 1 provider, she/he may choose to either become a Tier 2 rate provider OR a Tier 2 mixed rate provider.

A Tier 2 rate provider chooses to receive the lower rate of meal reimbursement for all meals for all enrolled children.

A tier 2 mixed rate provider chooses to give eligibility applications to all enrolled children's parents. If our office received these forms, and the family qualifies, then those children's meals would be reimbursed at the higher Tier 1 rate. If we do not receive the forms or if the family does not qualify, those children's meals would be reimbursed at the lower Tier 2 rate. These eligibility applications are confidential. Parents mail them directly to Western Dairyland Child Care Partnership, and monitors may not tell providers if families qualify.

Foster Care

Special rules apply to foster children when establishing reimbursement, and they should always be approved to receive Tier 1 rates. If the provider's household income or area eligibility qualifies them for Tier 1 rates, the child can still have a form submitted to qualify them but is not required. Tiering documentation may be submitted in one of two ways:

1. Documentation from the State or Local Agency indicating the status of the child as a foster child whose care and placement is the responsibility of the State or that the foster child has been placed with a caretaker household by a court.
2. A completed household income statement indicating that the child is in foster care (either that of the provider or of a day care family). The income statement can be submitted in one of two ways.
 - a. The foster child can be included as a household member of the same income statement that includes their non-foster children if it will qualify their non-foster children for free or reduced price meals based on the household size and income.

- b. A separate income statement submitted on behalf of the child indicating the child's name, that they are in foster care (a box next to the child's name) and including a signature of the guardian and the date the form was completed. The foster parent is not required to report any income and is not required to provide his/her last four digits of the adult's social security number.
3. If the child is the provider's own foster child, the same rules apply for claiming those meals as if the provider were claiming their own non-foster children. Those rules indicate that in order to claim and be reimbursed for a meal, day care children must also be present and served at the same meal service.
4. It is in the best interest of the provider to notify WD Child Care Partnership CACFP when a foster child become enrolled in the program. WD CCP CACFP is unable to back pay providers if foster status is determined after the child has been reimbursed at a Tier 2 rate for any period of time.

Who are eligible children?

1. Children not living in your home (nonresidential) under 13 years of age
2. Children living in your home (residential) under 13 years of age who are part of the family unit (must be income eligible)
3. Foster children under 13 years of age living in the home (provider must have child care children being served the same meal to be eligible to claim foster children and an income form on file.)
4. Provider's own children under 13 years of age (must be income eligible and be claimed whenever child care children are present for the same meal service)
5. Disabled children under the age of 18 (when approved by your regulator) and granted an exception

Enrollment Procedures

Regulations state that every child attending a child care facility registered with a CACFP Sponsoring Organization must be offered participation in the Food Program. The parent decides to accept or decline participation.

Any non-participating children must still have an enrollment form on file indicating "Non-participating" signed by the parent as a proof that this child was offered the Food Program, but the parent decline his/her child's participation. Staff will follow up with any non-participating families to ensure accuracy of opting to decline participation.

Every child that you claim on your Meal Count Record must have a completed Enrollment Form on file in the Food Program office.

This enrollment form simply shows that the parents of the children you care for know that their child is to receive meals at no additional charge, and that the meals should meet the nutrition standards of the Food Program. Be sure that the parent knows which meals their child will receive in your home. Reimbursed meals are those meals provided by you, the childcare provider.

A copy of enrollments can be mailed to the office or uploaded to Kidkare messages.

Online Claimers: (manually enrolling a child into KidKare) - Ask the parents for the information requested **before** you input it in the computer. WD CCP CACFP advises providers to use the "Blank Enrollment Worksheet" to collect information. The "Blank Enrollment Worksheet" does NOT substitute an enrollment printed with all the child's information and a parent's signature. The enrollment worksheet can be found in Reports; Worksheet; Blank Enrollment, Run.

Once the information has been entered into KidKare, run and print the enrollment, parent and provider will sign, and a copy needs to be mailed to the office or uploaded into Kidkare messages.

Paper Claimers: Please complete the bubble enrollment form in its entirety. All sections must be complete if they apply

All Claimers: The parent or guardian must sign the completed, computer-generated or bubbled enrollment form.

PROVIDERS, PLEASE DO NOT SIGN THE ENROLLMENT FORM FOR THE PARENTS.

Doing so may cause you to lose your food program benefits. The form must also have the parents' correct address and phone number. Please advise us if any information changes.

If the parent did not indicate the racial/ethnic information, please do so before mailing it to us (an educated guess is allowable) as we are required to provide statistics for the State and Federal Governments on the populations we serve.

If you enroll a new child, please send the enrollment form as soon as you enter the child's information on the computer and the parent signs the printed enrollment report. Begin recording meal counts for the child as soon as they are enrolled. For online claimers, the child may appear to be "pending" but meals can still be recorded in KidKare.

If we receive a claim listing a child who is pending, we cannot reimburse you for meals you fed to that child.

Each September, all children enrolled in the CACFP will need to be re-enrolled. At this time, WD CCP CACFP will send re-enrollment packets to each provider that is recording on bubbled forms and request that parent information be reviewed for each child that is still in attendance, updated as needed and signed and dated by the parent. If a child is no longer in care, a space is available to indicate their withdrawal date. If these re-enrollment forms are not received by October 31st, claims cannot be reimbursed.

Western Dairyland Child Care Partnership will inform providers claiming with KidKare on the processes for yearly re-enrollments at the beginning of October. All re-enrollments are due by October 31st for full reimbursement

KidKare

To access KidKare, visit <https://app.kidkare.com/#/login/>

You will receive a login and password to access KidKare during your orientation with your Monitor.

Computer Requirements

KidKare will function on any computer, tablet or smartphone platform that has access to the internet. You can use multiple devices throughout the claim (i.e, you can enter your menus and meal counts for breakfast on your tablet and your menus and meal counts for lunch on your computer during the same day).

Re-activate Returning Children

To re-active returning children, contact your Monitor. Enrollments need to be received before the claim is processed, in order to receive reimbursement.

Withdrawing children

If a child leaves your care, you may withdraw the child from your roster. This will help you prevent claiming errors.

1. From your main KidKare screen, select the child you would like to withdraw.
2. Choose the red withdraw option located under their name, and select their last day in care.

Paper Claiming

Enroll Children in Food Program

Complete the Enrollment bubble form in its entirety. Be sure to have the parent sign and date the form, and return to our office with your monthly claim.

*Make sure to ask the parent if a child has special dietary needs or is allergic to any foods. If yes:

- Have the parent fill out the Medical Statement form and have it signed by a medical authority. It is the provider's responsibility to ensure that the Medical Statement is current.
- Make sure the Doctor includes the reaction or need to avoid the food, what foods must be avoided or eliminated and which foods may be substituted.

Re-activate Returning Children

In some instances, children that have been withdrawn might return to your child care. Complete a new bubble form enrollment with up-to-date information, signed by the parent and return to our office with your monthly claim. Enrollments need to be received before the claim is processed, in order to receive reimbursement.

Withdrawing Children

If a child leaves your care, you may withdraw the child from your roster. This will help you prevent claiming errors. Note the child's last day of care on your monthly Child Information Form (CIF).

Record Meal Counts on Bubble Form

1. Choose the correct form based on the ages of the children you are recording meal counts for (0-11 months or 1-13 years)
2. Write each component of the meal in the correct component line (i.e., hamburger is written in the meat/alternate line, bread is written in the grain line etc.)
3. Bubble the number that corresponds with each child present for that meal
4. If more foods are served than what there is room to write, choose one of the complete portions to claim (i.e., if you serve carrots, grapes and bananas all in the required portion for the age group in question, choose two of the three options to complete your menu)

Meal Requirements

Recording Whole Grain in KidKare

At least one serving of grains per day must be whole-grain-rich (WGR). If your program:

- Claims more than one meal/snack: you may choose the meal to serve the WGR item
- Only claims snack: if one of the two components served is a grain item, it must be WGR
- Only claims one meal: a grain is required to be served and must be WGR. If breakfast is the only meal, then a WGR item does not need to be served when a meat/meat alternate is served in place of the grain (allowed up to 3 times/week)

Identifying WGR

- WGR foods contain 100% whole grains, or at least 50% whole grains, and the remaining grain ingredients are enriched, bran, or germ.
- Corn products, such as tortillas and tortilla chips: If the ingredients indicate the corn is nixtamalized or treated with lime (i.e., "ground corn with trace of lime" or "ground corn treated with lime"), the item is WGR.
- Methods to determine if a grain product meets the WGR criteria and a list of common grain ingredients are included in the resources provided to you.

Effective October 1, 2021, ounce equivalents will be the required method for determining serving sizes of grains in the CACFP. This ensures you know you are serving the right portions of grains to meet the nutritional needs of children enrolled.

Claiming Cereal

Cereals must be whole grain, enriched, or fortified. A cereal is whole-grain-rich when the first grain ingredient is a

whole grain, and the cereal is fortified. Breakfast cereals must contain no more than 6 grams of added sugar per dry ounce. _____

- Cereals on the WI WIC Approved Cereals list meet sugar limits.
- For cereals not on the WI WIC list, use the Nutrition Facts Label and Cereal Sugar Limits, see the chart handout to determine if the cereal meets sugar limits.
- Cereals that meet sugar limits cannot be mixed with cereals that are above sugar limits

Claiming Yogurt

Yogurt (regular and soy) must contain no more than 12 grams of added sugar per 6 ounces. Use the Nutrition Facts Label and chart handout to determine if a yogurt meets sugar limits.

Meal Service

Two types of meal service are creditable on the CACFP.

- **Family Style:** Meals in which children serve themselves from plates or bowls. Enough food must be prepared and offered by being placed on the table to allow for the full portion size requirement for each child to be served. All the foods to meet the meal requirements should be on the table at the start of the meal.
- **Pre-Plated:** Each child is given a plate or bowl containing all components of the meal in the required minimum portion based on their age. All foods must be provided at the start of the meal.

Infant Meal Pattern:

Providers will receive a copy of the meal pattern in their CACFP Binder. Additionally, it is linked on our website under the “Provider” tab, then the “Food Program” dropdown option. You can find links for both the infant and child meal patterns here.

Infant Meal Requirements

All providers caring for infants must offer to supply the following to all enrolled infants:

- At least one creditable iron-fortified infant formula (IFIF). Providers should select a formula that meets the needs of most infants in care.
- Creditable, developmentally appropriate infant foods

Providers must offer to supply infant formula and foods even when they choose to not claim infant meals for CACFP reimbursement. Providers cannot avoid this requirement by stating infants are not “enrolled” in the CACFP, or by citing administrative or cost barriers to offering infant meals.

Providers should state in their policy which type of formula their program offers to all enrolled infants. Your policies/handbooks must not state that you charge for any meals, including infant formula or infant food. During at least one home visit during the program year, your monitor will ask to review your policy/handbook to ensure compliance.

Iron-Fortified Infant Formula (IFIF) and Foods On-Hand:

Families may choose whether they would like their infant to receive the provider-supplied formula and foods, or if they would like to supply breast milk, a different formula, and/or foods. Families cannot be required to supply formula or foods.

The provider must always have enough iron-fortified infant formula (IFIF) and foods on-hand to serve meals according to each infant’s developmental readiness and feeding schedule, regardless of whether the family or provider supplies the infant’s IFIF, breast milk, and/or foods. A creditable IFIF is any infant milk or soy-based formula regulated by the Food and Drug Administration (FDA) and labeled as “iron-fortified”, “infant formula w/iron” or other statement on front of package.

If families choose to supply breast milk, IFIF, and/or foods for their infant while in care, ~~the provider and families~~ ^{Western Dairyland Child Care Partnership} must agree to a contingency plan that will be followed when the infant's IFIF, breast milk, and/or food supply runs out. The contingency plan must ensure that the infant's feeding schedule is not interrupted while the infant is in care. Some examples of a reasonable plan may be that the provider:

- Always keeps their own purchased IFIF and foods on-hand as back-up for the infant
- Makes a quick run to purchase the needed supplies at the nearest store
- Contacts the family to bring in more supplies before the infant's next feeding.

If a parent makes a request for a non-creditable formula and it meets our guidelines for a diet statement, a diet statement signed by a medical authority must be on file with the Western Dairyland Child Care Partnership CACFP.

Developmentally Ready

The CACFP infant meal pattern age groups are guidelines for when to serve foods to infants. It is recommended to only serve breastmilk and/or formula for the infant's first 6 months and introduce foods around 6 months of age. However, some infants are ready to eat foods before 6 months while others will not be ready to eat foods until after 6 months. For this reason, food amounts listed in the meal pattern begin with zero (0) because USDA recognizes that not all infants are developmentally ready to eat solid foods at a certain age. It does not mean serving the food is optional. Once an infant is developmentally ready to eat solid foods, including infants younger than 6 months, providers are required to offer them to the infant.

An infant's developmental readiness determines when to introduce foods, how often to serve foods, which foods to feed, the texture of foods, and which feeding styles to use. For example, new foods may be introduced one at a time over the course of a few days or an infant may eat a food item one week and not the next. Providers should be in constant communication with families to determine what and when to introduce specific foods.

Infant Food Components

Breastmilk

Breastmilk may be served to infants and children of any age, there is no age limit.

Support mothers who breastfeed by encouraging them to breastfeed on-site or supply breastmilk while their infant is in care. Offer a quiet, private area that is comfortable and sanitary when they breastfeed on-site. For more information on how to promote breastfeeding, refer to the Ten Steps for Breastfeeding Friendly Child Care Centers Toolkit.

Storing and Warming Breastmilk

When parents bring breastmilk to your program, each individual storage container or bag must be individually labeled with the child's name, amount and date the breast milk was expressed. Milk should be promptly refrigerated or frozen according to the parental request.

Breastmilk should be warmed in its container under warm running water or in a bottle warmer. Breastmilk should NOT be microwaved or overly heated as it can cause "hot spots" in the milk and destroy its nutritional properties.

If breastmilk separates, it should be swirled in the bottle to recombine, but should never be shaken as like with overheating, will destroy its nutritional properties.

Once breastmilk has been warmed from the refrigerator or freezer, it must be consumed or thrown away after 1 hour. Breastmilk must not be refrigerated or frozen again after having been warmed.

Infant Foods

Foods creditable to the infant meal pattern include homemade baby food, table food, and certain store-bought jarred and packaged baby food. An overview of these types of foods is provided below. The Crediting Infant Foods and Foods for Infants resources provide a detailed list of creditable and non-creditable foods.

- **Homemade Baby Foods:** Whole fruits, vegetables, and meat/meat alternates may be pureed, ground or mashed to the appropriate size and texture. Homemade Baby Food provides information for how to prepare homemade baby food.
- **Table foods:** Foods on the regular menu for children older than 1 year may be served to infants when they are developmentally ready to eat them. The infant meal pattern must be followed (all required components offered) even when the infant is consuming some or all table foods.
- **Store-bought baby food:** There is a variety of commercially prepared foods for infants and not all are creditable to the CACFP. Below is an overview of what to look for when purchasing these foods.
 - Iron-Fortified Infant Cereal (IFIC): Must be single grain (e.g. rice, oatmeal, wheat) or multigrain
 - Fruits and Vegetables: Must be single fruits, vegetables, or a mixture of fruits and/or vegetables
 - Meats: Must be single meats or poultry; gravy and broth are ok

Non-Creditable Store-bought Infant Foods

1. Dry infant cereal containing fruit (e.g., infant cereal with apples)
2. Jarred or packaged purees (e.g., fruit and yogurt purees,)
3. Freeze-dried fruit yogurt snacks (yogurt melts)
4. Infant combination dinners, entrees, or meals with multiple component ingredients (ex. turkey rice dinner or chicken noodle dinner) unless the product's label includes volume information that credits one or more food components

Child Meal Pattern:

Providers will receive a copy of the meal pattern in their CACFP Binder. Additionally, it is linked on our website under the "Provider" tab, then the "Food Program" dropdown option. You can find links for both the infant and child meal patterns here.

Milk and Milk Substitutes

Milk must be served for breakfast, lunch, and supper. Milk may be served as one of the two components at a snack. *If milk is served at snack, juice cannot be served as the other component.*

- Must be pasteurized and meet Grade A standards. All milk must contain vitamins A and D.
- Cannot be served to infants (<12 months of age).
- Must be served as a beverage, poured over cereal, or a combination of both.
- Not creditable when used in cooking (i.e., cooked cereals, soups, pudding, etc.).
- Families may request in writing non-dairy substitutes nutritionally equivalent to cow's milk. See [Creditable Non-Dairy Beverages](#) for a list of creditable soymilks.

Age	Required Milk Types
1 year	Unflavored whole milk
2 - 5 years	Unflavored fat-free (skim) or low-fat (1%) milk
6 - 18 years	Unflavored or flavored fat-free (skim) or low-fat (1%) milk

Parents may request in writing that their child be served a non-dairy milk substitute. The request must state the reason and the substitute. Substitutes for these requests must provide nutrition equivalent to milk. If the request made is for a substitute that does not provide the same nutritional value or is necessary based on an allergy or disability, a diet statement signed by a medical authority must be on file.

If during a meal visit, your monitor observes a non-creditable milk being served without proper documentation, your meal will be disallowed and follow-up will be required. If this requirement is continually violated or ignored, a provider may be declared seriously deficient.

Serving the same foods

When serving meals and snacks, make certain that you are serving two different foods. A creditable meal or snack cannot contain two of the same foods. For example, you cannot claim apples and apple juice for reimbursement in the same meal or snack.

Thawing foods

Foods should not be thawed or defrosted at room temperature, but in the refrigerator. For a quick thaw, defrost in the microwave or enclose the food in an airtight package and submerge in cold water. Please make sure to keep a thermometer in your refrigerator, so that your monitor can check to see that your food is stored at the proper temperature during home visits.

Water

Drinking water must be made available to participants upon request, including at meal times. Family day care homes must also directly offer water throughout the day in recognition that very young children may not be able to or know how to request it themselves.

This includes at meals times, but is not part of a reimbursable meal and may not be served in place of fluid milk. Water should be served at snack times when no other beverage is available.

Juice

100% fruit or vegetable juice may be served in place of a solid fruit or vegetable at meals and snacks 1 time a day so long as it is served at full strength and only to children age 1 and over.

Peanut and other Nut/Seed Butters

The serving size requirement for peanut and other nut and seed butters are quite large portions. Be sure to refer to the CACFP Serving Size Requirements on the Meal Pattern.

Cheese

In the CACFP, not all cheese is created equal. Refer to the Nutrition Facts label and WI DPI's Cheese Slices and Nut/Seed Butters handout for more information.

- **Creditable cheese:** packages labeled as Natural or Pasteurized Process Cheese. Examples of these include Natural reduced fat and full fat cheese, pasteurized process American cheese
- **Non creditable:** packages labeled as Imitation or Cheese Product. Examples of these non-reimbursable foods include Cheez Whiz[®], Velveeta[®] and Kraft[®] American Singles.

If during a meal visit, your monitor observes a non-creditable cheese being served, your meal will be disallowed and follow-up may be required. If this requirement is continually violated or ignored, a provider may be declared seriously deficient.

Meats, poultry and eggs

All meat, poultry, and game purchased and/or donation must be from animals butchered and processed in Federal or State inspected facilities, regardless of whether or not they are purchased locally. *This includes wild and domesticated game and meats from animals raised by local groups (i.e. Future Farms of American and 4H) and animals hunted in the wild, such as deer.* The Federal or State inspection legends/stamps will contain the establishment number and "Insp'd & P'S'D" or some form of "Inspected and Passed".

Shell eggs are not required to be pasteurized for use in the CACFP. However, the FDA recommends that these eggs

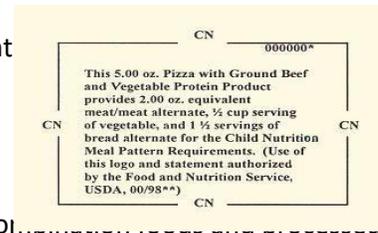
Meet at least grade B standards. Liquid, frozen, and dried whole egg products may be pasteurized and test negative for Salmonella. Wisconsin Childcare Licensing Regulations require child care centers serving home-raised or farm-fresh eggs to obtain written permission from parents/guardians. A statement can be included in the provider's parent handbook.

Combination Foods

Store-bought combination foods and processed meat/meat alternates, such as pizza, chicken nuggets, ravioli, beef patties, Salisbury steak, meatballs, fish sticks, cheese sauce, etc., are only creditable to the CACFP Meal Pattern when one of the following is on file:

Child Nutrition (CN) Label: A CN label will be found on the product's package.

Most often, CN labels are on foods purchased from a food distributor. Store-bought Combination foods and processed meats purchased in grocery stores generally do not include a CN label.



Product Formulation Statement (PFS): A PFS is not found on a product's package.

A PFS must be obtained by contacting the product's manufacturer. Store-bought combination foods and processed meats purchased in grocery stores that do not include a CN label require a PFS

Claiming combination foods

These foods can only be claimed for reimbursement with a CN Label or PFS is on hand. If the label or information is not available, these items cannot be claimed as a reimbursable component and would be regarded as an additional food item on the menu. In that case, be certain to claim only the creditable foods served to make a reimbursable meal (for example, claiming sliced cheese as a meat alternative rather than a chicken nugget without a CN label).

If during a meal visit, your monitor observes a combination food being served and the CN label is not available or additional food items are not served to meet the component, your meal will be disallowed and follow-up will be required. If this requirement is continually violated or ignored, a provider may be declared seriously deficient.

Child Special Dietary Needs

If a child has a disability or an allergy, please reach out to your CACFP monitor; they will inform you of the steps to take to ensure proper documentation is on file.

Your monitor will guide you through these responsibilities:

- Obtain medical statements/written family requests and fully complete the CACFP Special Dietary Needs Tracking Form (SDN) for both disability and non-disability related SDN, even when the accommodations are being met within the meal pattern requirements.
 - Medical statements must be valid, and written family requests must provide adequate information on omitted foods and substitutions.
- Ensure that the SDN identifier is selected on the enrollment form for children with SDN Retain each child's SDN documentation onsite with their CACFP records for reference on meeting each child's SDN and whether the child's meals can be claimed for reimbursement.
- Submit copies (both the completed SDN Tracking Forms and medical statements/written family requests) to the sponsor for approval to receive reimbursement for the child's meals.
- A medical authority can include a Wisconsin Licensed Healthcare Professional authorized to write medical prescriptions: Physician, Physician Assistant, Nurse Practitioner (APNP), Dentist, Optometrist, Podiatrist.

Our office must have a copy of the signed diet statement on file, and monitors will inquire during home visits if the diet

Kitchen Cleaning/Sanitation

CACFP Federal Regulations require that CACFP participants follow state and local health and sanitation requirements. Licensed Programs follow state requirements outlined in Wisconsin Licensing Rules.

Your Monitor will inspect the food service preparation area with the following areas in mind:

- Refrigerators at or below 40° F and freezers at or below 0° F.
- Avoid Cross-Contamination by:
 - Wash utensils & surfaces that have touched raw meats
 - Use different platters, cutting boards, & utensils for ready-to-eat food and raw meats
 - Store raw meats on the refrigerator's bottom shelf
 - Hands are washed before and after handling food and after using the bathroom
 - Hair is kept from encountering food during preparation.
- Foods are thawed in the refrigerator, under cold running water or on the defrost setting in the microwave; do not thaw on counters
- Food is stored appropriately in containers and properly labeled with identification of product & dated when placed in container
- Ensure foods are used by expiration, use by, best buy, and/or sell by dates
- Eating surfaces are washed and sanitized
- Foods are covered until served

Holiday Care

If you are open and caring for day care children on a recognized holiday, a separate attendance form must be completed and signed by the parent(s) of the child (ren) in care on that day. Forms can be requested from our office or found on our website. WD CCP CACFP requires attendance forms be completed for any federally observed holiday.

Additional Provider/Helpers

If an additional provider or helper is present at your child care in addition to yourself, our office must have documentation on file indicating this. This additional helper will only apply to licensed providers and does not mean that a provider is able to care for or claim over their regulated capacity, rather helps to meet provider/child ratios.

Shift Care

Providers may only be reimbursed for meals exceeding the group size limits when the number of children served **at any given time** does not exceed the regulated capacity.

Sponsors are not required to offer the meal shift option to their providers and furthermore have discretion in approving a provider's request to claim meals served in shifts. If you are providing shift care and would like to be reimbursed for all the meals served, please contact our office for detailed instructions on completing shifts and to make a formal request. In order to be reimbursed for that shift, you must be approved by WD CCP CACFP, and shifts are only approved at the beginning of each month.

In order for a provider to be reimbursed for more meals than they're licensed/certified capacity all children must be claimed in KidKare or on paper menus, and the full months attendance records must be submitted to Western Dairyland Child Care Partnership by the 3rd business day of the month for review with their claim.

Taxes

Per the USDA, you will receive reimbursement for 2 meals and 1 snack or 2 snacks and 1 meal per child per day.

You can, however, claim one breakfast, one lunch, one supper, and three snacks per day per child as long as you serve those meals. Meals claimed must be creditable. Any meal and/or snack provided that is not creditable should be documented separately for tax purposes for food expenses.

The Western Dairyland Child Care Partnership CACFP will provide you with tax documentation by January 30th of each year. This tax report will provide totals for reimbursable and non-reimbursable meals and snacks claimed.

If you are eligible to claim your own child/ren, reimbursements received will not count as taxable income, and you cannot include your child/ren's counts in the total meal/snacks deducted as food expenses on your taxes.

Moving or Changing Address

If you are planning to move, please notify your monitor prior to your move to indicate that you are relocating.

Once you have relocated, WD CCP CACFP must receive a copy of your updated regulation, reflecting your new address before providing claim reimbursement. Western Dairyland Child Care Partnership CACFP reserves the right to adjust claims that were paid under an address where the provider no longer lives. Western Dairyland Child Care Partnership will not retroactively pay a provider who moved and did not submit an updated regulation. A change of location would also require you to re-tier for Census and School eligibility.

Change in Regulation

If you have a change in regulation (ages served, hours, day of the week, renewal etc.), our office must receive a copy in order to continue reimbursement of your claims.

If you are not able to make a copy, please request that your licenser or certifier send a copy to our office. Our monitors will make every attempt to remind providers of this, however, please note it is the responsibility of the provider to submit this information.

Renewal of Regulation

If the updates to your license include different hours that require more meals to be served or more days of the week, you must submit a request to our office for approval of these for reimbursement. These changes will only take effect once the request has been made and copy of the regulation is received.

No Longer Providing Care

If, for any reason, you determine that you will no longer be providing child care, please notify our office as soon as possible.

Day's Closed/Out/Sick

Contact your Monitor when you will be closed and/or off-site.

For providers using KidKare, please use your Calendar to indicate days in which you plan to be closed. The calendar should be updated prior to the month's start. If after the month has started there are days in which you plan to be gone or closed, please notify our office by phone or email as soon as possible.

For example, in November, you would indicate on your calendar if you planned to be closed December 20-31. We would be certain not to make a home visit during the dates you've indicated.

If you are planning an off-site meal (a meal in which you are feeding the children away from home but still plan to claim for reimbursement):

1. Select “Calendar” on the left-hand side of the main KidKare screen
2. Drag “Off-Site Meal” to the appropriate date
3. Click the bar you just dragged to the calendar
4. De-select the meals you plan to be gone for (KidKare defaults to closed for all meals)
5. Select the times you will leave and return
6. Add any relevant information in the comments section
7. If you are planning to close your program for a partial or full day or more:
8. Select “Calendar” on the left-hand side of the main KidKare screen
9. Drag “Closed” to the appropriate date(s)
10. Click the bar you just dragged to the calendar
11. De-select the meals you plan to be closed for (KidKare defaults to closed for all meals)
12. Add any relevant information in the comments section

For providers using paper claims, please indicate on your Child Information Form (CIF) which days in the upcoming month you plan to be closed. There is a space at the bottom of the form in which this information can be recorded. *For example: during your August claiming period, record days in which you will be closed in September.*

If an unexpected day off arises, please call or text your Monitor to make us aware of the closure. If your monitor arrives for a home visit during a scheduled meal time, and you are not home, those meals will be disallowed.

We understand that providers will occasionally take field trips or be away from the program with the day care children, and we ask that you send us a quick text if you plan to do so.

Your Monitor makes unannounced visits throughout 19 counties and this is required to best maximize their time on the road and knowing when providers are not home.

Home Visits

Home Visits are an important part of Food Program participation. As stated in the Agreement, we are required to visit your home during the following times and intervals:

1. An orientation visit (completed before participation begins)
2. Within 4 weeks of your orientation or the beginning of claiming (If this time is longer than 4 weeks, we may need to re-review the orientation information with you)
3. A minimum of three times (but may be more) during each program year (Oct-Sept)
4. At least two of the three annual visits must be unannounced
5. At least one of the unannounced visits must include the observation of a meal

General Home Visit Policy & Expectations

Home visits serve two purposes (1) to make sure you understand and are meeting all program requirements (2) to share nutrition ideas and questions. Sometimes we may bring menu ideas, and other visits may relate to child development and nutrition activities. Your ideas and experiences are important to us—please share them so we can share your ideas with other providers.

When we conduct a home visit at a mealtime, we are required to observe the meal service and note if it meets the program requirements. We will observe if children were offered all required components, and that enough food was available to meet the minimum required amounts. **If the meal did not meet the program meal requirements, we will disallow reimbursement for that meal.** If a meal must be disallowed, we will also give you suggestions on how to

improve your meal service so that you will receive future full reimbursement and we may need to observe another meal during that program year.

At every home visit, we will ask to see program records including enrollment documents, attendance and menu records. These records must be maintained daily, and reflect accurately the number of children, in/out times, meals you are serving and menus.

We will always compare the number of children in your home at the time of the visit to the number of children you claim on a regular basis. There may be times when the number of children in your home varies (illness, etc.).

We will ask about the absences, and expect your meal count to show the variation. We may re-visit to observe the number of children in attendance.

We will expect that the area where you prepare and serve food is sanitary. An unclean kitchen is a breeding place for germs and food that is not properly stored can cause illness. It is very important for the protection of your children in care that you take every precaution to keep your food preparation and serving areas clean.

We will review your menus on KidKare or your bubble forms to ensure you are serving a variety of foods. If your menus are meal counts are missing, not up to date or missing components, meals will be disallowed. If children are present, but have not been signed into your attendance, their recorded meals for the day may also be disallowed.

Most visits are unannounced, and your monitor will visit you during one of your meal service times. If you are not at home when your monitor comes to visit, we expect your assistant (if applicable) to allow us to conduct the visit the same as if you were there. **If you or your assistant refuses a visit, you may be dropped from the program and all meals for the day of the attempted visit and future claimed meals may be disallowed.** If you are not home during a scheduled meal time and you have not notified us that you would be away, we will disallow that meal. Please be sure to let us know when you plan to be away from your home during a scheduled meal time. You can enter this information in your KidKare calendar (online providers - by the 4th business day of the month), include pre-planned days on your CIF forms (paper providers) or contact our office.

We reserve the right to conduct a Household Contact to verify enrollment and meal service with parents of enrolled children by phone or mail.

What we look for during a home visit

- Have you sent in enrollment forms for all children you are claiming?
- Are all children present during the home visit and/or on your attendance records, enrolled in the CACFP?
- Do your menus contain the required meal components for all ages served?
- Are you serving appropriate portion sizes for the age group you are feeding?
- Are you serving the appropriate milk with Breakfast, Lunch and Dinner?
- Are your menus up-to-date?
- Is your Meal Count and Attendance Sheet is up-to-date? (If your record is found not up-to-date on the computer, you MUST present your monitor written documentation to receive reimbursement.)
- Are your meal counts consistent with your license capacity?
- Are your shifts and in/out times adequate to support meal counts (if applicable)?
- Are the storage areas, food preparation areas and eating areas clean and neat?
- Are you serving the meals family style or pre-plated.

Western Dairyland Child Care Partnership Child and Adult Care Food Program SPONSOR/PROVIDER AGREEMENT REVIEW: CCP CACFP POLICIES AND PROCEDURES

All CACFP participants are required to follow the CACFP Sponsor-Home Provider Agreement. Below are specific CCP CACFP policies that further explain the program requirements. For the full agreement, please refer to your signed copy of the Agreement.

Serve meals to enrolled children without regard to race, color, national origin, age, sex (including gender identity and sexual orientation) or disability. (This applies only during the home's official hours of business as a child care facility). All children enrolled for child care must also be enrolled in the CACFP.

LICENSE OR CERTIFICATION

Provide documentation that Provider's home is currently licensed as a family day care center or certified as a family day care home and promptly inform CCP of any changes in the home's license or certification approval status.

Family child care license or certificate must be issued in the provider's name and care must take place in the regulated facility. Changes (i.e. days or hours of care, ages of children, address) in your regulation require a new license/certificate sent to the CCP office and will be implemented on the date the documentation is received in the CCP office. It is your responsibility to keep the CCP CACFP Office informed of any changes in regulation. Only regulated providers are eligible to participate in the CACFP.

PARENT NOTIFICATION OF THE CACFP

Provide the parents or guardians of enrolled children with information that describes the CACFP and its benefits (parental notification flier).

Provider must post or distribute information about both the CACFP and its benefits (Building for the Future) and WIC flyers to each family. These can be found on www.childcarepartnership.org.

CHILD ENROLLMENT

Maintain enrollment information and promptly submit CACFP child enrollment forms for any new child(ren) in care. Promptly notify CCP when a child(ren) is no longer in care. Submit additional program documentation (for example, CCP special diet form, verification of special needs, etc.) as required by CCP.

USDA regulations require written documentation of specific days and times that a child is in care. For example, if a school aged child arrives for breakfast, leaves for school and returns for PM snack, this time must be noted on the enrollment form. If times and days change, you must alert CCP CACFP to the change. Enrollment forms must be renewed annually with specific times/days of attendance along with parent contact information and signatures.

MEAL SERVICE

Prepare and serve meals at no charge which meet the meal pattern requirements for the ages of children being served as specified in program regulations.

All meals/snacks served must meet current USDA meal patterns (including types of foods, portion sizes, CN labels, etc.). Any deviations from the meal pattern must be supported by documentation (Diet Statements, parent preference, etc.).

MENU AND ATTENDANCE RECORDS

Maintain on a daily basis records of attendance, menus and the number of meals by type and child name (or designation) that are served to enrolled children. (Menus and the number of meals served by type and child name (or designation) must be recorded by the end of each operating day.)

Menus must be completed through the last meal service of the previous day. For example, if your Nutrition Monitor conducts a review during breakfast on Tuesday morning, your menus and attendance must be completed through the last meal you served on Monday, or during the last day you did care. If you claim online, your computer must be available at the time of the visit. If the computer is inaccessible, menus and attendance must be recorded on paper and available for a home review. If an off-site visit is conducted and you claim online, your Nutrition Monitor will review your meal counts entered into KidKare prior to contacting you. If your records are not current, records recorded on paper must be provided within the given timeframe within CCP CACFP Policy.

Written records must include the date the meal was served, the meal, and children served for each meal type. Children must be recorded by name, assigned number or initials. Abbreviations for meals, such as B (breakfast), AM (morning snack), L (lunch), PM (afternoon snack), D (dinner), EVE (evening snack), are allowable.

CLAIM SUBMISSION

Make meal count and menu records available to CCP by the 4th day of each month.

Menus must be received in the CCP CACFP office by the 4th of the month. If you claim online, you must submit your claim by the 4th of the month. If you mail in paper menus, they must be received in the office by the 4th of the month. *CCP CACFP is not responsible for any delays caused by the USPS.*

Late claims will need records submitted prior to the claim being processed. If written records are not available, provider will be put on same day entry.

If a provider does not submit a claim for more than 4 consecutive months without notification, they will be automatically dropped from the Western Dairyland CACFP.

HOME REVIEWS

Allow representatives from CCP, USDA, DPI and other State and Federal officials to make announced and unannounced visits to the Provider's home to review the meal service and Program records during the home's official hours of business as a child care facility.

CCP CACFP Visit Procedure: At least two of the three annual visits will be unannounced. The Nutrition Monitor will observe a meal or snack on at least one of the unannounced visits. Nutrition Monitors will review 5 consecutive days during the current and/or prior claiming period determining that the number of children recorded and type of meals claimed are consistent with the observed meal or snack. If menus or attendance are not up to date, the meals will be deducted and corrective action will be noted.

AVAILABILITY FOR VISITS

Notify CCP in advance whenever the provider is planning to be out of their home with the children during the approved meal service periods. If the Provider fails to notify the sponsor and an unannounced review (home visit) is conducted when children are not present in the day care home, a claim(s) for meals that would have been served during the unannounced review (home visit) must be disallowed for CACFP reimbursement by CCP.

You can alert your CCP Nutrition Monitor via e-mail, phone call, voicemail, or text of the specific days and times you will not be home during your regular day care hours. If you cannot reach your Nutrition Monitor, you can call the CCP CACFP office. Notification must be made by 8:00 a.m. on the day you will not be available.

If an off-site visit is conducted and you do not successfully contact your Nutrition Monitor within 15 minutes of the missed phone call, meals will be deducted and corrective action will be noted.

ANNUAL TRAINING REQUIREMENT

Complete annual training session(s) as required by CCP. Failure to complete annual training by September 30 will result in a corrective action requiring completion within 60 days before a declaration of "Serious Deficiency".

FINDINGS/OCCURRENCES

If it is determined that you are not following any part of the CACFP Agreement, this will be noted as a "finding". (For example, records not up to date, meal pattern not met, not available for home visits). If repeat findings are determined within the same 24 month period, there will be escalated consequences based on the frequency of occurrence. Western Dairyland Child Care Partnership maintains discretion on the flexibility with escalating consequences for providers with repeat findings depending on the severity & circumstances.

- 1st Occurrence** Finding will be recorded. Meals/snacks will be deducted if applicable.
- 2nd Occurrence** Finding will be recorded. Meals/snacks will be deducted if applicable. A letter will be sent from the CACFP Manager to the provider informing him/her that this is the second occurrence and reminding them of the CACFP policies.
- 3rd Occurrence** Finding will be recorded. Meals/snacks will be deducted if applicable. A letter and Improvement Plan will be sent from the CACFP Manager to the provider. The Improvement Plan will be signed by the provider and returned to WD CCP. If the provider does not remain in compliance with the Improvement Plan, they may be declared "Seriously Deficient".
- 4th Occurrence** Finding will be recorded. Meals/snacks will be deducted if applicable. A provider may be declared "Seriously Deficient" in the CACFP. A corrective action plan must be filed by the provider. If the corrective action plan is not adhered to and the "Serious Deficiency" has not been corrected, permanent termination from the CACFP can occur and provider will be placed on the national disqualification list.

The Western Dairyland CCP Program Director will make final decisions on issuing an Improvement plan and/or allowing for additional occurrences or "strikes".