Orientation/Recordkeeping Workbook
Emergency Shelters

Participating in the

Missouri Department of Health and Senior Services
Child and Adult Care Food Program

Missouri Department of Health and Senior Services
Division of Community and Public Health Bureau
of Community Food & Nutrition Assistance P.O.
Box 570
Jefferson City, MO 65102-0570
800-733-6251
FAX 573-526-3679
e-mail:cacfp@dhss.mo.gov
www.dhss.mo.gov/cacfp

March 2010

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint filing cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C.
20250-9410; (2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
This statement implementation date is November 2015.

Introduction

How to Contact the Program

For all questions, requests for technical assistance, or to schedule orientation training, please contact:

Missouri Department of Health and Senior Services
Division of Community and Public Health Bureau of
Community Food and Nutrition Assistance PO Box
570
Jefferson City, MO 65102

1-800-733-6251
1-573-751-6269
cacfp@dhss.mo.gov

Specialty training classes are held in the locations below. You can register for a specialty class or find additional information on CACFP training opportunities at: http://www.dhss.mo.gov/cacfp/training.html.

Missouri Department of Health and
    Senior Services
Northwestern District Health Office
3717 S. Whitney Ave.
Independence, MO 64055

Missouri Department of Health and
    Senior Services
Southwestern District Health Office
149 Park Central Square, Suite 116
Springfield, MO 65801
Many classes held at other locations

Missouri Department of Health and
    Senior Services
930 Wildwood
Jefferson City, MO 65102

Missouri Department of Health and
    Senior Services
Eastern District Health Office
220 S. Jefferson
St. Louis, MO 63103

Missouri Department of Health and
    Senior Services
Cape Girardeau Area Health Office
710 Southern Expressway, Suite B
Cape Girardeau, MO 63703

Orientation Objectives

1. Understand the responsibilities of your shelter for participation in the CACFP.

2. Understand the responsibilities of MDHSS in administering the CACFP.

3. Understand the importance of accurate recordkeeping and its role in substantiating the shelter's claims for reimbursement.

4. Identify the records that must be maintained by shelter staff to meet regulatory requirements. Explain the procedures for completing each record.

5. Use the meal pattern requirements and menu planning process to create nutritious and creditable menus.

6. Explain the importance of good nutrition in the shelter setting.
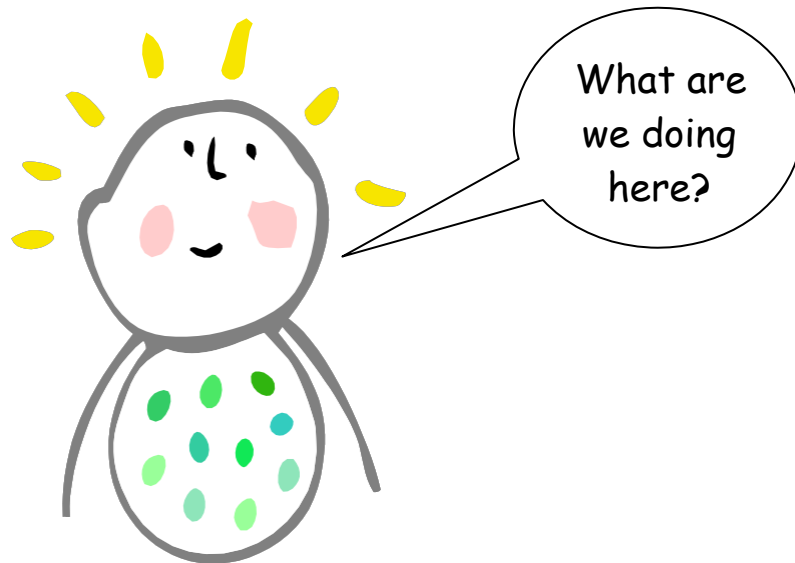
Benefits of the Child and Adult Care Food Program (CACFP)

How can CACFP help the shelter and the participants you serve?

Benefits include:

- Reimbursement to shelter for the breakfasts, lunches, suppers, and/or snacks served to shelter residents ages birth to 18;
- Training and technical assistance on nutrition, food-service operations, program management, nutrition education and recordkeeping;
- Improved health and well-being of Shelter residents 18 years of age and younger by providing nutritious, well-balanced meals; and
- Development of good eating habits in children that will last through later years.

Key points to remember about the CACFP

- Nutritious meals and snacks are the primary goal.

- CACFP is a supplementary program.

- CACFP is a federally funded program administered by the Missouri Department of Health and Senior Services (MDHSS).

- CACFP is regulated by Congress.

- CACFP requires accurate recordkeeping.

- MDHSS will monitor all participating shelters for compliance with federal regulations.

Management Accountability and Control

- The owner of the shelter must accept final administrative and financial responsibility for management of an effective food service.

- MDHSS establishes rules and procedures and makes decisions regarding an institution's ability to operate the program. MDHSS bases these decisions on information obtained during the application process and on results of edit checks, reviews, and monitoring.

MDHSS assesses each institution in the context of three Performance Standards:

1. Is your organization Financially Viable? Do you have a budget and financial resources that cover all the expenses of running your business?

2. Is your organization Administratively Capable? Can the organization effectively provide program benefits to all participants? Are there an adequate number and type of qualified staff to operate the program?

3. Does your organization have effective internal controls in place that will ensure Program Accountability?

   Program accountability criteria:

   - A Board of Directors made up of individuals from the community that oversees the Program;

   - A financial system with management controls specified in writing;

   - Maintains appropriate records to document compliance with Program requirements including budgets, accounting records, approved budget amendments, and appropriate records on facility operations; and

   - Follows practices that result in the operation of the Program in accordance with the meal service, recordkeeping, and other operational requirements of the Federal Regulations.

Managers at all levels are responsible for:

- Quality and timeliness

- Productivity

- Integrity and compliance with applicable law

Management Tools and Resources

Shelters enter into a contract with MDHSS to participate in the CACFP. The following management tools and resources are available on the Missouri CACFP website at: **http://www.dhss.mo.gov/cacfp.**

- Missouri CACFP Policy and Procedure Manual for Homeless/Emergency Shelters
- Orientation/Recordkeeeping workbook
- "And Justice for All" poster
- "Building for the Future" poster, brochure
- Vendor ACH/EFT Application (Direct Deposit Form)
- Creditable Foods Guide
- Food Buying Guide

Internal Controls

Internal controls at the federal and state levels include:

- Edit checks, reviews, and monitoring

- Audits

- Complaints

- Civil and criminal action

Discovering Problems

The following chart is a management assessment tool that describes some of the more common indicators of abuse or mismanagement identified through federal and state level internal controls. For more information, see the CACFP Emergency/Homeless Shelter Policy & Procedure Manual, Chapter 9, The Monitoring Review Visit, Section 9.9 Deficiencies/Disallowances.

USDA Child and Adult Care Food Program (CACFP) Institutions
Indicators of Potential or Existing Problems

Indicators	Shelter
Budget/Claim for Reimbursement	
Year-to-date claims do not reflect approved budget	🚩
Questionable or potentially fraudulent meal claiming practice (e.g., claiming meals under more than one federal program)	🚩
Operational Oversight	
No qualified accountant or adequate accounting information system	🚩
Lack of internal controls (e.g., inadequate separation of duties, position held by family member limits internal control)	🚩
Related party transactions (e.g., director or family member is the owner of rented property housing CACFP facility)	🚩
Absentee management	🚩
Audits	
Required audits not performed	🚩
Management/Board of Directors does not follow-up on corrective action taken	🚩
Other	
Health and safety concerns reported from any source	🚩

Food and Nutrition Service
Child Nutrition Division
May 7, 1999

Eligibility & CACFP Program Overview

Participation:

An emergency shelter is defined as, "a public or private non-profit organization whose primary purpose is to provide <u>temporary</u> shelter and food services to homeless children." Institutions meeting this description include family shelters, domestic abuse shelters, and other facilities that provide <u>temporary</u> shelter to homeless children.

Emergency shelters that serve homeless youth unaccompanied by a parent, such as shelters for runaways are eligible to participate in the CACFP. A residential child care institution (RCCI) may participate in the CACFP as an emergency shelter <u>only</u> if it serves a distinct group of homeless children who are not enrolled in the RCCI's regular program.

Eligibility Requirements:

To participate in the CACFP, the shelter does not have to offer formal child care as recognized by a licensing authority. There is no Federal requirement for emergency shelters to have Federal, State or local licensing as a condition of eligibility to participate in the CACFP. In the absence of a license, shelters must meet all applicable State and local health, fire, and safety standards and requirements.

Eligible Participants:

Meals served to children 18 years of age or younger who are residents in a shelter may be claimed for reimbursement. Although the shelter may serve meals to children who are not residents, these meals are not reimbursable under this program. Shelters must differentiate between children residing in the shelter and those who may be served meals as "walk-ins."

Resident children who are 18 years of age and younger are eligible to receive up to three reimbursable meals per day at the shelter. In addition, participants with documented disabilities, regardless of age, may also receive CACFP meals and snacks at the shelters where they are a temporary resident.

Meal Service:

All participating shelters must serve meals that meet the CACFP meal pattern requirements and must maintain a non-profit food service. Reimbursable meals include breakfast, lunch, supper and/or snacks, seven days a week.

Shelters may receive reimbursement for up to three meals (breakfast, lunch and supper) **or** two meals and one snack for each resident child each day. Resident children are automatically eligible for meals and/or snacks at the free reimbursement rate. The shelter may not charge or collect payments for the CACFP meals and snacks served to eligible children.

Shelter residents may prepare and serve their own meals if the shelter provides supervision of the meal preparation and service and the shelter can ensure that:
- The meal is served in a congregate setting;
- The meal meets the CACFP meal pattern requirements; and
- An accurate meal count is recorded.

Only meals served in congregate meal settings are eligible for reimbursement. Meals which are consumed in private family quarters in an emergency shelter are not reimbursable. An exception can be made for infants' birth through 11 months of age fed in the private family quarters of the shelter residence and when the infant is documented on the resident roster. When an infant is in residence during the meal service period, the shelter must offer the infant a meal that meets Program requirements.

Reporting and Recordkeeping:
Shelters must keep records that support the claims for reimbursement, the non-profit status of the organization, and the proper utilization of CACFP funds to support meal costs. Shelters must maintain a daily roster of participants in residence, creditable meals must be served in a congregate setting and point of service meal counts must be documented by meal type (breakfast, lunch, supper, and snack).

Commodities:
An approved shelter may receive CACFP reimbursement and cash-in-lieu of commodities for lunch and supper meals served to eligible children. A shelter may continue to receive and use commodity foods from The Emergency Food Assistance Program (TEFAP) for the meals it serves to adults and children (walk-ins) who are not eligible for CACFP, provided that its records are sufficient to establish the shelter's allotments of commodities under each program.

> *Note: Shelters often serve meals to a diverse clientele that includes shelter residents and walk-in children and adults. In situations where a shelter's total food service is not conducted exclusively for the benefit of eligible*

resident children, the shelter must keep separate records of the meals it serves. Meals served to non-eligible adults and children (walk-ins) are not reimbursable.

Application Process:

- Complete the CACFP application forms and submit to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA). Application packets are available on the CACFP website at: www.dhss.mo.gov/cacfp.
- New shelters will receive on-site orientation training from a MDHSS Nutritionist as part of the application for participation in the CACFP. A Nutritionist in your area will contact you to schedule orientation as part of the application process. Program approval will not be granted until the shelter has received orientation training, verification is on file and the application has been approved by the division of Administration and the BCFNA Central Office.
- When the application is complete and meets all requirements, the shelter application is approved and a program services contract is issued. The approved contract date is considered the first day the shelter is eligible to claim meals in the CACFP.

Recordkeeping Requirements

Most of the forms and instructions needed to meet recordkeeping requirements for CACFP are available in this Workbook or at: www.dhss.mo.gov/cacfp. Click on "Laws, Regulations, and Manuals" on the blue side bar to access the following:

1. CACFP Emergency and Homeless Shelters Policy and Procedure Manual
2. Orientation/Recordkeeping Workbook for Emergency Shelters
3. Creditable Food Guide
4. Food Buying Guide

Program forms are located at: http://www.dhss.mo.gov/cacfp/AppsForms.html. The documents are available in PDF and/or Microsoft Word format for you to save and/or print.

All CACFP records must be kept for three full fiscal years after the final claim for the fiscal year was submitted and for longer than three years if audit findings have not been resolved. For example, records for March 2010 must be kept until three years after the September 2010 claim is filed.

Resident Roster

Daily resident rosters are a requirement of the CACFP. CACFP Memorandum 11-2007 clearly states that non-traditional programs, such as emergency shelters must maintain a list of children by name, date of birth and dates of residency. Accurate records of CACFP eligible participants in residence are very important for the completion of the monthly claim for reimbursement. Meals served to children not reflected on the resident roster will not be reimbursed. Sample roster forms are included on the next two pages of this workbook.

Shelters can opt to create their own roster, provided the following information is included:

1. List all CACFP participants residing at the shelter, preferably in alphabetical order with last name, then first name.

2. List the participant's date of birth (month/day/year) and the date the participant entered the shelter. List the date the participant left the shelter.

3. Do **not** use meal count records as resident rosters.

4. The resident roster should be completed for each month. The shelter director or designee must sign and date the form.

5. File completed resident rosters in the monthly folder with other CACFP documents for the claim month.

CHILD AND ADULT CARE FOOD PROGRAM RESIDENT ROSTER for EMERGENCY/HOMELESS SHELTERS MONTH & YEAR _____

Name – Last Name, First Name	Date of Birth	Date entered shelter	Date left shelter
Shelter	**Director's signature/name**		**Date**

RESIDENT ROSTER - CACFP PARTICIPANTS

SHELTER NAME:

_____

COVERAGE PERIOD: _____ **TO**_____
                              (Month/Year)   (Month/Year)

LAST NAME	FIRST NAME	DATE OF BIRTH	DATE ENTERED	DATE LEFT SHELTER

Director's NAME & Signature: **Date:**

_____

Meal Count Record

The meal count record is a <u>required Program record</u> which documents the name of each eligible participant and exactly which meals are eaten on a daily basis. Only meals served in a congregate/group meal setting are eligible for reimbursement. An exception may be made for meals served in private family quarters that are part of an emergency shelter to infants from birth through 11 months. Refer to the "Feeding Infants" section in this workbook for additional information.

1.   Enter the shelter name and weekly dates showing month, day and year in the appropriate spaces.

2.   List resident children (preferably in alphabetical order with last name, first name).

3.   Place a check mark √ in the box under the appropriate meal type (breakfast, lunch, supper, snack) at each meal/snack service for each child served.

4.   Calculate the total <u>daily</u> meals by type (breakfast, lunch, supper, snack).

5.   At the end of the week, calculate (consolidate) the total <u>weekly</u> meals by type (breakfast, lunch, supper, snack).

Remember!

- Meal counts must be recorded at the time of the meal/snack service. This is called "point of service" meal counts.

- Shelter personnel must physically count/record the resident children eating at each meal.

- The shelter may claim no more than three (3) meals per resident **OR** two (2) meals and one (1) snack per child resident per day.

CHILD AND AUDLT CARE FOOD PROGRAM-EMERGENCY/HOMELESS SHELTERS
MEAL COUNT RECORD

Shelter: From: To: Participant Name:	Date: Breakfast	Lunch	Supper	Snack	Date: Breakfast	Lunch	Supper	Snack	Date: Breakfast	Lunch	Supper	Snack	Date: Breakfast	Lunch	Supper	Snack	Date: Breakfast	Lunch	Supper	Snack	Date: Breakfast	Lunch	Supper	Snack	Date: Breakfast	Lunch	Supper	Snack
Daily Totals																												
WEEKLY MEAL CONSOLIDATION	BREAKFAST				LUNCH				SUPPER				SNACK															

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM

SHELTER MEAL COUNT

SHELTER NAME	WEEK OF	**KEY**
		B-Breakfast, 1-1st Snack, L-Lunch, 2-2nd Snack, S-Supper

*CAN CLAIM 3 MEALS OR 2 MEALS & 1 SNACK per RESIDENT (18 & younger) per DAY

RESIDENT'S NAME	SUNDAY DATE					MONDAY DATE					TUESDAY DATE					WEDNESDAY DATE					THURSDAY DATE					FRIDAY DATE					SATURDAY DATE					TOTALS				
MEAL*	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
TOTAL RESIDENT MEALS																																								

CACFP 225-B

Claim for Reimbursement

Your reimbursement is based on the meals from the recorded meal count forms. It is critical that this information be completed accurately. If errors are discovered on a monitoring review or an audit, you may have to pay money back to the State.

Claims for reimbursement are filed via the Internet at: https://dhssweb04.dhss.mo.gov/cnp. You will receive a personal user ID and password once a fully executed contract is obtained. It is recommended that two people from your shelter have access. Individual user ID's and passwords may not be shared or transferred to others. Contractors that do not have access to the computer or the Internet may contact the BCFNA central office to make alternative arrangements to submit claims.

*Important Note – In this database, each independent shelter is considered a **Sponsor** of one shelter!*

Please read all instructions before entering your first claim.

Basic Claiming Steps
Make sure you follow every step of the instructions. You must complete 2 separate online forms each month. If the sponsor claim is not in "pending approval" status, you have not submitted your claim!

- Enter the web address: **https://dhssweb04.dhss.mo.gov/cnp.**
- Enter your personal user ID and password, and click Login.
- Read the notice page and click Continue.
- Choose the correct Program year (i.e. Program year 2010 begins October 1, 2009 and ends September 30, 2010).
- Click on the Claims tab.
- Click the word Add to the right of the appropriate month.
- This is your Sponsor level claim. To activate the claim, scroll down to the bottom and click Submit.
- You now see the Sponsor Claim Summary with zeros.
- Scroll down to the bottom of the page and click the word here in the lower left corner to return to the Sponsor Summary Sheet.
- Click the yellow folder with a plus sign (to the left of the month you are claiming). The folder opens and the name of your shelter appears below the words "Sponsor Claim."
- Click Add by the name of the shelter.

- Enter the claim information, and click Submit. **(See instructions for center claim at end of this section)**
- ▨ Click here in lower left corner of the Post Confirmation Sheet.
- ▨ If there were errors detected, click Edit by the shelter's name to make corrections.
- ▨ On the claim, the errors will be highlighted in red.
- ▨ Correct all errors.
- ▨ Submit the claim again. (Repeat if needed, until the Post Confirmation shows the shelter's claim as *Complete*.) **Even though the page says the center claim is Complete, you are not done yet!**
- ▨ When you are finished entering the center claim, click here to return to the Sponsor Summary page.
- ▨ This page will show the center claim is Complete, but the sponsor claim is Pending Submission. Click Edit by the Sponsor Claim for that month.
- ▨ See page 24 for a sample center claim sheet.
- ▨ Scroll down to field (34). Read and checkmark √ the certification statement at the bottom of the sponsor-level claim, and submit the sponsor level claim. (NOTE: Do not enter a dollar figure into the FDCH Administration Costs field.)
- ▨ Make sure the sponsor-level claim is in *Pending Approval* status.
- ▨ Return often to the Sponsor Summary-Claims page to see when the claim has been *Approved* and *Paid*. To estimate what day you will receive your check/deposit, click on the payments tab on the sponsor summary page. Add three business days to the date listed to determine the probably date of deposit.

<u>Instructions for Center Claim:</u>

Fields (1-3) Enter the number of participants in residence in the shelter during this claim period by free income group.

Field (4) Add Free enrollment numbers (from the roster) and enter Total enrollment.

Field (5) Enter the number of days you served meals to participants this month.

Field (6) Figure total attendance (from the roster) by adding daily shelter attendance for all operating days.

Field (7) Do not enter anything into field (7). This information fills in automatically from the application.

Fields (8-10) Enter the total number of meals by Free income category.

Field (11) Enter the sum of each meal type meal type (breakfast, lunch, supper, and snack) actually served to participants in this shelter.

Field (12) Don't enter anything here. This field will calculate information automatically.

Fields (13 or 14) Does not apply to shelters. Complete only if this center is for profit. Enter the number of eligible Title XX or Title XIX participants **OR** the number of free plus reduced eligible participants in this center.

Field (15) Does not apply to shelters. For-profit centers check appropriate certification statement.

Click Submit.

Tips for Getting Around the CACFP web-system

- ▢ Do not use your Internet Explorer's Back button. Use the menu (in the orange section) on the top left of the screen, or use the "breadcrumb trail," to navigate from screen to screen.

- ▢ Each time you submit the claim, no matter if it has errors, it is saved on the server, and will be there if you need to leave or logoff and come back.

- ▢ Use the Tab key to navigate from field to field, or use your cursor to click into the field you want to fill out. Try not to use your Enter key. If you do, the claim will submit (in an error status).

- ▢ If you are in View mode, changes won't be saved. If you want to make changes, make sure you are in **Edit** mode.

- ▢ Claims will be submitted at the site level, or center level, before submitting a sponsor level, or "umbrella," claim form.

- ▢ Revisions are filed after the original (or previous revision) is in *Paid* status.

Payment Notes

- ▢ Click the Payments tab to view upcoming and past payments for CACFP claims.

- ▢ If a claim has been approved, but not yet processed for payment, the payment information will show in the Open Balance Transactions section. All other payments are shown in the next section.

- ▢ Click the **+** (plus sign) by a batch number to see details for that payment.

- ▢ When checking the payments, the processed date shown is approximately 3-4 business days prior to the actual electronic funds deposit date. (It is the date the batch was processed and information was sent to the State of Missouri payment system.)

- ▢ Deductions—if any—made from claim reimbursements due to downward revisions are reflected in information under the Payments tab only, not in the estimates shown in the Claims tab.

User Notes

❑ Click the Users tab to view individuals who have access to make changes to the center and sponsor information tabs and to submit application and claim information for your organization.

❑ Inform the state office immediately if an individual with access is leaving your organization so that user access may be revoked.

❑ Submit a Network User Access Request form to request online access for new employees and to delete access when no longer needed.

❑ User IDs and passwords are assigned to individuals only, and may not be shared.

Filing a Claim for Reimbursement

√ A center has 60 calendar days from the end of a claim month to file a claim for reimbursement. If a claim is filed online more than 60 days past due, the center may not be paid for that month.

√ Submit the completed claim online after you have reviewed your entries and are satisfied that the claim is completed accurately. The system has built in edit checks that should decrease the chance of the claim being submitted with errors.

√ You cannot submit a claim before the first day of the next month. (For example, an October claim cannot be submitted until November 1.)

MDHSS processes claims on the 10th of each month for payment by automatic direct deposit by around the 28th of the month. A second processing for claims is done on the 25th of the month for claims received the 11th through the 25th. The second payment is made around the 13th of the following month.

DHSS Receives Claim by:	Projected Payment Date:
10th of the month	28th of the month
25th of the month	13th of the next month

If you have not received your payment within 15 days of the payment date, please contact MDHSS to determine if there were problems with the claim. All payments will be direct deposited. This will avoid payment delays and lost checks.

CACFP

Center C.aim

Humpty Dumpty Daycare
4669

Humpty Dumpty Daycare -*CCC* Claim
4S891

Ju ly 2008
Pending Submission
Origina l Cla im

J, Bottom of Form

Center O1)eJat ii n.u and Enrollment Oat.-. (Must retlect the claiming l)eriodl

(1) Free Enrollment		(5) Number of Operating Days		
C2) Reduced Enrollment		(51 Total Attendance for Month		
(3) Paid Enrollment		*m* License Capacity (from Application)		120
(4) Total Enrollment				

Meal Count D‹rta

Meal Type	(..) Breakfast	(Bl AM Snack	(C) Lunch	fD) PM Snack	IE) Supper	*m* Night Snack
(8) Free						
(9) Reduced						
I'O) Paid						
(II) Total Meals						
(12) Average Daily Participation	0	0	0	0	0	0

For-Protlt Centers Onty

Total Title XX **I** XIX Beneficiaries	Free/Reduced-Price Elig,ble Chldrt n	Eligibility %
03) 0	(14) 01	0

(15) ◯ This organization certi fies lhat 25% of the enrollment or licensed capacity {whichever is **less**) are Title XX Beneficiaries or Free/Reduced Priced Eligibl e Child.ren for stes being claimed.

◯ This organization realizes that the Center does not meet the 25% Eligibilit y for For-Profit Centers, and that thⁱs claim will nol be reimbursed and no meals will be reported. <u>Note: Once this but1on ls checked and</u> the c!ajm bas been submjtted. the c!nim C-ln only be modjfied by p state !!(UH!£.v representatjye.

Created By:	Date Created:	Modified By:	Date Modified:

""Top of fo m

[Submit] [Cancel]

Food Service Costs

CACFP requires that reimbursement funds be used *only* for the operations or improvement of the food service. Records of food service operation and administrative costs must be documented to verify that the food service is not making a profit. Additionally, the receipts must show that the items on the menu were purchased.

Save all food, milk and donation receipts and invoices. Only those foods used for the CACFP can be charged to the food service. Expenses for personal items or items not related to the food service operation cannot be counted toward the CACFP food service costs. Transportation and storage costs for foods and food service supplies may be included.

Save receipts and invoices for all nonfood costs that are necessary to the food service. Examples include napkins, straws, utensils, cleaning supplies for the kitchen, etc. This may include expendable and durable supplies.

Compare the total amount of food and nonfood cost to the CACFP monthly reimbursement.

Food Cost + Nonfood Cost   CACFP reimbursement
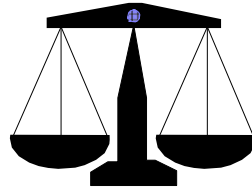
If the food + nonfood cost is less than the CACFP monthly reimbursement, you must also document food service labor costs. If the total of food + nonfood products for the month is greater than the CACFP reimbursement, the shelter **does not** need to document labor and indirect costs.

If food + non food totals less than the CACFP reimbursement, you need to calculate food service labor. Food Service labor costs include wages and salaries for labor needed for the food service operation. This includes time spent on menu planning, meal production records, CACFP paperwork, preparing, serving, and cleaning up, as well as site supervision of food service or children during mealtime. Each position must be listed.

The Documentation of Non-Profit Food Service, found in this workbook on page 27 may be used. For each position, indicate:
   a. Position title (each position used for food service)
   b. Salary per hour
   c. Hours worked per day on food service
   d. Days worked per month
   e. Total dollar amount credited to CACFP operation

Labor costs must be supported by payroll stubs and time studies. A time study is a daily record of how much time a person works on a specified food service task. The daily record should be completed for a period of two weeks. Employee benefits and taxes paid may also be included in the amount credited to CACFP.

Document all sources of income for the food program. This can include monies received from state, federal, local government sources, grants or any other funding used to subsidize the food program, any payments for meals, and any donations of food, supplies, equipment, or cash to the food program. Complete the Donated Food Items form if donated foods are used to prepare Program meals. Total all income sources.

Food receipts are examined during monitoring reviews. The MDHSS-BCFNA nutritionist will examine food receipts and invoices to determine whether or not the center has purchased adequate amounts of food to meet the minimum meal pattern requirements and that they support the menu. Key food items of interest that are easily tracked through the monitoring process are perishable foods such as bread, milk and the purchase of fresh produce. These items must be purchased or delivered on a regular basis due to their limited shelf life.

Fluid milk is a required meal component at breakfast, lunch, and supper meals. Milk purchase requirements are based on the institution's monthly claim for reimbursement for these meals.

Required Serving Per Meal	Servings Per Gallon	Age of Participants
4 oz. (1/2 cup)	32 servings	1-2 years
6 oz. (3/4 cup)	21 servings	3-5 years
8 oz. (1 cup)	16 servings	6 and over

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
DOCUMENTATION OF NON-PROFIT FOODSERVICE

FACILITY NAME							CLAIM MONTH

POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOOD SERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
				TOTAL LABOR COST		=	

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USEAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS		GRAND TOTAL SPENT ON CACFP
		X		=		TOTAL FOOD COSTS **(MAINTAIN RECEIPTS)**	
		X		=			
		X		=		TOTAL LABOR COSTS	
		X		=		TOTAL INDIRECT COSTS (IF APPLICABLE)	
TOTAL INDIRECT COSTS				=		**GRAND TOTAL** =	

CACFP-214

CHILD AND ADULT CARE FOOD PROGRAM
MONTHLY DONATED FOOD LOG

Date	Food Item Donated	Donation Quantity	Donation Source	Cost Estimate
MONTH/YEAR				**TOTAL** **$**

28

3/12/2010

Training Documentation

The shelter management is responsible for training shelter staff on CACFP topics at least once a year. This training is in addition to the orientation training provided by MDHSS-BCFNA. The training can be formal or informal, however it must be documented.

Documentation of training must include:
      a. Training topic(s)
      b. Session date(s) and time (duration)
      d. Location
      e. Name of participants (attach an attendance sign-in sheet) with job Title/Position
      f. Name of trainer

The Training Documentation form may be used to document the CACFP training you conduct. This form is found on page 30 in this workbook and at: www.dhss.mo.gov/cacfp/AppsForms.html.

USDA requires that training must at least cover the following topics appropriate to the level of staff experience and duties:

- CACFP meal patterns
- Meal count procedure
- Recordkeeping requirements
- Claim Submission and claim review procedures
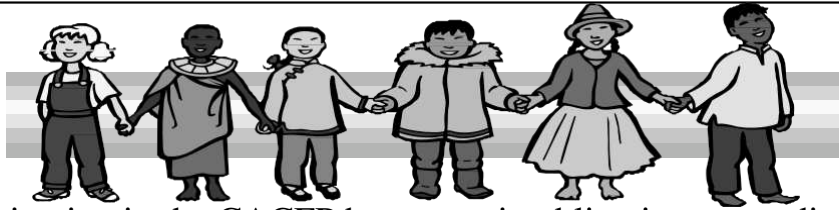- Explanation of the Program's reimbursement system

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
TRAINING DOCUMENTATION

DATE	TIME

TRAINING SITE

TRAINER NAME	TITLE / POSITION

TOPIC(S) PRESENTED: (CHECK ALL THAT APPLY.)

☐	Meal/Snack Requirements	☐	Daily Attendance Records
☐	Menus	☐	Creditable Foods
☐	Meal Count Procedures	☐	Child Nutrition
☐	Reimbursement Process	☐	Fostering Healthy Eating Habits
☐	Claim Submission	☐	Other_____
☐	Infant Feeding (if applicable)	☐	Other_____

Attendance Sign-In

Name (please sign)	Title/Position

Civil Rights Compliance

Shelters participating in the CACFP have certain obligations regarding Civil Rights which are to:

- Complete a Beneficiary Data Report annually. A Beneficiary Data Report (CACFP-226) must be completed once a year to report the racial/ethnic category of participating children in your shelters. Determine the child's racial/ethnic category visually using your best judgment. This form is found on page 32 in this workbook and is available at: http://www.dhss.mo.gov/cacfp/AppsForms.html.

- Display the "And Justice for All" and the "Building for the Future" posters in a prominent location in the building. These posters are available at: http://www.dhss.mo.gov/cacfp/Publications.html.

- Make program information available to the public upon request. In some situations, parents may request specific information about the CACFP. The shelter must be prepared to provide this information to the parent on request. MDHSS offers several pamphlets and brochures that explain the Program and the benefits and they are available at: www.dhss.mo.gov/cacfp.

- Provide program information in the appropriate translation when necessary. In some areas of the state, requests have been made for Spanish and other language translations of Program information. Spanish and 17 other language translations of the parent letter are available for shelters to download at: http://www.fns.usda.gov/cnd/Care/Translations/Meal_Benefit_Form_Translations.html.

- Provide the nondiscrimination statement and procedure for filing a complaint in any Program material directed to the parents and guardians. If the shelter has a resident handbook, or a policy booklet that is given to residents or others in the community, and the shelter indicates that it is participating in the CACFP, then you must provide the nondiscrimination statement and procedure for filing a complaint. This information is on the "And Justice for All" poster and available to download at: http://www.dhss.mo.gov/cacfp/USDAStatement.html.

- Forward complaints of discrimination to MDHSS-BCFNA. All complaints of discrimination, written or verbal, including anonymous complaints, must be forwarded to MDHSS-BCFNA within four days of receipt. Provide all available information and details.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
BENEFICIARY DATA REPORT

A Beneficiary Data Report must be completed once a year to report the racial/ethnic category of participants enrolled in your center. Determine the participant's racial/ethnic category visually using your best judgement. A participant may be included in the category to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

NAME OF CENTER/FACILITY:

ADDRESS:

Ethnic Category (Evaluate all participants for ethnicity first)	**Number of Participants**
Hispanic, Latino or Spanish origin – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	

Racial Category (Evaluate all participants for race. Individuals may be counted in one or more categories)	**Number of Participants**
American Indian or Alaskan Native– A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black, African American or Haitian – A person having origins in any of the black racial groups of Africa.	
Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
Total number of participants evaluated.	

SIGNATURE OF DIRECTOR

►

DATE

Monitoring Reviews

Federal and state regulations require shelters to maintain complete and accurate records. The USDA requires program participants to be able to account for each dollar they receive in reimbursement. MDHSS is required to ensure that shelters are accountable for all money they receive and are in compliance with Program regulations. A Nutritionist will visit the shelter at least every three years or sooner to conduct fiscal and meal service monitoring reviews.

Monitoring visits to shelters may be announced in advance or they may be unannounced. If announced in advance, the shelter will receive a letter but no date will be specified. The review may be conducted at any time within 45 days from the date on the letter. The shelter may contact our office if there are days that they know they will not be available. For unannounced visits, no advance notification will be given.

For all monitoring visits/reviews, all Program records must be made available to the Nutritionist within one hours of arrival. Failure to make any and/or all records available within the required time may result in findings, corrective action and/or overclaims.

Shelters must maintain all required records on file for a period of three full fiscal years after the final claim for reimbursement for the fiscal year was submitted or longer if audit findings have not been resolved. The federal fiscal year begins October 1 and ends September 30 of each year.

Summary
- Visits to shelters may be announced or unannounced
- Reviewer will show identification as a State employee
- Records, menus, and civil rights compliance will be reviewed
- At least one meal will be observed

The Monitoring Visit Checklist on page 34 is provided to help shelters prepare for the review. For specific Program requirements, refer to "The Monitoring Visit" Chapter in the CACFP Policy and Procedure Manual.

Monitoring Review Checklist

☒ Daily Resident Rosters for all Program participants.

☒ Daily Meal Count Records by meal type for the current fiscal year.

☒ Copies of daily <u>dated</u> menus that indicate all meal <u>components</u> served for each meal claimed for the current fiscal year.

☒ For catered meals (if applicable), a copy of the food services contract or agreement with caterer, copies of food production records, and a copy of the caterer's most recent health inspection.

☒ Copies of itemized food, milk and donated food invoices and receipts documenting food costs. Documentation of food service labor costs and indirect costs, if food costs are less than the amount of reimbursement received.

☒ Child Nutrition (CN) labels or other documentation for processed foods served (e.g. chicken nuggets and patties, fish sticks, corn dogs, burritos, ravioli, pizza, etc.).

☒ Copy of your most recent building health and safety sanitation inspection report or certification that there are no applicable local health standards findings issued by the State or local health departments.

☒ Medical Food Substitution record documentation.

☒ Beneficiary Data form completed once annually by visual identification of racial/ethnic category for each site.

☒ Documentation of CACFP training sessions performed by management staff, which includes: dates, locations, topics, and names of staff participants.

☒ Copy of the fully executed CACFP contract for the current fiscal year. Copies of supporting documents the shelter has submitted to/from MDHSS-BCFNA.

☒ An "And Justice for All" poster displayed in a location visible to the public.

☒ An audit report for the most recent year if the organization receives more than $500,000 per year in federal funds.

Summary of Required Records

<u>Resident Roster form</u> (page 16)
> All participants claimed for meal reimbursement must be in residence at the shelter. The resident rosters will be compared to the daily meal count sheets to substantiate the monthly meal claim.
> **Keep an active (daily) record on a clipboard or in a folder.**
> **File completed monthly records in a manila envelope or folder labeled with the appropriate month and year**.

<u>Meal Count Record</u> (CACFP 225)
> Meal counts must be recorded at the time of service (point of service) for each meal and snack. Only meals served in congregate meal settings are eligible for reimbursement.
> **Keep an active record on the clipboard or in a folder. File these records with the attendance records in the folder or envelope for the month.**

<u>Food Service Expenses</u>
> Food, milk and donation receipts and invoices for non-food purchases must be kept to verify that CACFP funds are used to support the food service.
> **File in the folder or envelope for each month.**

<u>Documentation of Non-Profit Foodservice</u> (CACFP 214)
> These records must be kept if the receipts for food and food service supplies total less than your CACFP claim. Record the salary of the cook and other food service staff that includes hours spent on food service tasks. Salary and time devoted administratively to record keeping may also be counted.
> **File in the folder or envelope for the month.**

<u>Menus</u> (CACFP 218B and 218BB)
> Menus are required to verify that the nutritional standards of the CACFP are followed. Please use the menu form provided by CACFP.
> **Keep the current active menu on a clipboard or in a folder. When completed, file the menu in the folder or envelope for the month.**

<u>Processed Food Documentation</u>
> Child Nutrition (CN) label documentation is required if the shelter uses processed foods. Information on CN Labels can be found in the Creditable Foods Guide. **File in folder or notebook.**

Infant Meals (CACFP 215, 216, and 217-or adaptation of these forms)

Infants' birth through 11 months must have access to CACFP meals following the requirements defined in the *Infant Food Chart*. Individual infant meal records and the Infant Feeding Preference (IFP) form are no longer required although the shelter must offer and document infant meals and must offer an infant formula that meets Program requirements. Infant meals may be claimed for reimbursement either when served in private family quarters that is part of the shelter or in the congregate meal setting. Infant meals may be claimed if the shelter provides all of the required meal components and maintains records' documenting that sufficient food has been provided to meet the meal pattern requirements. **Keep the current active menu on a clipboard or in a folder. When completed, file the menu in the folder or envelope for the month.**

Training documentation log (CACFP 222)

You must keep documentation of training that you provide for your center staff. Use of the CACFP provided form is optional.
File in folder or notebook.

Beneficiary (racial/ethnic) Data (CACFP 226)

You must complete this form once a year.
File in folder or notebook.
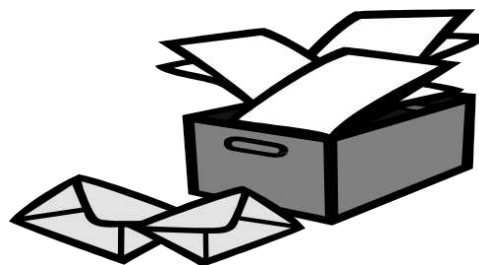
Sanitation and Fire Inspection Records

File in folder or notebook if required by local regulations.

Current Fiscal year CACFP contract

File in folder or notebook.

The following items <u>must</u> be posted in a location visible to the public:
- "And Justice for All" Poster

Organizing Records

Let's Get Organized!
These supplies will help!

3- ring binder(s)	Clip-board(s)
File box or cabinet	12 large envelopes-1 for
File folders	each month
3 hole punch	Colored highlight markers

Shelters should be prepared to assemble these records prior to the Nutritionist's monitoring review. Organize Program records in one folder, binder or envelope to support each month's claim for reimbursement.

Shelters MUST complete these records <u>daily</u> and <u>then file with monthly records</u> at end of month:

- Resident rosters for all Program participants 18 years and younger.

- Meal count records of congregate meals served and recorded at the point of meal service.

- Dated Menus – documentation of food served to participants served per the infant and child meal pattern requirements.

Shelters MUST maintain these records <u>monthly</u>:

- Food, milk and food donation receipts and documentation of labor cost.

The monthly records can be placed into a 3-ring binder, large envelope or whatever will keep them organized by month.

Shelters MUST maintain these records <u>yearly</u> (Fiscal Year is October 1 – September 30):

- Copy of current CACFP contract.

- Copy of annual training documentation.

- Copy of sanitation inspections.

- Copy of legal agreement with caterer or Food Service Management Company (FSMC) to contract meals (if applicable).

- Copy of beneficiary (racial/ethnic) data.

Suggestion: Where to Keep Records

Complete daily	Current month	Prior months
Resident Roster	Clip-board or folder	Folder or envelope labeled with appropriate month
Meal Count Record	Clip-board or folder	
Menus	Clip-board or post	

Monthly and Miscellaneous Forms	
Food service expenses	Place in folder or envelope labeled with appropriate month
Labor and indirect cost record summarized on the Documentation of Non-Profit Food Service form	

Yearly and Miscellaneous Forms	
Current CACFP Contract	Place in folder or envelope labeled with Fiscal Year
Annual Training Documentation	
Annual Beneficiary Data form	
Sanitation and/or Vended meal contract, if applicable	
CN Label or other Processed Food documentation	
Medical Food Substitution Records	

Appeal Procedure

If you feel you have been treated unfairly by the Child and Adult Care Food Program (CACFP), you have the right to appeal. Actions which may be appealed are those that affect your participation or your claim for reimbursement including, but not limited to:

- Denial of an institution's application for participation;
- Denial of an application submitted by a sponsoring organization on behalf of a facility;
- Notice of proposed termination of the participation of an institution or facility;
- Notice of proposed disqualification of a responsible principal or responsible individual;
- Suspension of an institution's contract;
- Denial of all or part of a claim for reimbursement;
- Demand for the remittance of an overpayment;
- Denial by MDHSS to forward to the Food and Nutrition Service an exception request by the institution or sponsoring organization for payment of a late claim or a request for an upward adjustment to a claim, or demand for remittance of an overclaim; and
- Any other action of the state agency affecting an institution's participation or its claim for reimbursement.

Instructions on how to appeal are included in all correspondence concerning any actions taken by the CACFP. You must submit an appeal request **within 15 calendar days** of receipt of the adverse action from CACFP. For more information on your rights to appeal, please refer to Chapter 12 of the CACFP Policy and Procedure Manual.
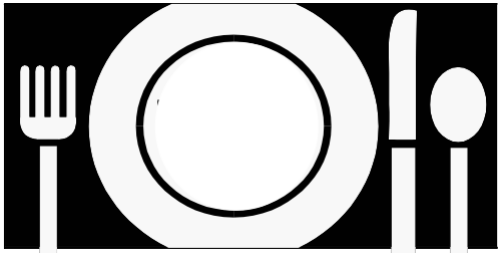
Call or write to CACFP if you have any questions.

Missouri Department of Health and Senior Services
Bureau of Community Food and Nutrition Assistance
P.O. Box 570
Jefferson City, MO 65102

800-733-6251
573-751-6269

Menu Planning

Menu planning for children is a major responsibility. A well-balanced menu not only serves foods that "go together" and are appetizing to children, but must include the nutrients that children need for good health and normal growth.

Young children, especially children living in low-income environments, are at risk for nutritional deficiencies that can limit their physical and mental development. The CACFP Meal Pattern Requirements and Creditable Food Guide help assure that children participating in the CACFP are served foods that supply the nutrients they need. The Creditable Foods Guide is a reference list of foods that can be "credited" to the CACFP. Shelter menus have a major influence in development of children's eating habits. It is important that menus help establish patterns for healthy eating. The following recommendations will help children to develop healthy eating habits:

- Provide a variety of foods, but never force or bribe a child to eat a food they don't like.

- Include a good source of Vitamin C daily. (See list of Vitamin C sources in this section)

- Include a good source of Vitamin A every other day. (See list of Vitamin A sources in this section)

- Serve foods high in iron. (See list of Iron sources in this section)

- Serve milk at each meal for calcium.

- Serve mother's breast milk or iron fortified infant formula to infants under 12 months of age.

- Use sugars and sweets in moderation.

- Limit foods high in fat, saturated fat and cholesterol.

- Use fats and oils sparingly in food preparation.

- Limit the use of salt and high sodium foods. Teach orderly and positive eating.

- Eat slowly, sitting down at the table. Limit influences that distract from eating.) Help children trust their own internal signals of hunger and satisfaction. Allow each child to determine how much to eat, or whether to eat or not. Never make children clean their plates!

- Maintain a regular schedule for meals and snacks.

Menu Planning Guidelines

Menus must be planned to be in compliance with federal regulations and the CACFP requirements. Foods must be selected from the Creditable Foods Guide. All required menu components must be included. Some extra food items may also be used.

1. Select a form for menu planning. The MDHSS menu form is provided as the recommended form. See page 47 in this Workbook. This form lists the food components required for each meal and snack (supplement).   Seven-day menu forms are available at: http://www.dhss.mo.gov/cacfp/AppsForms.html.

2. Choose the type of menu format you will use. A cycle menu format is recommended. A cycle menu is a set of menus that are repeated in the same order for a period of time, usually 2, 3, or 4 weeks. It provides variety by offering different foods and/or different food combinations each day during the cycle. A cycle menu provides consistency that simplifies food purchasing and production.

3. Mark any food substitutions and keep copies of daily **dated** menus.

4. Plan menu items based on the equipment available in the shelter's kitchen. One meal's menu should not include baked chicken, baked potatoes and baked apple if there is not enough oven space.

5. Know what your cook can or cannot do. An inexperienced cook may not be able to prepare more complex menu items. Review the menu and recipes with your cook.

6. Include all food components in at least the minimum portion sizes specified on the Food Chart. It is usually easiest to start by planning the main dish or entrée.

7. Plan menus that keep the nutritional needs of young children in focus. Be sure to include a good source of Iron and Vitamin C daily and Vitamin A every other day.

8. Meats such as hot dogs, sausage, and lunchmeat (bologna, salami and others) are high in fat and sodium. <u>They should be served no more than one time per week</u>.

9. Specify the type of fruit, juice and vegetables on your menus to assure a variety of food and to document the nutritional value of the meal.

10. Sweet type dessert snacks, such as cookies and brownies <u>should be served no more than two times per week</u>.

11. Sweet type breakfast items, such as sweet rolls and doughnuts <u>should be served no more than one time per week</u>.

12. Make sure that meals look and taste good!

   • Include foods that are different shapes-round, square, rectangular, wedge-shaped.
   • Choose foods that are different colors-yellow, orange, red, bright green, tan, and white.
   • Combine foods that have different textures-soft, crunchy, crisp, creamy, and smooth.
   • Include foods with different tastes-sweet, sour, tart, salty, spicy, and mild.

13. Consider the different ethnic and cultural food habits and preferences of the children.

14. Introduce new foods along with familiar foods that children already like.

15. Take precautions to limit foods that increase the risk of choking. Children under four years of age have the highest risk of choking. See page 68.

16. Select or develop standardized recipes for menu items.

17. Utilize references available from the USDA, including:

   • Building Blocks for Fun and Healthy Meals / A Menu Planner for the CACFP
   • *Food Buying Guide for Child Nutrition Programs*
   • *Child Care Recipes / Food for Health and Fun*

These and other resources can be downloaded from FNS online at: www.fns.usda.gov/cnd/care/publications/tools.htm.

18. Set aside time to evaluate and revise menus with input from parents, children, and staff.

Four Components in Menu Planning

CACFP nutritional guidelines help assure that children are provided with healthy foods that meet their growing needs. The four components below are used to plan meals and snacks.

Breakfast must contain the milk, grains/bread and vegetable/fruit components.
Lunch and Dinner meals must contain all four components, including two <u>different</u> servings of vegetable/fruit.
Snacks must contain at least two <u>different</u> food components.
Additional foods may be served to provide additional calories and nutrients.

Meat / Meat Alternates	Milk
Lean meat, poultry, fish, cheese, egg, cooked dry beans or peas, Nuts and seeds, nut and seed butters, alternate protein products, Yogurt (creditable at lunch and snack only)	Whole milk required for 1-2 year olds Low-fat, 2%, 1% or skim recommended after age 2 Unflavored or flavored
Specifics • Required at Lunch and Supper as main dish • Nuts/seeds/butters can meet only ½ of meat requirement at meals; meets full requirement at snacks • No more than 2 different meat items creditable at 1 meal • Lunch meat/Cold cuts, hot dogs *no more than 1 time per week*	**Specifics** • Milk must be fluid • Serve at all 3 meals: serve as beverage for lunch and supper • Milk O.K. over cereal at breakfast and snack • Infants under age 1 are served breast milk or iron-fortified formula, not regular cow's milk
Vegetable / Fruit	**Grains/Breads**
Fruits and vegetables 100% full strength fruit or vegetable juice	Whole grain or enriched bread, grains, cereal, crackers, pasta
Specifics • 1 serving required at Breakfast • 2 different kinds required at Lunch & Supper • Minimum creditable amount-1/8 cup • Dried beans and peas not counted as both fruit & vegetable and meat at 1 meal • Juice not served with milk for snacks • Only one vegetable/fruit creditable for snacks (Example – <u>Not</u> juice and apple)	**Specifics** • Required at Breakfast, Lunch, and Supper • Minimum creditable amount is ¼ serving • Ready-to-eat cereal at breakfast and snack only • Grain-based chips creditable only 2 times a week and only at lunch and snack • Coffee cake, doughnuts, sweet rolls creditable at breakfast and snack only and *no more than 1 time per week at breakfast* • Grains/Breads may not be dessert at lunch and supper. Cookies and other dessert grains are creditable only at snacks and *no more than 2 times per week*

Food Chart – Children

		Age 1 through 2	Age 3 through 5	Age 6 through 12
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice or Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Bread	½ slice	½ slice	1 slice
Snack Serve 2 of 4 components.	Fluid Milk	½ cup	½ cup	1 cup
	Juice or Fruit or Vegetable[1]	½ cup	½ cup	¾ cup
	Meat or Meat Alternate	½ ounce	½ ounce	1 ounce
	Grains/Bread	½ slice	½ slice	1 slice
Lunch or Supper	Fluid Milk	½ cup	¾ cup	1 cup
	Meat, Poultry, Fish, Cheese, or	1 ounce	1 ½ ounces	2 ounces
	Egg, or	1	1	1
	Cooked Dry Beans, Peas, or	¼ cup	3/8 cup	½ cup
	Peanut Butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
	Vegetables and/or Fruits (must serve at least two different varieties[2])	¼ cup total	½ cup total	¾ cup total
	Grains/Bread	½ slice	½ slice	1 slice

[1]Juice may not be served if milk is the only other component at snack.
[2]A minimum of 1/8 cup of each must be served.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800-798-3272 (voice) or 202-720-6382 (TTY).. USDA is an equal opportunity provider and employer.

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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
MENU – USDA REQUIREMENTS FOR SHELTERS

NAME OF CENTER/FACILITY _____   WEEK OF _____   YEAR _____

BREAKFAST	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Fluid Milk							
Juice, Fruit, or Vegetable							
Grains/Bread Component							
Other Foods							
LUNCH							
Fluid Milk							
2 Servings of Fruit and/or Vegetables							
Grains/Bread Component							
Meat or Meat Alternate							
Other Foods							
SUPPER							
Fluid Milk							
2 Servings of Fruit and/or Vegetable							
Grains/Bread Component							
Meat or Meat Alternate							
Other Foods							

MO 580-1463 (6-08)

CACFP-218 B

MENU – USDA REQUIREMENTS FOR SHELTERS

NAME OF CENTER/FACILITY _____   WEEK OF _____   YEAR _____

BREAKFAST							
	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Fluid Milk	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Juice, Fruit, or Vegetable	Applesauce	Pineapple Chunks	Sliced Peaches	Orange Juice*	Apple Slices	Grape Juice*	Banana
Grains/Bread Component	Waffle	Oatmeal	Cinnamon Toast	Bagel	Biscuit	Cheerios Cereal	Raisin Toast
Other Foods	**Syrup**	Raisins		Cream Cheese	Sausage Patty		
LUNCH	Hamburger Pizza	Ham & Cheese Sandwich	Chicken Nuggets	Chicken & Noodles	Hamburger on Bun	Fish Sticks	Hot Dog on Bun
Fluid Milk	Milk	Milk	Milk	Milk	Milk	Milk	Milk
2 Servings of Fruit and/or Vegetables	Lettuce Salad	Baby Carrots	Broccoli	Peas	Oven Fries	Cheesy Potatoes	Tater Tots
	Mandarin Oranges	Banana	Pears	Apple Slices	Green Beans	Peaches	Fruit Cocktail
Grains/Bread Component	Pizza Crust	Bread	Roll	Noodles	Hamburger Bun	Cornbread	Hot Dog Bun
Meat or Meat Alternate	Hamburger & Cheese	Ham & Cheese	Chicken Nuggets (CN)**	Canned Chicken	Hamburger Patty	Fish Sticks (CN)**	Beef Hot Dog
SUPPER	Ham & Beans	Chicken Corndog	Spaghetti with Meatsauce	Turkey Pita Sandwich	Meat & Cheese Burrito	Salisbury Steak (HM)	Breakfast for Supper
Fluid Milk	Milk	Milk	Milk	Milk	Milk	Milk	Milk
2 Servings of Fruit and/or Vegetables	Broccoli	Wedge Potatoes	Lettuce Salad	Cucumber Salad	Refried Beans	Mashed Potatoes	Potato Triangle
	Fruit Salad	Orange Wedges	Pineapple Chunks	Strawberries	Apricots	Fruited Gelatin	Cinnamon Apples
Grains/Bread Component	Cornbread	Corndog breading (CN)	Noodles	Pita Bread	Flour Tortilla	Dinner Roll	Biscuit
Meat or Meat Alternate	Navy Beans	Chicken Corndog (CN)	Ground Beef	Turkey Breast	Ground Turkey & Cheese	Ground Beef	Scrambled Eggs
Other Foods	Ham (flavoring)	Mustard, Ketsup	Salad Dressing	Mayonnaise	Salsa	Gravy	Margarine, Jelly

MO 580-1463 (6-08)   CACFP-218 B

Sample Menus

*Juice should be Vitamin C fortified
**Processed meat should have CN Label or other documentation
HM=Homemade

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
MENU – USDA REQUIREMENTS FOR SHELTERS

NAME OF CENTER/FACILITY _____   WEEK OF _____   YEAR _____

BREAKFAST							
	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Fluid Milk	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Juice, Fruit, or Vegetable	Scrambled Eggs	Applesauce	Juice	Raisin Bread	Butter	Pears	Orange Juice
Grains/Bread Component	Toast	Sausage	Oatmeal	Bacon	Waffle	Pop Tart	French Toast
Other Foods							Syrup
LUNCH							
Fluid Milk	Milk	Milk	Milk	Milk	Milk	Milk	Milk
2 Servings of Fruit and/or Vegetables	Potato Chips	Macaroni	Plums	Ketchup, Pickles	Pineapple Chunks	Shoestring Potatoes	Salsa
	Fruit	Banana	Peas	Baked Beans	Cole Slaw	Peaches	Corn
Grains/Bread Component	Bun	½ Slice Bread	Garlic Bread	Fries	Rice	Roll	Flour Tortilla
Meat or Meat Alternate	Hot Dog	Cheese	Spaghetti	Hamburger	Red Beans	Baked Ham	Seasoned Beef
SUPPER							
Fluid Milk	Milk	Milk	Milk	Milk	Milk	Milk	Milk
2 Servings of Fruit and/or Vegetables	Applesauce	Baby Carrots	Rice	Green Beans	Celery Sticks	Peas	Potato Chips
	Spiced Apples	Fruit Cocktail	Peas & Carrots	Potato Salad	Fruit Punch	Orange Wedges	Mandarin Oranges
Grains/Bread Component	Crackers	Bread	Roll	Sugar Cookie	Bread	Mashed Potatoes	Bun
Meat or Meat Alternate	Pressed Turkey Roll	Bologna	Ham	Corndog	Peanut Butter	Chicken Leg	Cold Cuts
Other Foods	Mayonnaise	Mustard	Margarine	Mustard	Jelly	Gravy	Mustard

MO 580-1463 (6-08)   CACFP-218-B

Find the Errors

Production Records

A production record is a planning tool that can help you to track the amount of food needed to feed a certain number of people. The format can vary, but a basic production record should list your menu items, the amount of each food component, and the number of children and adults served. By recording actual information from a meal, you can plan more accurately the next time that meal is served.

More information on production records is found in *Building Blocks for Fun and Healthy Meals.* Production records are not required in the CACFP for shelters that prepare their own food. Caterers must provide production records to the shelters that contract with them for food service.

Medical Food Substitution Record

Children with medical or special dietary needs may have substitutions to the meal pattern only when a medical food substitution record is on file. This documentation must be signed by a recognized medical authority such as a licensed physician, physician assistant, or nurse practitioner and must include the following:

- An identification of the medical or other special dietary need which restricts the child's diet; and
- The food or food that the child cannot have and the food or food that may be substituted.

For more information on food substitutions, see Chapter 7.5 of the Emergency/Homeless Shelter Policy and Procedure Manual or download the form at: http://www.dhss.mo.gov/cacfp/AppsForms.html.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
MEDICAL FOOD SUBSTITUTION RECORD

The Child & Adult Care Food Program Requirements for Meal Pattern Substitutions Section 7.5 require food substitutions to be authorized by a recognized medical authority. Recognized medical authority includes physician, physician assistant, or nurse practitioner. The recognized medical authority must specify, in writing, the food to be omitted from the patient's diet and the food or choice of foods that may be substituted.

PATIENT'S NAME:

MEDICAL DIAGNOSIS / REASON:

SPECIAL ASSISTANCE/EQUIPMENT REQUIRED:

FOOD SUBSTITUTION LIST:

Fluid Milk	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)

Meat & Meat Alternative (e.g., eggs, cheese peanut butter, dry bean, yogurt, etc.)	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)

Bread, Cereal or Whole Grain Products	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)

Fruit & Vegetables or Juice	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)

Additional Dietary Concerns and/or Required Equipment or Assistance Needed:

I (medical authority) certify that the above patient must be provided a special diet or requires special accommodations as indicated above.

SIGNATURE	TITLE	DATE

MO 580-2641 (8-06)   CACFP-227

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FOOD SOURCES OF KEY NUTRIENTS

Iron

Good Sources:
Liver (beef, pork, chicken, turkey)
Beef
Turkey (dark meat)
Pork
Dried beans and peas
      Black-eyed peas
      Kidney beans
      Pinto beans
      White beans
      Chickpeas
Eggs
Iron fortified breakfast cereals
Enriched or Whole Grain breads
Fortified grains and breads
Spinach
Broccoli

FOOD SOURCES OF KEY NUTRIENTS

Vitamin A

Excellent Sources:
Dark leafy green vegetables:
      Spinach
      Collard greens
      Mustard greens
      Kale
      Turnip greens
      Beet greens
      Chard
      Bok Choy
Pumpkin
Carrots
Sweet potato
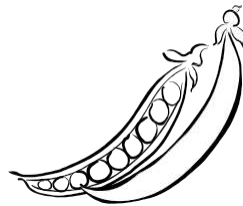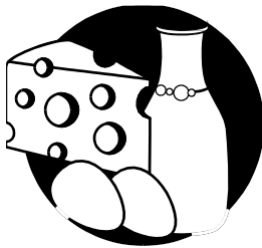Sweet red peppers
Cantaloupe
Winter squash (acorn, butternut, etc.)
Mango
Apricots
Broccoli
Liver

Good Sources:
Green peas
Watermelon
Peaches
Nectarines
Cheese
Eggs
Tomato products
Mixed vegetables with carrots

FOOD SOURCES OF KEY NUTRIENTS

Vitamin C

Excellent Sources:
Orange juice
100% fruit juices enriched with Vitamin C
Citrus fruits:
    Oranges
    Grapefruit
    Canned mandarin oranges
    Tangerine
    Tangelo
Broccoli
Asparagus
Brussels sprouts
Cauliflower
Snow peas
Peppers (green bell and sweet red)
Melons:
    Cantaloupe
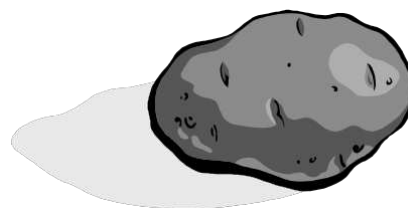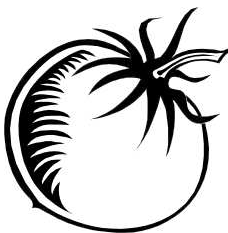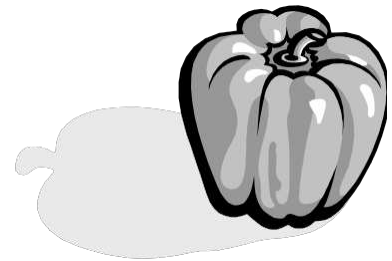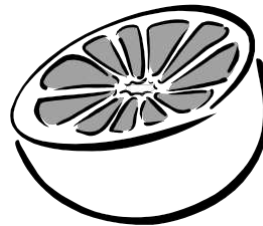   Honeydew
Mango
Papaya
Kiwi Guava
Strawberries

Good Sources:
Potatoes
Sweet potatoes
Cabbage
Pineapple
Tomatoes
Lima beans
Watermelon
Blackberries
Leafy green vegetables:
    Spinach
    Collard greens
    Mustard greens
    Turnip greens

Quality Standards for Foods

Quality food service requires standards to ensure that foods served meet the nutritional needs of the children, look and taste good, and are safe to eat. An excellent reference is ***Building Blocks for Fun and Healthy Meals*** from the USDA.

Standardized Recipes

A standardized recipe is one that has been tried, adapted, and retried several times. It will produce the same quality of product and the same number of servings every time it is prepared as long as the same procedures, equipment, and ingredients are used. Because standardized recipes specify exact amounts of ingredients, it is easier to control food costs and manage the purchase and storage of foods.

A good source of quantity recipes is ***Child Care Recipes: Food for Health and Fun*** from USDA.

How to Create a Standardized Recipe

If you want to standardize a recipe, or modify one that is already standardized, you will need to keep accurate records. The following information is to be included in a standardized recipe:

1. **Ingredients**

   a. List ingredients in the order of use.

   b. Specify the form of the ingredient, such as fresh, frozen, or canned.

   c. List exact amounts of ingredients by measure, weight, or pack size.

2. **Preparation procedures**

   a. Be clear, concise, and complete.

   b. Include equipment used, utensil, and pan size.

c. Specify cooking temperature and/or stage, such as boiling or simmering.

d. List cooking time.

3. Yield

a. Portion size.

b. Number of portions.

Processed Food Documentation

Processed foods, such as breaded meat products, frozen pizza or canned ravioli vary greatly from one manufacturer to another and from product to product. All processed "convenience" food used must have documentation that it meets the standards of the Child and Adult Care Food Program. Processed food cannot be counted towards fulfilling the meat/meat alternate requirement unless the shelter has documentation of the composition of the processed food. Documentation regarding processed food must be maintained in the shelter files. If this information is not available at the time of the monitoring review, meals containing processed foods may be disallowed. Documentation can include one of three options:

1. **Child Nutrition Label (CN Label).** The Child Nutrition Labeling Program is a voluntary federal labeling program. The USDA's Food and Nutrition Service has evaluated all food products labeled with a CN Label and determined the foods' contribution toward meal pattern requirements.

2. **Product analysis sheet signed by a representative of the manufacturer.** The product analysis sheet must list the product and the food components and amounts that are credited to that product. Manufacturers must use the current USDA Food Buying Guide for Child Nutrition Programs to determine yields of food components.

3. **Analysis of breaded meat product by the shelter**. The shelter may separate breading from meat products and weigh the cooked meat after the breading has been removed. Write down the brand name of the product, the manufacturer, the weight of the meat portion of the product, and the number of pieces or portions to be served to the different age groups.

Child Nutrition Label (CN Label)

The CN label will always contain the following:
- The CN logo, which has a distinct border
- USDA authorization
- A 6-digit product identification number
- The month and year of approval

Example:

```
┌──────────────── CN ────────────────┐
│                              000000 │
│    This 3.00 oz serving of raw beef patty provides when      │
│    cooked 2.00 oz equivalent meat for Child Nutrition Meal  CN │
│ CN Pattern Requirements. (Use of this logo and statement    │
│    authorized by the Food and Nutrition Service, USDA 05-84.)│
│                                     │
└──────────────── CN ────────────────┘
```
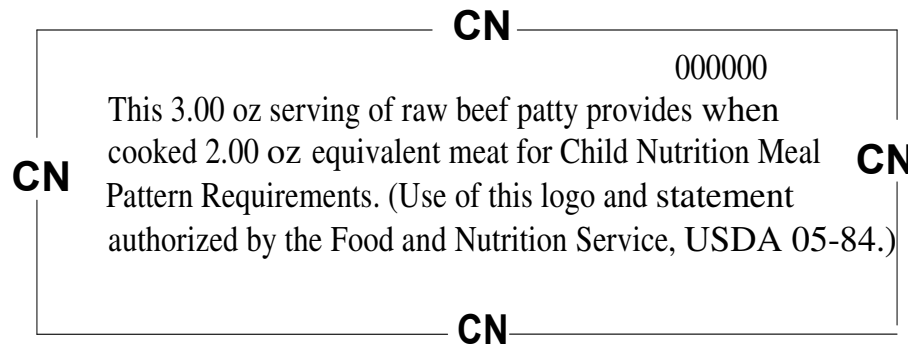
Manufacturer's Product Analysis Sheet (Example on page 52)

The product analysis sheet is a detailed information sheet from the product manufacturer. It identifies the weight of the food components and the product's contribution to the meal pattern. The analysis sheet contains:
- Product name
- Food components in the product that contribute to the meal pattern
- Product's total contribution towards the meal pattern
- Statement of vegetable protein product contained in the product
- Original signature and title of a company official and
- The date

Important! It is not enough just to have the CN labels and product analysis sheets. You must use the information to determine the size portion you must serve to provide enough meat.

Example: Manufacturer's Product Analysis

XYZ Burrito Factory

Effective Date: August 23, 2008 Product No. 9999

Total weight of precooked product: 4.00

Total of raw meat: 0.650 oz.

Percent of fat of raw meat: Not to exceed 30%

Weight of dry Volume Per Package (VPP): 0.094 oz.

Weight of liquid used to hydrate VPP: 0.176 oz.

Percent of Protein in dry VPP: 52%

Weight of raw meat and hydrated VPP: 0.920

Type of VPP used: XX Flour:_____ Isolate: _____

Weight of other ingredients: 1.005 oz.

Weight of pinto beans: 0.325 oz. Factored Wt. 0.503

Weight of cheese: none

Weight of cooked meat with VPP: 0.644 oz.

Total weight of filling: 2.25 oz.

Total weight of enriched flour tortilla: 1.75 oz. 1.59 serving

I certify the above information is true and correct and that the product (ready for serving) contributes 1.14 ounces of equivalent meat/meat alternative toward the meal pattern when prepared according to direction. I understand that the above named product will be used as a meal component for which Federal reimbursement will be claimed, and that records are available to support the information indicated above. The VPP used conforms to Food and Nutrition Service regulations. This product analysis will supersede all previously issued sheets.

SUGGESTED BID SPECIFICATIONS: _____ cases - Red Chili Beef, Bean and Chicken Burrito, 4.00 oz. **Each, unfried, packed 3/24 count. Must meet 1.00 ounces of meat/meat alternate and 1.50 bread servings.**

This is the important information

Director of Manufacturing

_____

James Smith   Title

XYZ Burrito Factory   August 23, 2008

Shelter Product Analysis

Breaded meat products may be analyzed by the shelter to determine the amount of meat provided.

1. Record the brand and product name.

2. Cook the product and remove the breading from the cooked product.

3. Weigh the cooked meat without the breading. Weigh a minimum of three (3) samples to verify uniform amounts.

4. Record the amount of cooked meat provided by each piece of product.

5. List the number of product pieces required to meet the serving sizes of each age group.

6. Record the date of the analysis.

Example:

ABC Crunchy Fish Sticks

Cooked fish sticks with breading removed were weighed on May 2, 2008.

Each ABC Crunchy Fish Stick contained ¼ ounce of fish.

The following lists the number of fish sticks needed for each age group to satisfy the meat/meat alternate (ma) component at lunch or supper.

Age Group	No. of Fish Sticks & Contribution
1 through 2 years	4 pieces (equals 1 oz. meat/ma)
3 through 5 years	6 pieces (equals 1 ½ oz. meat/ma)
6 through 12 years	8 pieces (equals 2 oz. meat/ma)

Important Note:
All documentation regarding processed foods must be maintained in the shelter files. If information is not available at the time of a monitoring review, **meals containing the processed foods may be disallowed.**

Feeding Infants

Infants from birth through 11 months must have access to CACFP meals following the requirements defined in the *Infant Food Chart.* Shelters must offer and document daily infant meals and must provide an infant formula that meets Program requirements.

Summary of CACFP Infant Requirements

Refer to Infant Policies 5.7 6.12 and 7.2 at:
http://www.dhss.mo.gov/cacfp/ShelterManual/ShelterPandPLink.pdf.

- Support breastfeeding. Meals consisting of breastmilk only may be claimed for infants from birth through seven months of age.

- Choose at least <u>one</u> brand of infant formula with iron to offer and have on hand at shelter.

- Offer infant meals that meet the requirements of *Food Chart - Infants.* (p. 60)

- Introduce solid foods of appropriate texture and consistency when each infant is developmentally ready – involve parents in decision when to start each food.

- Maintain documentation that sufficient food is provided to meet the minimum meal pattern requirements and keep with other monthly Program records.

- Record infants on the resident rosters, meal count records and claim for reimbursement the same as for other children.

- Infant meals claimed should not exceed three (3) meals per infant per day OR two (2) meals and one (1) snack per infant per day regardless of the number of times the infant eats. Reimbursement rates are the same as for older children.

- The shelter must provide the food components (solid food) when infants, 8 through 11 months, are developmentally ready for those foods.

- Fruit juice should not be offered until infants are 6 months old and able to drink from a cup.

- A WIC (Women's Infants and Children) voucher for infant food and formula may be provided by the shelter however, the shelter cannot claim these meals. This does not negate the shelter's responsibility to provide formula and solid infant foods.

- Meals that are consumed in private family quarters in a shelter are only reimbursable for infants birth through 11 months. **Only meals served in a congregate meal setting are eligible for reimbursement for enrolled residents one through 18 years of age.**

Missouri Department of Health and Senior Services - Child and Adult Care Food Program

Food Chart – Infants

		Age (months) 0 through 3	Age (months) 4 through 7	8 through 11
Breakfast	Iron-fortified Infant Formula [1] or	4 to 6 fluid ounces	4 to 8 fluid ounces	6 to 8 fluid ounces
	Breastmilk [2]	4 to 6 fluid ounces [3]	4 to 8 fluid ounces [3]	6 to 8 fluid ounces [3]
	Iron-fortified Dry Infant Cereal		0 to 3 Tbsp (when ready) [4]	2 to 4 Tbsp.
	Fruit and/or Vegetable [4]			1 to 4 Tbsp.
Snack	Iron-fortified Infant Formula [1] or	4 to 6 fluid ounces	4 to 6 fluid ounces	2 to 4 fluid ounces
	Breastmilk [2] or	4 to 6 fluid ounces [3]	4 to 6 fluid ounces [3]	2 to 4 fluid ounces [3]
	Full Strength Fruit Juice			2 to 4 fluid ounces
	Whole grain or enriched crusty bread or			0 to 1/2 slice (when ready) [4]
	Cracker type products			0 to 2 (when ready) [4]
Lunch or Supper	Iron-fortified Infant Formula [1] or	4 to 6 fluid ounces	4 to 8 fluid ounces	6 to 8 fluid ounces
	Breastmilk [2]	4 to 6 fluid ounces [3]	4 to 8 fluid ounces [3]	6 to 8 fluid ounces [3]
	Fruit and/or Vegetable [5]		0 to 3 Tbsp (when ready) [4]	1 to 4 Tbsp.
	One or more of the following:			1 to 4 Tbsp.
	Iron fortified infant cereal		0 to 3 Tbsp. (when ready) [4]	2 to 4 Tbsp.
	Meat, Poultry, Fish, Egg Yolk, cooked Dry Beans or Peas			1 to 4 Tbsp.
	Cheese			½ to 2 ounces
	Cottage Cheese			1 to 4 ounces (volume)
	Cheese food or cheese spread			1 to 4 ounces (weight)

60

[1]Meals containing iron-fortified infant formula provided by the infant's parent can be claimed for reimbursement. All other food components (per this chart) must be provided by the center or daycare home provider.

[2]Meals containing only breastmilk can be claimed for reimbursement. All other food components (per this chart) must be provided by the center or daycare home provider.

[3]Providers may serve less than the minimum regulatory requirement of breastmilk to avoid waste. If the full regulatory portion of breastmilk is not offered initially, then additional breastmilk must be offered if the infant is still hungry.

[4]A serving of this component is required only when the infant is developmentally ready to accept it.

[5]Juice does not fulfill the fruit/vegetable requirement at breakfast, lunch or supper.

MDHSS-CFNA 9/03

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
INDIVIDUAL INFANT MEAL RECORD

0 THROUGH 3 MONTHS

INFANT'S NAME	MEALS CLAIMED ☐ Breakfast ☐ Lunch ☐ Snack ☐ Supper		AGE (MONTHS)	DATE OF BIRTH
CENTER/PROVIDER	BREASTMILK ☐ YES ☐ NO		FORMULA TYPE	CLAIM MONTH/YEAR

CLAIM ONLY APPROVED MEALS

REQUIREMENTS	DATE		DATE		DATE		DATE		DATE	
	AMOUNT EATEN	TIME	AMOUNT EATEN	TIME	AMOUNT EATEN	TIME	AMOUNT EATEN	TIME	AMOUNT EATEN	TIME
4-6 Oz. Breastmilk **or** Iron Fortified Infant Formula										
4-6 Oz. Breastmilk **or** Iron Fortified Infant Formula										
4-6 Oz. Breastmilk **or** Iron Fortified Infant Formula										
4-6 Oz. Breastmilk **or** Iron Fortified Infant Formula										
4-6 Oz. Breastmilk **or** Iron Fortified Infant Formula										
4-6 Oz. Breastmilk **or** Iron Fortified Infant Formula										

61 - Optional

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
INDIVIDUAL INFANT MEAL RECORD

4 THROUGH 7 MONTHS

INFANT'S NAME		AGE (MONTHS)	DATE OF BIRTH
CENTER/PROVIDER	BREASTMILK ☐ YES ☐ NO	FORMULA TYPE	MONTH/YEAR

CLAIM ONLY APPROVED MEALS

REQUIREMENTS		DATE	DATE	DATE	DATE	DATE
		Circle or list specific foods consumed by this infant				
BREAKFAST Breastmilk or Iron Fortified Infant Formula	4-8 fl. oz.	Breastmilk Formula Rice cereal Barley Oatmeal Mixed cereal	Breastmilk Formula Rice cereal Barley Oatmeal Mixed cereal	Breastmilk Formula Rice cereal Barley Oatmeal Mixed cereal	Breastmilk Formula Rice cereal Barley Oatmeal Mixed cereal	Breastmilk Formula Rice cereal Barley Oatmeal Mixed cereal
Iron Fortified Dry Infant Cereal (when ready)	0-3 Tbsp.					
AM SNACK Breastmilk or Iron Fortified Infant Formula	4-6 fl. oz.	Breastmilk Formula	Breastmilk Formula	Breastmilk Formula	Breastmilk Formula	Breastmilk Formula
LUNCH Breastmilk or Iron Fortified Infant Formula	4-8 fl. oz.	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears
Iron Fortified Infant Cereal (when ready)	0-3 Tbsp.					
Fruit and/or Vegetable (not juice) (when ready)	0-3 Tbsp.					
PM SNACK Breastmilk or Iron Fortified Infant Formula	4-6 fl. oz.	Breastmilk Formula	Breastmilk Formula	Breastmilk Formula	Breastmilk Formula	Breastmilk Formula
SUPPER Breastmilk or Iron Fortified Infant Formula	4-8 fl. oz.	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:	Breastmilk Prunes Formula Apricots Rice cereal Carrots Barley Grn. Beans Oatmeal Peas Mixed cer. Potatoes Apples Sweet pot. Bananas Squash Peaches Spinach Pears Mixed veg Other:
Iron Fortified Infant Cereal (when ready)	0-3 Tbsp.					
Fruit or Vegetable (not juice) (when ready)	0-3 Tbsp.					

62 - Optional

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGAM
INDIVIDUAL INFANT MEAL RECORD

8 THROUGH 11 MONTHS

INFANT'S NAME		AGE (MONTHS)	DATE OF BIRTH

CENTER/PROVIDER	BREASTMILK ☐ YES ☐ NO	FORMULA TYPE	MONTH/YEAR

CLAIM ONLY APPROVED MEALS

List specific foods consumed by this infant. Foods from child menu may be used if infant is developmentally ready

REQUIREMENTS	8-11 MO	Date	Date	Date	Date	Date
BREAKFAST Iron Fortified Infant Formula **or** Breastmilk	6-8 fl. oz.					
Iron Fortified Infant Cereal	2-4 Tbsp.					
Fruit and/or Vegetable (not juice)	1-4 Tbsp.					
AM SNACK Iron Fortified Infant Formula ˙**or** Breastmilk **or** Full Strength Fruit Juice	2-4 fl. oz.					
Crusty Bread (optional)	0-1/2 slice					
Crackers (optional)	0-2					
LUNCH Iron Fortified Infant Formula **or** Breastmilk	6-8 fl. oz.					
Iron Fortified Infant Cereal **and/or**	2-4 Tbsp.					
Meat, Fish, Poultry, Egg Yolk, **or** Cooked Dry Beans or Peas **or** Cheese **or** Cottage Cheese, Cheese Food **or** Spread	1-4 Tbsp. 1-4 Tbsp. 1/2 - 2 oz. 1-4 oz.					
Fruit and/or Vegetable (not juice)	1-4 Tbsp.					
PM SNACK Iron Fortified Infant Formula **or** Breastmilk **or** Full Strength Fruit Juice	2-4 fl. oz.					
Crusty Bread (optional)	0-1/2 slice					
Crackers (optional)	0-2					
SUPPER Iron Fortified Infant Formula **or** Breastmilk	6-8 fl. oz.					
Iron Fortified Infant Cereal **and/or**	2-4 Tbsp.					
Meat, Fish, Poultry, Egg Yolk, **or** Cooked Dry Beans or Peas **or** Cheese **or** Cottage Cheese, Cheese Food or Spread	1-4 Tbsp. 1-4 Tbsp. 1/2 - 2 oz. 1-4 oz.					
Fruit and/or Vegetable (not juice)	1-4 Tbsp.					

63 - Optional

CACFP-217

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGAM
INDIVIDUAL INFANT MEAL RECORD

8 THROUGH 11 MONTHS
Good Example

| INFANT'S NAME Ima Toocute		AGE (MONTHS) 11 months	DATE OF BIRTH 7/11/08
CENTER/PROVIDER Fellowship Shelter	BREASTMILK ☒ YES ☐ NO	FORMULA TYPE Enfamil	MONTH/YEAR June 2009

CLAIM ONLY APPROVED MEALS

List specific foods consumed by this infant. Foods from child menu may be used if infant is developmentally ready

REQUIREMENTS	8-11 MO	Date 6/9	Date 6/10	Date 6/11	Date 6/12	Date 6/13
BREAKFAST Iron Fortified Infant Formula **or** Breastmilk	6-8 fl. Oz.	6 oz. Breastmilk	8 oz. Breastmilk	8 oz. Breastmilk	8 oz. Breastmilk	8 oz. Breastmilk
Iron Fortified Infant Cereal	2-4 Tbsp.	3 Tbsp. Rice Cereal	4 Tbsp. Oatmeal Cereal	4 Tbsp. Barley Cereal	4 Tbsp. Rice Cereal	3 Tbsp. Oatmeal Cereal
Fruit and/or Vegetable (not juice)	1-4 Tbsp.	3 Tbsp. Chopped Canned Peaches	2 Tbsp. Applesauce	3 Tbsp. Chopped Canned Pears	3 Tbsp. Chopped Canned Apricots	3 Tbsp. Banana
AM SNACK Iron Fortified Infant Formula **or** Breastmilk **or** Full Strength Fruit Juice	2-4 fl. oz.					
Crusty Bread (optional)	0-1/2 slice					
Crackers (optional)	0-2					
LUNCH Iron Fortified Infant Formula **or** Breastmilk	6-8 fl. oz.	8 oz. Breastmilk	7 oz. Breastmilk	7 oz. Breastmilk	7 oz. Breastmilk	8 oz. Breastmilk
Iron Fortified Infant Cereal **and/or**	2-4 Tbsp.	3 Tbsp. Chopped Ham	4 Tbsp. Chopped Chicken Breast	1 oz. American Cheese Strips	3 Tbsp. Chopped Hamburger	1 Hard Boiled Egg Yolk
Meat, Fish, Poultry, Egg Yolk, **or** Cooked Dry Beans or Peas **or** Cheese **or** Cottage Cheese, Cheese Food **or** Spread	1-4 Tbsp. 1-4 Tbsp. 1/2 - 2 oz. 1-4 oz.	2 Tbsp. Diced Cooked Sweet Potato 2 Tbsp. Peas	2 Tbsp. Green Beans 2 Tbsp. Mashed Potatoes	2 Tbsp. Diced Canned Plums 2 Tbsp. Chopped Peeled Apples	2 Tbsp. Cooked Carrots 1 Tbsp. Refried Beans	2 Tbsp. Green Beans 2 Tbsp. Chopped Canned Pears
Fruit and/or Vegetable (not juice)	1-4 Tbsp.					
PM SNACK Iron Fortified Infant Formula **or** Breastmilk **or** Full Strength Fruit Juice	2-4 fl. oz.	4 oz. Apple Juice	3 oz. Breastmilk	4 oz. Breastmilk	3 oz. Grape Juice	4 oz. Breastmilk
Crusty Bread (optional)	0-1/2 slice	2 Saltines, Low Salt	1/2 Slice Toast Strips	1 Square Graham Cracker	1/2 Biscuit	4 Animal Crackers
Crackers (optional)	0-2					
SUPPER Iron Fortified Infant Formula **or** Breastmilk	6-8 fl. oz.					
Iron Fortified Infant Cereal **and/or**	2-4 Tbsp.					
Meat, Fish, Poultry, Egg Yolk, **or** Cooked Dry Beans or Peas **or** Cheese **or** Cottage Cheese, Cheese Food or Spread	1-4 Tbsp. 1-4 Tbsp. 1/2 - 2 oz. 1-4 oz.					
Fruit and/or Vegetable (not juice)	1-4 Tbsp.					

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Nutrition & Shelter Resources

Much information is available on the Internet that can help providers with their food service operation and with education of staff and children. We have selected sites that are especially helpful.
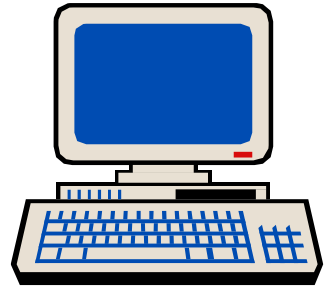
http://www.dhss.mo.gov/cacfp/ - Official site of the Missouri CACFP
Important features include:
- Access to online claims filing
- Downloadable copies of Missouri CACFP forms
- Link to information on other Missouri nutrition programs and activities

http://www.fns.usda.gov/fns/default.htm - Food and Nutrition Service Online
Homepage for all USDA Child Nutrition Programs. Useful features include:
- News & Updates
- Resources
- Recipe Roundup
- CACFP Information
- Food Safety
- Useful links
- Healthy School Meal Resource System
- Food & Nutrition Information Center
- USDA Child Nutrition Programs
- Team Nutrition

Get to most CACFP information by clicking on 'Child and Adult Care Food Program' under "programs". Check "resources" for a link to a wide variety of publications.

http://www.nutrition.gov/ - The US Government's official web portal   Provides easy online access to government information on food and human nutrition for consumers.

http://www.nfsmi.org/Information/resourceguide.htm - National Food Service Management Institute   Order or download many CACFP and other foodservice resources.

http://outreach.missouri.edu/hes/food.htm - The College of Human Environmental Sciences Outreach and Extension of the University of Missouri-Columbia Highlights include:
- Food & Fitness at Missouri Families
- Food Safety
- Nutriteach – teacher resources
- Food & Nutrition Guides
- MyPyramid
- Healthy Start – preschool curriculum
- Health Observances Calendar

http://nutritionforkids.com - Sponsored by 24 Carrot Press Highlights their books, teaching kits or other resources, organized by topic. Provides news, articles, tips, recipes, and *more* including their FREE Feeding Kids Newsletter.

http://teamnutrition.usda.gov/Resources/childcare_recipes.html - The recipes from the 1999 publication *Child Care Recipes: Food for Health and Fun* from USDA's Child and Adult Care Food Program have been updated to reflect the changes made in the *2001 Food Buying Guide for Child Nutrition Programs*. Revised recipes have been standardized, edited for consistency, analyzed for nutrient content, and updated with CCP information based on the *2005 Food Code Supplement*. Many provide directions for one or more variations and include old favorites and popular new dishes. Each recipe contributes to a reimbursable meal served to children in the CACFP. Written for 25 and 50 servings, the recipes can easily be adjusted to serve larger or smaller groups.

http://nccic.acf.hhs.gov/fitsource - Fit Source is a site that links child care providers to a wide variety of physical activity and nutrition resources. You will find links to activities, lesson plans, healthy recipes, information for parents, and many other downloadable tools that can be used to incorporate physical activity and nutrition into child care programs.

http://www.nal.usda.gov/childcare/index.html - Click on "Child Care Providers" in lower right corner for information on recipes, menu planning, infant feeding, special diets, food safety and more.

http://www.nichd.nih.gov/msy - ***Media-Smart Youth: Eat, Think, and Be Active!*** is an interactive after-school education program for young people ages 11 to 13. It is designed to help teach them about the complex media world around them, and how it can affect their health--especially in the areas of nutrition and physical activity. Site provides a Facilitator's Guide, lessons, and other program materials.

http://www.mypyramid.gov - Site allows you to personalize your daily requirements from each food group, offers lists of various foods in each group with serving sizes, and provides tips on how to maximize the nutrition you get from your meals. Also provides links to the most current Dietary Guidelines and to the MyPyramid for Kids site with activities and downloadable handouts.

http://www.infanet.cahs.colostate.edu - Provides best practice information on ways that childcare centers can be "breast-feeding friendly", appropriate ways to bottle feed, and to introduce solids. Parent handouts are available to download in both English and Spanish.

http://www.fruitsandveggiesmatter.gov/index.html - Learn about different kinds of

fruits and vegetables, why they are important, and how to include more of them in your menus. The site includes recipes and tips on using fruits and vegetables for breakfast, lunch, and snack.

http://www.nal.usda.gov/childcare – The Child Care Nutrition Resource System provides recipes, resources, and information on preparing nutritious meals and food safety. Day care providers, who participate in USDA's Child and Adult Care Food Program (CACFP) and receive reimbursement for meals served, will find the information useful. Download Child Care Recipes: Food for Health and Fun and other recipe resources in PDF format under the "Recipe Round-up" portion of this web-site.

http://www.fns.usda.gov/cnd/Care/Publications/tools.htm – Tools for teaching children about healthy eating that will last them a lifetime. CACFP has resources and publications that will help you put together great tasting, nutritious meals and snacks that children will enjoy. Download recipes and other resources in PDF format. Building Blocks for Fun and Healthy Meals is available to Child Care Centers upon request, http://www.fns.usda.gov/tn/Resources/buildingblocks.html.

http://navigator.tufts.edu/ – The *Tufts University Nutrition Navigator* is designed to help you sort through the large volume of nutrition information on the Internet and find accurate, useful nutrition information you can trust.

http://outreach.missouri.edu/hes/food.htm The college of Human Environmental Sciences Outreach and Extension of the University of Missouri-Columbia. Our mission is helping consumers of all ages improve their health and quality of life by selecting nutritious foods and adopting healthy habits.

Order the following resources from http://www.nfsmi.org/Information/Guide.html.

> National Food Service Management Institute
> University of Mississippi
> P.O. Drawer 188
> University, MS 38677-0188
> Telephone: (662) 915-7658 or (800) 321-3054   FAX: (800) 321-3061
> e-mail: nfsmi@olemiss.edu

CARE Connection 10-lesson series containing 48 mini-lessons for child care centers and family day care. An overview of the CACFP, meal pattern requirements, basic meal planning, food preparation, sanitation and food safety, and basic program requirements for child care centers and family day care. Lessons include written materials, parent leaflets, 11 videotapes (approximately 15 min. each), and an Instructor's Guide. Developed with funding from 7 states. Published 1997 (Order # EX26-97, Price: $50.50 plus shipping)

http://efsp.unitedway.org – Emergency Food and Shelter National Program

http://endhomlessness.org – National Alliance to End Homelessness

http://nationalhomeless.org – Coalition for the Homeless

Choking Prevention

Children under the age of 4 years are at higher risk for choking.

Problem Foods

- Spoonfuls of peanut butter
- Mini-marshmallows
- Large chunks of meat
- Nuts, seeds and peanuts
- Raw carrots (in rounds)
- Fish with bones
- Ice cubes
- Raisins
- Pretzels and chips

- Dried Fruit
- Hot dogs (whole or sliced in rounds)
- Hard candy
- Popcorn
- Raw peas
- Whole grapes (cut them in half)

Prepare foods so that they are easy

- Cut food into small pieces or thin slices.
- Cut round foods, like hot dogs, lengthwise into thin strips.
- Remove all bones from fish, chicken and meat.
- Cook raw food, such as carrots or celery, until slightly soft. Then cut into sticks.
- Remove seeds and pits from fruit.
- Spread peanut butter thinly.

Watch children during meals and snacks to make sure they:

- Sit quietly. (Most choking in children occurs when they are not sitting down while eating.)
- Eat slowly.
- Chew food well before swallowing.
- Eat small portions and take only one bite at a time.
- Finish swallowing before leaving the table.

Always watch or sit with children during meals and snacks!

Adapted from *Building Blocks for Fun and Healthy Meals*, USDA, FNS-305. Spring 2000