

4C CACFP Annual Record Keeping Handout 2014/2015

4C for Children Inc.
1805 N. Dr. MLK Drive, Milwaukee, WI 53212
Office: (414) 562-2652 or 1-800-300-5999
Fax: (414) 562-2651

Per the Wisconsin Department of Public Information (DPI) and the U. S. Department of Agriculture (USDA), all participants in the Child and Adult Care Food Program must fulfill the Record Keeping training requirement to remain current on the program. The training requirement includes these topics:

1. Serving meals which meet the CACFP meal patterns;
 - Taking accurate meal counts;
 - Submitting accurate meal claims;
 - How the sponsor (4C) will review the provider's monthly claims;
 - The Program's reimbursement system; and
 - Compliance with the Program's recordkeeping requirements.
 - Civil Rights requirements
- **This training is required annually by DPI, has no Continuing Education Hours and is specific to 4C CACFP.**
- The completed Record Keeping Handout is due in the 4C office by **July 25th, 2014**.
- If there are any concerns with the handout, your Field Representative will contact you; you may also contact the 4C CACFP office.
- A **Certificate of Completion** will be mailed to you confirming your submission.

Make record keeping a priority in your daycare business. Record your menus and attendance at the same time each day to keep your records up to date. Use a clipboard or hang your menus from a magnet on the refrigerator or other convenient place.

Read each of the attached seven sections completely. Mark that you have read and understand, or do not understand, each section followed by your signature on the last page of this handout.

Please keep the portion of the handout with the seven topics for reference during the year. *You may want to make a copy of the signature page for your own records.*

**Mail only the last page (with your signatures)
to the 4C CACFP office by July 25th, 2014**

***We hope this handout is helpful to you as a valued participant
on the 4C Child and Adult Care Food Program.***

1. Serving meals which meet the CACFP meal patterns

Meal requirements are determined by the USDA (United States Department of Agriculture) to meet the nutritional needs of the infant/child. Meals and snacks must meet the USDA component and quantity requirements. (**See attached Meal Pattern Requirements.**)

CACFP Meal Pattern Requirements are specific for two age groups:

- Children ages birth through 11 months are **infants**.
- Children ages 1 year through 12 years are **children**.

Infant meal patterns depend on

- Their age in the first year
- State of physical development
- Recommendation of the infant's doctor
- Breast milk the mother provides **OR** iron fortified infant formula (IFIF) offered by the day care provider or parent

For **infants 0 through 7 months** iron fortified infant formula (IFIF) is the only requirement for any meal or snack. When the child is developmentally ready, iron fortified infant cereal (IFIC) may be offered at breakfast; IFIC and a solid fruit or vegetable offered at lunch or dinner; cracker or bread at snack time.

At the **8 through 11 month** age group all foods are required as listed below at meals. A cracker or bread at snack time is optional.

- **Breakfast** – iron fortified infant cereal, solid fruit or vegetable, formula or breast milk
- **Lunch** – meat/meat alternate, solid fruit or vegetable, formula or breast milk
- **Snack** – formula, breast milk or 100% juice, optional bread or cracker

If an infant is not ready for a required food, the infant's doctor needs to state this in writing and suggest other options. This documentation (**Diet Statement**) may be submitted along with the enrollment form.

The decision of who will supply the formula must be documented on the **Blue Enrollment Form** (*sec 7-infants*), (*form # 3007C*) or noted on the webkids "**Child Enrollment Report Form**". The provider must be willing to offer one type of formula. The parent should choose to accept or decline this type and sign the form. **The Claim Information Form (CIF) must be updated and sent to the 4C office each month** indicating who supplies the formula and/or food for all infants in your care. *This is a USDA rule.*

Meal Patterns for children ages 1 year through 12 years are specific for each meal or snack in addition to quantities of each food offered. These foods are required as listed below.

- **Breakfast components** include Milk; Fruit, Vegetable or 100% Juice; Bread/Bread Alternate.
- **Lunch or Dinner components** include Milk; Meat/Meat Alternate; two servings of Fruit, Vegetable, Bread/Bread Alternate.
- **Snack components** require one each of two different components: Milk; Meat/Meat Alternate; Bread/Bread Alternate; Fruit/Vegetable

Milk Requirements for Children Aged 2 Years and older: Milk served in the CACFP must be consistent with the most recent version of the Dietary Guidelines for Americans. The 2010 Dietary Guidelines recommend that persons over 2 years of age consume fat-free (skim) or low-fat (1%) milk. **Milk served in CACFP to children 2 years or older** must be: fat-free or low-fat milk or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. Milk served must be pasteurized fluid milk and may be flavored or unflavored. Whole milk and reduced-fat milk (2%) milk may **not** be served to children 2 years of age and older.

Milk for children age 1 (12-23months): Whole milk or reduced-fat milk (2%) may be offered to children between the ages of 1-2 years. Whole milk is recommended.

Availability of Drinking Water

Water should be made available for children to drink upon their request, including during mealtimes. While drinking water must be made available during meal times; it is not part of the meal and cannot be served instead of milk. Milk should be served with the meal and water should also be available at all times.

The Dietary Guidelines for Americans recommend that water be consumed daily. It is important to not serve too much water at meal times to young children because they can fill up on it and then not get enough of the nutrients they need. Try offering water at snack instead of juice along with 2 creditable components.

Shelf-Stable Food Safety

Shelf-Stable means foods that can be safely stored at room temperature, or “on the shelf.” USDA states that **shelf-stable, dried snacks** made from meat, poultry, or seafood are not creditable as a meat or meat alternative.

Examples of non-creditable meat snacks would include but not be limited to: **smoked snack sticks** made with beef and chicken, summer sausage and pepperoni sticks, **meat, poultry or seafood jerky** such as beef jerky, turkey jerky, and salmon jerky, and **meat or poultry nuggets** (the non-breaded, dried meat or poultry snack made similar to jerky) such as turkey nuggets.

Lifestyle Preferences or other Parent Provided Foods

If parents/guardians supply foods to be served to their children in place of foods supplied by the home provider, due to lifestyle preferences or other reasons including when a child does not like what is on the menu, the home provider cannot claim those meals for reimbursement unless justified by a medical statement signed by a recognized medical authority which lists the foods to be omitted as well as appropriate substitutions. Lifestyle preferences include, but are not limited to, eating vegetarian or organic foods or eliminating certain foods for religious reasons. If the child does not have a medical statement on file, the home provider may only claim these children’s meals for reimbursement if (s)he purchases and supplies the parent requested substitute(s), the substitute(s) are creditable items, and the meals served do not exclude any required components according to the CACFP Meal Pattern. The exception to this rule is with non-dairy milk substitutes

Non-Dairy Milk Substitutions

Parents or guardians may request in writing that their child who is one year and older be served a non-dairy milk substitution without providing a medical statement. This written request must identify the medical or other special dietary need (i.e. lifestyle choice) that restricts the diet of the child, and it is recommended that the request also list the name of the non-dairy milk substitution to be used.

The non-dairy milk substitution must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, Vitamin D, and other nutrients to levels found in cow's milk, as outlined in the National School Lunch Program (NSLP) regulations in order to be part of a reimbursable meal.

Below is a list of specific non-dairy beverages that are approved in Wisconsin to serve as milk substitutions:

- *Kikkoman Pearl Soymilk, Smart Creamy Vanilla.*
* 8.25 fluid ounce single-serving container, UPC Code 0-41390-06141-7
- *Kikkoman Pearl Soymilk, Smart Creamy Chocolate*
* 8.25 fluid ounce single-serving container, UPC Code 0-41390-06151-6
- *Pacific Natural Foods Ultra Soy All Natural Nondairy Beverage, Plain*
* 8.25 fluid ounce single-serving container, UPC 0-52603-08311-9
* Quart (32 fluid ounces), UPC 0-52603-08200-6
- *Pacific Natural Foods Ultra Soy All Natural Nondairy Beverage, Vanilla*
* Quart (32 fluid ounces), UPC 0-52603-08225-9
- *8th Continent Soymilk, Original*
*Half gallon (64 fluid ounces), UPC 0-53859-07066-3
- *Sunrich Naturals Soymilk, Original,*
* 8 fluid ounce single-serving container, UPC 7-82758-33108-6
- *SunOpta Sunrich Naturals Soymilk, Vanilla*
* 8 fluid ounce single-serving container, UPC 7-82758-33208-3
- *Silk Original Soymilk*
*64 fl. oz. carton
- *Kirkland Signature Organic Soymilk Plain*
*32 fl. Oz. carton
- *Walmart Great Value Original Soymilk*
*8 fl. Oz carton

A meal containing a non-dairy milk substitution supplied by the home provider or parent is reimbursable when all of the following three conditions are met:

- (a) a written request from the parent for the non-dairy substitute is on file,
- (b) the home provider has documentation that the non-dairy substitute meets all the required nutrient standards as detailed above, and
- (c) all other required meal components are supplied by the home provider and documented.

If all of these three conditions are not met, then a medical statement signed by a recognized medical authority supporting the substitution must be on file to claim the child's meals/snacks for reimbursement.

CACFP Meal Pattern Requirements—Infants (Birth through 11 Months)

The infant meal pattern shall contain, as a minimum, each of the following components in the amounts indicated for the specific age group.

The minimum quantity of food must be provided to the infant in order to qualify for reimbursement, but may be served during a span of time consistent with the infant's eating habits.

Infant Meal Pattern

Birth Through 3 Months	4 Through 7 Months	8 Through 11 Months
<p>BREAKFAST</p> <p>4–6 fl oz formula¹ or breast milk^{2, 3}</p>	<p>4 - 8 fl. oz. formula¹ or breast milk^{2,3}</p> <p><i>When developmentally ready</i> 0 - 3 T. infant cereal¹</p>	<p>6 - 8 fl. oz. formula¹ or breast milk^{2,3}</p> <p>2 - 4 T. infant cereal¹ 1 - 4 T. fruit and/or vegetable</p>
<p>LUNCH OR SUPPER</p> <p>4 - 6 fl. oz. formula¹ or breast milk^{2,3}</p>	<p>4 - 8 fl. oz. formula¹ or breast milk^{2,3}</p> <p><i>When developmentally ready</i> 0 - 3 T. infant cereal and 0 - 3 T. fruit and/or vegetable</p>	<p>6 - 8 fl. oz. formula¹ or breast milk^{2,3} and 1 - 4 T. fruit and/or vegetable or both and 2 - 4 T. infant cereal¹ and/or 1 - 4 T. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or 1/2-2 oz. cheese or 1-4 oz. cottage cheese, cheese food, or cheese spread</p>
<p>SNACK</p> <p>4 - 6 fl. oz. formula¹ or breast milk^{2,3}</p>	<p>4 - 6 fl. oz. formula¹ or breast milk^{2,3}</p>	<p>2 - 4 fl. oz. formula¹, breast milk^{2,3}, or fruit juice³</p> <p><i>When developmentally ready</i> 0 - 1/2 bread or⁵ 0 - 2 crackers⁵</p>

¹ Infant formula and dry infant cereal must be iron-fortified.

² Breast milk or formula, or portions of both, may be served; however, it is recommended breast milk be served in place of formula from birth through 11 months.

³ For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry.

⁴ Fruit juice must be full-strength.

⁵ A serving of this component must be made from whole-grain or enriched meal or flour.



CACFP Meal Pattern Requirements – Children (Ages 1 – 12)

The meal pattern shall contain, as a minimum, each of the following components in the amounts indicated for the specific age group.

	Ages 1 & 2	Ages 3, 4, & 5	Age 6 up to 12
BREAKFAST			
1. Milk, fluid ^h	1/2 cup	3/4 cup	1 cup
2. Juice ^a or fruit or vegetable	1/4 cup	1/2 cup	1/2 cup
3. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
LUNCH OR SUPPER			
1. Milk ^h	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+1/2 oz	2 oz
Alternate protein products ^g	1 oz	1+1/2 oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
Egg, large	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 Cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
Peanuts or soynuts or tree nuts or seeds	1/2 oz = 50% ^d	3/4 oz = 50% ^d	1 oz = 50% ^d
3. Vegetable and/or fruit ^e (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cold, dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
SNACK			
Select two of the following four components:			
1. Milk ^h	1/2 cup	1/2 cup	1 cup
2. Juice ^a or fruit or vegetable ^f	1/2 cup	1/2 cup	3/4 cup
3. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 Cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meat or meat alternate :			
Meat, poultry, fish, cheese	1/2 oz	1/2 oz	1 oz
Alternate protein products ^g	1/2 oz	1/2 oz	1 oz
Egg, large	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 Cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.
Peanuts or soynuts or tree nuts or seeds	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

a Must be full strength fruit or vegetable juice.

b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

c Either volume (cup) or weight (oz), whichever is less.

d No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. Of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

f Juice may not be served when milk is the only other component.

g Alternate protein products may be used as acceptable meat alternates. These products must meet the requirements of Appendix A of Guidance Memorandum 12C.

h Fluid milk served to children who are two years of age and older must be fat-free (skim) or low-fat (1%) milk

2. Taking accurate meal counts

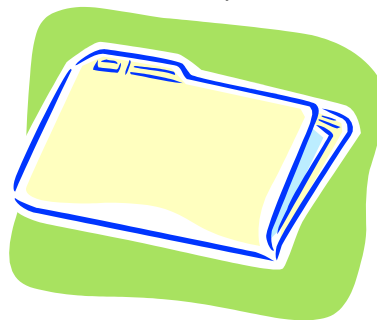
- Meal counts are the number meals served by type (Breakfast, Lunch, Dinner or Snack) to each enrolled child by name (or # designation) each day. Meal counts must be recorded by the end of each serving day.
- A Child Enrollment form **must** be on file for each child in your day care. You cannot claim a child without this form on file. Provider's own children, who meet the income eligibility guidelines, must also have an enrollment form on file to claim their child
- Each child may be claimed for two meals and one snack **Or** one meal and two snacks per day.
- All menus and meal counts must be available on 4C menu forms for review by the sponsoring organization (4C), WI DPI or the USDA at the day care during hours of operation. .
- If you will be away during the day care's official hours of business, notify your Field Representative or the 4C office. Not doing so could result in meal disallowances.
- Your **own children or foster children** may be claimed if they have met the income guidelines and a day care child is present and claimed for the same meal or snack. Your own children must be present and participating to be reimbursed if you meet income guidelines. Income applications must be submitted within the month you begin claiming your own or foster child/children. **Provider and all parent income applications expire June 30th** of each year (except School and Census eligible areas).
- **Child Care Attendance logs.** Record menus and attendance on the Minute Menu forms or Minute Menu online Webkids daily by the end of each serving day. Maintain daily records of attendance, menus, and the number of meals by type (breakfast, AM, lunch, PM, dinner EV) and child name) or designation) that are served to enrolled children. Menus and the number of meals served by type and child name or designation must be recorded by the end of each operating day. All food records must be on the premises and accessible during home visits, including records kept on your computer
- Make sure the number of children attending and claimed does not exceed your authorized capacity. Provider should show proof of any exception or if provider has a helper to claim children under provider's regulation. You may need to request a Helper Assistant form from the 4-C office to be kept on file in the office.
- Menus and attendance forms must be kept for 3 years plus the current year.



3. Submitting accurate meal claims

The following criteria are important for accurate meal and snack claims. Failure to submit proper forms may result in **lower reimbursement or loss of payment**.

- Only meals and snacks **approved by DPI** served during your regulated hours of operation may be claimed.
- Children must have a current enrollment form on file at the 4-C CACFP office. You are encouraged to submit enrollment forms for new children as soon as they enroll in your care to ensure that their forms arrive in the 4-C office on time for reimbursement. Enrollment forms for a new child that arrive after the claim has been submitted to DPI will result in loss of reimbursement for that child. Enrollments may be sent regular mail, emailed, or faxed to the Food Program.
- Meals and snacks must meet the **meal pattern requirement**. (Submitting a Diet Statement may be needed)
- Infant meals (children under one year) must be recorded on the Minute Menu Infant Menu forms.
- Signed claims must be postmarked or submitted online by the 5th day of each month or it will be processed the following month. This could delay your reimbursement check up to 3 months.
- Use only a **#2 pencil** on Minute Menu forms making sure all circles are filled in dark and completely. The computer does not read light or misshapen marks.
- The monthly **Claim Information Form (CIF)** must accompany your claim to indicate who supplies infant formula and/or food and other information such as school age children in care during school hours or holiday care. Use also for notes to the office.
- Your **State Daycare License or County Daycare Certificate** must be kept up to date in the office. Submitting new or changed regulations that could affect your payment prior to your monthly claim assures that updates are approved by DPI. Do not rely on Certifiers or Licensors to keep us informed of changes.
- If you claim online indicate any days off for school aged children (when school is in session) by clicking the attendance for the school ager for that day and also “school out”. To claim holiday care go to Tools, Manage Provider Calendar, click Open for Holiday on the left tool bar, and drag that to the date and save it.
- Online claimers can create their own master menu template by selecting “menu planning”, select “manage menu templates”, select “add”, name your template, and select food components and save your changes. Then when you record a meal you can choose a meal and select your template. Your preplanned meals will appear at the bottom of the list.
- Effective October 1, 2011 the USDA has changed the requirements for milk for children 2 years and older. The type of milk served needs to be verified and recorded at every home visit review.



4. How the Sponsor (4-C) will review the provider's monthly claims

All claims must be received or submitted online to the 4-C food program by the 5th day of each month. Reimbursement for claims received after the 5th day of the month may be delayed up to 3 months. The 4-C CACFP staff reviews each claim when it is submitted to the office. Food Program staff reviews each Provider Claim Summary and Errors Report that is printed after the claims are processed. In some cases, corrections are made to allow or disallow meals or children claimed for errors on the claim form or from home visits completed by the Nutrition Specialists that month.

Please be sure that these requirements are met when submitting your monthly claim:

- Review the meals you have entered throughout the month.
- Claims are due in the office by the 5th day of each month; paper scannable menus or online submission of claim after that date is considered a late claim.
- Meal pattern requirements of infants and children are met.
- Claim 2 meals/1 snack OR 1 meal/2 snacks per child per day.
- New Child Enrollment forms; Diet Statements, etc. have been signed and received in the 4-C office.
- State Daycare License and/or County Certificates are up to date at the 4-C office.
- Authorized capacity, days of operation, ages of children served, approved meals/snacks are followed when claiming.
- Tier documentation for Provider or Parent is complete and received in the 4-C office before the end of the current month. Eligible tier information is applied during month received.

If you claim using paper forms:

- Please mail signed claims promptly after your last meal service for the month.
- Be sure to put your return address and enough postage on the claim envelope; do not fold paper claim forms or enrollments.
- Regular and Infant menus must be submitted in their entirety; we cannot pay for pages received after the claim has been submitted to DPI.
- Make a note on the Claim Information Form of school-agers at daycare during school hours; also for care done on a Holiday.
- Mail only the Original, top copy to the 4-C office; keep copies in case of loss or damage in the mail.

If you claim online:

- Please submit claim promptly after your last meal service for the month.
- When entering children's' attendance, check the "school out" box for school-agers at daycare during school hours. Also note for care done on a Holiday.

For paper claims, the provider should review the Summary and Error Report when received. For Online claims you can view the Summary and Error Report by going to the upper toolbar and clicking on Claims. Go to Review Claims, double click on the month you want to look at, under "Choose a Report" choose Claim Summary and Error Letter. Call the office with concerns or questions regarding claims or reimbursement amount; we have one month to make any adjustments to claims submitted to DPI.

When all claims have been reviewed by the 4-C staff, it is submitted to DPI via their website. Direct Deposit to provider's account will be made the first Friday of the following month.

DPI requires CACFP documents be kept for the current program year, plus past 3 past years for all Sponsors and Providers.

5. The program's reimbursement system

The CACFP is a USDA reimbursement program to assist regulated home day care providers with meeting the nutritional needs of infants and children while in their care.

To receive reimbursement.....

- The provider submits Minute Menu meal and attendance menus along with the Claim Information Form after the last meal service of the month. These forms need to be either postmarked or hand delivered to the 4C office by the 5th day of the month. Claims received after that day will be considered late
- The provider submits supporting documentation such as child enrollment forms, income information, school age documentation and changed State Daycare License or County Daycare Certificate copies.
- CACFP staff reviews all information submitted and prepares it to process the claim.
- The Minute Menu Scanning System processes each claim and prints out any disallowances on the Claim Summary and Errors Report to determine the amount of the reimbursement check.

The process to receive your check.....

- Provider claim processed by the CACFP staff.
- CACFP claim is sent via the Internet to WI DPI, who downloads the information the first Tuesday after submission.
- WI DPI submits a request to the USDA to receive monies for provider meals and food program administrative costs.
- Funds are released to the 4C CACFP bank account through DPI Electronic Funds Transfer (EFT) approximately 14 days later (DPI has up to 28 days to issue payment.)
- Food program staff has 6 days after the EFT to issue a check to each provider for the previous month.

Upon receipt of your check.....

- Providers should verify meal totals paid with meal totals submitted, and at proper tier.
- Keep your check stub with the claim for any audits that may be necessary. All food program claim materials must be kept 3 years plus the current year.
- The provider should call the 4C office to discuss any discrepancies. Adjustments are sometimes made for errors.

Reimbursement checks are only made payable to the individual day care provider enrolled in the 4C CACFP. A check cannot be issued to the day care facility name or another person.



6. Compliance with the program's recordkeeping requirements

The 4-C Food Program wants you to receive all of the reimbursement you are entitled to. Keeping accurate, records available, up to date menus, meal counts, and attendance will help make this a reality!

Here are 3 basic record keeping rules:

1. Record all meals/snacks and meal counts by the end of each working day
2. Record daily attendance according to licensing and/or certification regulations
3. Contact your Nutrition Specialist or the 4-C office via phone or e-mail if you will not be home during a meal/snack service time

Records you are required to maintain:

- Copy of **non-expiring** Agreement Between Sponsoring Organization and Day Care Home (PI-1425)
- Copies of CACFP Child Enrollment Form and a copy of the annual Enrollment Renewal Report due annually in April
- Copy of any applicable Diet Statements for children unable to follow the CACFP meal pattern
- 4-C CACFP Monthly Memos
- Certificate of Completion for annual Record Keeping training
- Sponsor Home Review Forms
- Monthly Menus and Child Care Attendance
- Claim Summary Letters
- Building For The Future flier
- Civil Rights flier

Providers must inform parents/guardians of program benefits, including address and phone number.

Three years plus the current year of CACFP records must be maintained at all times. The food program year is October 1 to September 30. All records on-line or on paper must be accessible for 4-C, DPI, or USDA staff to review at any time during your regular day care hours.

Submitting Paperwork

- MONTHLY CLAIM: Must be recorded daily and submitted by the 5th of the following month
- LICENSE OR CERTIFICATION: Must be current. Any changes are due immediately
- ENROLLMENT FORMS: Due immediately. Include any applicable diet restrictions or age exception
- RECORD KEEPING ASSIGNMENT: Due annually on **September 30th**
- CHILD ENROLLMENT RENEWAL FORM: Due annually in **July**
- TIERING DETERMINATION: Due annually in **July**

TIP: Use the colored folder handed out each year for your food program records. Have your folder ready for your Nutrition Specialist during your visit. This will help keep your daycare and home visits running smoothly and your re-imbursements top dollar!

7. Civil Rights Requirements

Civil rights are the nonpolitical rights of a citizen; the rights of personal liberty guaranteed to the U.S. citizens by the 13th and 14th Amendments to the U.S. Constitution and Acts of Congress. The goals of civil rights are equal treatment for all applicants and beneficiaries; knowledge of rights and responsibilities; elimination of illegal barriers that prevent or deter people from receiving benefits; and dignity and respect for all.

All children who attend a day care home must be provided equal access to the benefits of the CACFP. Therefore, infants must be offered infant formula and food at the home and parents cannot be asked or required to supply these items. To withhold the program from any eligible age group is age discrimination.

Civil rights requirements for family child care home providers:

- Provide the CACFP in a nondiscriminatory manner
- Distribute the “Building for the Future” flier to all newly enrolling families
- Discuss with parent, choices for supplying IFIF/food (Infant Information on enrollment form or separate paper “Dear Parent” letter for online enrollments) to families of all newly enrolling infants
- Refer all Civil Rights complaints to the 4-C CACFP

Non-Discrimination Statement:

Whenever the CACFP or USDA is mentioned or implied on materials, the non-discrimination statement must be included. Information that is directed to parents, potential participants or public groups and that mentions the CACFP or USDA meals must include the non-discrimination statement.

Examples of informational materials that require this statement include:

- Your Policies
- Newsletters that are given to your child care families
- Brochures used to advertise your child care
- Flyers posted to advertise your child care
- Any printed or online advertising

CACFP Non-Discrimination Statement:

“The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer

JULY 25th, 2014 to the 4C CACFP office; 1805 N. Dr. MLK Drive, Milw, WI 53212. Thank you.

Provider Name _____ Provider Number _____

Date Submitted to 4C _____ Date Received by 4C _____

Field Representative _____ Checked by Specialist _____ Certificate Sent _____

-
- I have read and understand **Part 1 - Serving meals which meet the CACFP meal patterns.**
- I do not understand **Part 1 - Serving meals which meet the CACFP meal patterns** and would like someone to contact me for further information.

Signature required _____ **Date** _____

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- I have read and understand **Part 2 - Taking accurate meal counts.**
- I do not understand **Part 2 - Taking accurate meal counts** and would like someone to contact me for further information.

Signature required _____ **Date** _____

-
- I have read and understand **Part 3 - Submitting accurate meal claims.**
- I do not understand **Part 3 - Submitting accurate meal claims** and would like someone to contact me for further information.

Signature required _____ **Date** _____

-
- I have read and understand **Part 4 - How the sponsor (4C) will review the provider's monthly claims.**
- I do not understand **Part 4 - How the sponsor (4C) will review the provider's monthly claims** and would like someone to contact me for further information.

Signature required _____ **Date** _____

-
- I have read and understand **Part 5 - The Program's reimbursement system.**
- I do not understand **Part 5 - the Program's reimbursement system** and would like someone to contact me for further information.

Signature required _____ **Date** _____

-
- I have read and understand **Part 6 - Compliance with the Program's recordkeeping requirements.**
- I do not understand **Part 6 - Compliance with the Program's recordkeeping requirements** and would like someone to contact me for further information.

Signature required _____ **Date** _____

-
- I have read and understand **Part 7 - Civil Rights Training**
- I do not understand **Part 7- Civil Rights Training** and would like someone to contact me for further information.

Signature required _____ **Date** _____