Association for the Education of Young Children in Southeast Alaska, AEYC-SEA

Child Care Food Program Manual

Meal Pattern & Recordkeeping Handbook

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Welcome to the Child Care Food Program!

We are pleased that you have decided to participate in this nationwide nutrition education program sponsored by the USDA which offers a wide variety of benefits.

Feeding children in family child care homes is a big responsibility and eating habits are established at an early age. Well balanced and nutritious meals provide the rapidly growing child with necessary nutrients and energy that promote healthy growth and development. As a caring family child care provider, you play a key role in developing positive eating habits and attitudes outside the family.

The AEYC-SEA Child Care Food Program (CCFP) is devoted to helping you provide quality care through its continuing nutrition education services, resources, and technical assistance that will aid you in your day-to-day caring for children. Being a sponsor (our official title) of the USDA Child and Adult Care Nutrition Program entails many behind-the-scene efforts to ensure quality a program is delivered. We are guided by the USDA and the State of Alaska, Division of Education and Early Development Child Nutrition Services. They set our rules and we are dictated to follow them. These rules govern what we must do in order to insure that you are eligible to receive prompt and timely payments. We also must certify that you are complying with USDA requirements. We also determine the appropriate level of reimbursement to which you are entitled for the qualifying meals that you serve. To perform our mission we must review the composition of every meal for which you are claiming reimbursement as well as your monthly tallies and sometimes your daily attendance records as well.

The Child Care Food Program is operated in accordance with the USDA policy, which does not permit discrimination because of race, color, national origin, age, sex, or handicap. You must have your civil rights poster/sign posted for parents and visitors to see and signed contract stating civil rights on file with the CCFP. You may not discriminate due to a child’s diet, allergies or medical need or other situation that might require special needs. Special meals provided by parents will not be reimbursed and should never be claimed on CCFP.

This Child Care Food Program handbook is one of the resource materials that we designed for your use. Its purpose is to provide good nutrition education to you and your staff. We also have samples of menus so you can plan and prepare nutritious meals for your children. We welcome any ideas you might have to add to this handbook. We hope that you will read it thoroughly as soon as possible and refer to it whenever questions come up. By following the instructions and guidelines in this manual, your participation in the AEYC-SEA Child Care Food Program will be a pleasant and profitable experience. As a participant in our CCFP, we hope that you will commit yourself to encouraging good nutrition for your children and in promoting their health and well-being by being active in this program. We will occasionally amend this document and always keep the most up to date information on our website for your reference at any time.

Sincerely,

[Signature]

Benefits of the AEYC-SEA Child Care Food Program
To Children:

- Nutritious meals and snacks to support growth and health
- Variety of foods offered
- Develop healthy eating habits that last a lifetime
- Experiences through food that promote cultural awareness and enhance self esteem

To Provider:

- Reimbursement for meals reduces cost of feeding children
- Less meal time disturbances when all children are offered the same foods
- Healthier, happier children as a result of nutritious foods being served
- Support from food program specialists
- Learn the value of cultural diversity while offering a variety of food experiences
- Free Training opportunities

To Parents:

- Help to control the cost of child care
- No need to prepare and transport foods to childcare
- Security in knowing nutritious foods are being served
- Security in knowing provider is being monitored for quality, has training opportunities and a network of support

*The Child and Adult Care Food Program encourages Alaskan children to Eat Well, Play Hard*

**Increase physical activity appropriate for their age**

- Encourage children to play actively daily
- Turn off the TV, video tapes, DVDs, and games
- Play and be physically active with children

**Increase low-fat and fat-free dairy foods for children over the age of 2 years**

- Offer low-fat (1%) or non-fat (skim) milk
- Select reduced-fat or part-skim cheeses
- Use low-fat dairy foods in cooking

**Increase the number of vegetables and fruits served**

- Choose vegetables or fruits for snacks
- Offer a variety of vegetables and fruits
- Provide fresh vegetables and fruits often
CACFP Mealtime Philosophy:

The goal of CACFP is to improve the health and nutrition of children and adults enrolled in child care. CACFP also promotes good eating habits and nutrition education that will last a lifetime.

- Always have children and adults wash their hands with soap and water before eating.
- Make some time to relax before the meal is served.
- Plan to serve some snacks that the children can make themselves.
- Serve food family style, with children serving themselves.
- Let children decide how much and what types of food they wish to eat.
- Understand and accept day-to-day variations in appetite.
- Encourage children and adults to try new foods.
- Serve all foods at the same time rather than withholding milk, fruit, etc., until they have eaten other foods.
- Have teachers sit with the children and eat the same food the children are eating.
- Encourage children and adults to eat by saying positive comments about the meal served.
- Have some finger foods on hand for children eating in high chairs, if they are hungry before the meal is served.
- Use mealtime to work in some nutrition education, for example: “Carrots can help us see,” “Milk has calcium and that helps our bones get strong.”
- Incorporate multi-cultural foods in the menu as often as possible.

Common Terms

The following terms are used throughout this handbook:

Creditable Foods: are those foods that may be counted toward meeting the meal pattern requirements for a reimbursable meal. Foods are determined to be creditable based upon the following factors: (1) nutrient content; (2) customary function in a meal; (3) compliance with regulations governing the Child Nutrition Programs (in quantity requirements and/or by definition); (4) compliance with FDA’s Standards of Identity; (5) (if they are meat or meat products) compliance with USDA’s standards for meat and meat products; and (6) compliance with administrative policy decisions on the crediting of popular foods.

Non-Creditable Foods: are those foods that do not count toward meeting meal pattern requirements because they do not meet the above criteria. Nevertheless, non-creditable foods often supply additional nutrients and calories that help meet the energy and nutritional needs of participants. For example, the service of protein (such as eggs) at breakfast is not required but it contributes additional nutrients, improves the acceptability of meals, and satisfies appetites.

USDA reimburses child and adult care centers, family day care home sponsors, at risk, after school snack programs and homeless shelters participating in the CACFP for the meals served to young children or adult enrollees, not for individual foods. A meal is reimbursable if it contains those creditable foods in the amounts outlined in the CACFP meal patterns.

The lists of creditable and non-creditable foods in this publication are not all-inclusive. This publication includes only those foods about which we have received inquiries or have noted as being credited incorrectly. Please contact our office anytime if you have a question about foods you are serving, we want to help you to maximize your reimbursement payments to the fullest extent we can.
Child Nutrition Label: (CN Label): A voluntary Federal labeling program for the Child Nutrition Programs allows manufacturers to state on the label how the product contributes to the CACFP meal pattern. Products eligible for CN labels include commercially prepared food products that contribute significantly to one or more meal components. If served in the amount stated on the label, all CN-labeled foods are creditable if you have submitted the CN label to our office.

If a processed product does not have a CN label then it is not creditable on CCFP and must be home made and listed as such to be claimed for reimbursement up to twice per week.

How to identify a CN Label, A CN label will always contain the following:

- The CN logo which is a distinct border
- USDA/FNS authorization
- The month and year of approval
- The serving size required to meet CACFP meal pattern requirements.

For a detailed explanation on CN Labeling, see the Food and Nutrition Service (FNS) website: [www.fns.usda.gov/cnd/cnlabeling](http://www.fns.usda.gov/cnd/cnlabeling).

To claim a processed food that has a child nutrition label (chicken nuggets, fish sticks, pizza etc) you must send in your child nutrition label to our office to be placed in your file for verification.

Cereal grain: is the edible part of a whole-grain that has been processed.

Child Nutrition Programs: Programs funded by USDA: Child and Adult Care Food Program, National School Lunch, School Breakfast, Special Milk and Summer Food Service Programs.

Combination Foods: Any food that contains two or more of the required meal components, such as spaghetti or chicken noodle soup or a plated taco, you may only choose two food components of a combination food for reimbursement, not all of the components

Components: Foods are grouped into categories according to the CACFP meal pattern. These categories are called components. These components are milk, vegetables and fruits, grains/breads and meat and meat alternates.

Civil Rights Compliance: CACFP participants must comply with Title VI of the Civil Rights Act. The U.S. Department of Agriculture (USDA) prohibits discrimination in all USDA programs and activities 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, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or (888) 271-5983 Ext. 516. The “Equal Rights for ALL” posters must be displayed in a public location in your facility and will be checked during home visits along with signing the Equal Rights Agreement.

Flour: is the product made by finely grinding and bolting (sifting) wheat or other grains. Flour includes all grains (wheat, rye, corn, etc.).

High-Fat Food: foods that are high in fat content and are limited to being served twice per week.

High-Sugar Food: foods that are high in sugar content and are limited to being served twice per week.

Meal: is the product derived by coarsely grinding corn, oats, wheat, etc.
**Medical Exceptions:** Substitutions may be made for medical or dietary reasons when supported by a statement from a recognized medical authority. The statement should specify the food or foods to be avoided and a choice of foods that may be substituted. Refer to CACFP Policy Memo 46.

**Reimbursement:** Money received for serving creditable meals and snacks.

**Serving Size or Portion:** The weight, measure or number of pieces or slices specified in the CACFP meal pattern.

**State of Alaska Department of Education & Early Learning (DEED):** The state agency that oversees statewide CACFP programs to AEYC (as a sponsor agency) other sponsors, child care center programs and school nutrition programs.

**United States Department of Agriculture (USDA):** The agency that funds Child Nutrition Programs

**Whole-grain:** is the edible part of wheat, corn rice, oats, rye, barley, etc.

**How do I start the Child Care Food Program?**

To be eligible on the Child Care Food Program you must be an approved Provider by the State of Alaska, Federal or Tribal agency (such as your local government, USCG, Catholic Community Services or Tlingit & Haida Child Care Program) or a State Licensed Home or Group Home Provider with the State of Alaska.

If you have not started this process we recommend contact the State of Alaska Department of Health and Social Services, division of public assistance Child Care Licensing Specialist at 465-4759 or 1-888-268-4632 to receive an application for becoming a licensed Child Care Provider with the State of Alaska. AEYC-SEA and Thread Services is here to assist you with starting your business, training, materials, lesson plans and advocacy. Please contact us anytime if you would like support from our educated and dedicated staff to learn more about the Business of Caring.

Once you have proof of licensing or approval you need to contact our office and schedule a provider start-up training session. This will occur in your facility and review program information, forms and how your facility will operate along with the food program. You may be asked to submit a copy of your policies for review prior to this visit so that we may be informed of your practices and facility operations.

Your training session will last approximately two hours and will review our new provider packet materials and discuss your meals and service as well as inspect your meal preparation area.

There are not any requirements for child care meal preparation currently with the state of Alaska Child Nutrition Services, which oversees our program but you are highly encouraged to visit the State of Alaska Department of Environmental Conservation Food Safety website for additional information regarding food service safety and sanitation.

**We have provided sample documents in the “Resources” section of this document.**

**YOU WILL NEED TO SUBMIT THE FOLLOWING TO BEGIN CLAIMING ON THE CHILD CARE FOOD PROGRAM:**

- Signed Provider Agreement with CCFP
- Copy of your current child care license or approval letter
- Copy of your child care policies
- Child Care Provider Application
- Child Enrollment Forms (filled out by parent and reviewed together)
- Infant Enrollment Forms and Infant Feeding Agreement (if applicable, filled out by parent and reviewed together)
Signed Civil Rights Acknowledgement
Tiering Determination Form (if electing Tier II Mixed)
Complete Tier I Application, with all necessary documentation if applying for Tier I Income status.

The following documents are optional but highly recommended so that we can provide a quality service to you:

Electronic Information Agreement (allowing us to communication via email, fax and accept documents of such nature)
Minute Menu Claim Agreement (if claiming via Minute Menu)
Direct Deposit Form with voided check (if claiming via Minute Menu and wish to utilize direct deposit services)

Minute Menu

Minute Menu WebKids is a website designed to allow child care providers to record food program claim information on-line, quickly and easily. To use it, you only need Internet Explorer (which comes with Windows, or get the Apple/MAC compatible patch from the software company. Logging in is simple: you will visit a web site, type a login name and password, and you’re in! This guide is designed to help you log into WebKids the first time. Once logged in, [Help] buttons found throughout WebKids will show you how to record your claim information.

AEYC uses Minute Menu to process; edit and quality assure monthly claims, record provider information and child information. We highly support providers to consider using Minute Menu to file their claim to ensure good program communication and maximize program reimbursements. You will be able to see your information in real time along with current children in care and claims as they are processed. You will also qualify for direct deposit of your monthly reimbursements. If you choose paper claiming you are responsible to ensure that we have ALL of your forms and information up to date at all times.

KIDS PRO FEATURES (PAID BY AEYC!!)
• Invoice Parents
• Track Payments
• Track Business Expenses
• Plan Lessons
• Print Certificates
• Make Charts
• Track Tax Deductions
• Tax Tips from Tom Copeland & Redleaf Press
• Collect Payments from Parents with ePay

Through a partnership with Redleaf Press, Minute Menu Kids Pro incorporates all of the features of the Calendar Keeper™. Tom Copeland, Director of Redleaf National Institute, calls these features “the perfect tool to track deductions and keep the necessary records to reduce taxes.” This is a $69/monthly value all for claiming via Minute Menu.

AEYC-SEA Child Care Food Program Policies

Recordkeeping

Menus tally and attendance records must completed on a daily basis, and be on-site at all times. If these records are not on-site and up-to-date during a home visit, meals will not be credited for the days with missing paperwork and provider will be deemed Seriously Deficient. Monthly Menus and tallies are due on the first of each month, and late after the 5th
of each month. It is your responsibility to submit your claim in a timely matter and verify that we have received all necessary documents for processing. Enrollment forms need to be submitted during the month of enrollment as soon as possible.

**Menus**

All menus (including monthly tally form, new child enrollment, infant policy forms, and copies of monthly attendance records for providers offering shift care) must reach our office by the 5th of every month. Menus received after the 5th may result in a delay of payment. Any menus received 45 after the billing date will not be paid.

**Payments**

All CCFP checks will be mailed out of our office as soon as reimbursement is received from the Department of Education and Early Development. Providers should expect their monthly reimbursement checks no sooner than the last day of each month (reimbursement for January meals should reach you by February 28th). If you claim online via Minute Menu then you qualify for direct deposit payment of your CCFP reimbursement and will be issued earlier. Please contact our office to sign the Minute Menu Claim Agreement and obtain the direct deposit form and submit with a voided check to your account. Again changes to your account or payments must be made to our office as soon as possible to avoid any interruption of your payments.

**Check Replacement**

There is a ten (10) day waiting period to replace a check that has not been received. Please count ten working days after the check has been mailed. If the check was sent to the correct address on file with our office there will also be a $40.00 replacement fee to cover AEYC-Seas’ bank fees and re-processing of your payment. This must be paid before repayment is issued. If you mailing address changes it is your responsibility to tell our office as soon as possible to avoid any lost checks. Also note that an address change with a forward on it can take up to four weeks for delivery, a new check will not be issued until that time has passed for this special situation.

**Monitoring Visits**

All providers participating in the Child Care Food Program will receive at least three (3) monitoring visits a year, possibly more depending on your circumstances and claims.

New providers participating in the program will receive a follow up visit within thirty days of their initial start-up. Federal guidelines require that at least two unannounced monitoring visits should be conducted at any time during the year to insure that the program regulations and policies are being met.

**Tiering**

It is our goal to have as many providers as possible receiving the higher reimbursement rates for the meals they serve. To do this we must look at each provider or family’s income to see if you qualify under USDA guidelines.

There are three tiering choices for a provider to make:

**Tier I** – family/business income only. Can claim own children on program, if you have been in business for over a year with no major income changes in your family we will need your 2009 tax return including all itemized schedules.

**Tier I- Census**, based on the 2000 census data on income, if you live in a low income housing neighborhood area please call me to check if your area meets requirements and submit a completed application.
**Tier I – Free and Reduced School Lunch Program**, if an elementary school in your area has over a 50% rating on the free and reduced school lunch program. (These reports come out every spring, currently Wrangell and Haines qualify; this tiering is effective for a five year period and may have different end dates than the normal tiering schedule)

**Tier II**- tier two rates for all children in care regardless of eligibility (Most providers choose NOT to select this)

**Tier II Mixed**- Tier two rates for children in care unless child family is eligible for tier I payment. (Most choose this method)

**Children’s Tiering Choices**

Children can either be tier I if they are on Child Care Assistance and meet the Family Size/Co-pay scale, Family Income Application, Letter from Head Start regarding Child’s Enrollment, Public Assistance (TANF or SNAPS) case number

Please be sure to return any tiering forms sent to you for signatures as soon as possible. If you have any questions about your tiering or possible situations please contact me as soon as possible as I will be on maternity leave in May, June and part of July.

Also if your financial situation changes you should consider submitting a new application throughout the year if your family meets income requirements forms and applications are available on our website and from our office by request.

**Training Requirements**

All providers participating in the Child Care Food Program are required to complete at least one training on nutrition basics AND attend the mandatory CCFP annual renewal training each program year. If a provider does not attend the mandatory CCFP annual training the provider will receive a corrective action letter of noncompliance with the food program. This letter will state that you are not eligible to receive food program funds until you attend a training that is equal to the annual training requirements. You will need to make arrangements with our program immediately to receive this training at our convenience. All regular and occasional substitutes must complete the annual food program training requirement as well.

Training and qualified home visit mentoring received from the Child Care Food Program may be applied towards annual training hours required by State Licensing, Coast Guard Certification, and Tribal Child Care Certification.

**Substitutes and Assistant Caregivers**

Providers wishing to use substitute or assistant caregivers must always follow the Child Care Licensing, Approval, or Coast Guard requirements (depending on the program certifying the provider for child care). These requirements are available from the licensing, approval, or Coast Guard office in your community. Only child care providers enrolled and participating in the CCFP may provide the meal service and complete the required food program paperwork. When an assistant will be performing these duties, or in the event of provider absence or illness, the assistant or substitute person may provide the meal service if the following conditions are met:

The participating provider informs our office and receives advance approval of the assistant or substitute. The participating provider informs our office in advance of the dates and meals the substitute will be serving children.

Assistant and regular and occasional substitutes providing meal service must attend a food program orientation given by the provider. (Annual training will be held in each community in the July-September timeframe and by appointment if necessary). All regular and occasional substitutes must complete the annual food program training requirement.
The substitute will be responsible for completing daily food program menus, tally, and attendance during her period of substitute meal service work. If the provider is claiming via Minute Menu the substitute will be responsible for entering this information as well as being able to show any AEYC-SEA, State DEED or USDA Staff the program records for four years.

The provider is ultimately responsible for ensuring food program record keeping is completed accurately and daily. If the provider records meals in advance, the substitute is responsible for confirming those meals are served (and substitutions to menus are recorded as necessary).

**Provider Information and Reporting Changes**

You are required to always keep our office up to date as to your status as a licensed or approved child care provider at all times to ensure eligibility for reimbursement, failure to report the following information jeopardizes your participation in our program. Such information that we require:

- Location of child care facility (and any possible dates of relocation along with licensing/approval documentation)
- Current Contact Phone Number
- Current Helper or Substitute Provider
- Any Licensing Variances or Specializations
- Any changes to your Licensing status or renewal dates
- Any changes to your hours of operation
- Any changes to your meal service (AEYC reserves the right to deny specific meal service approval at anytime) all changes must be approved by our office for reimbursement.

All changes should be reported on our Provider Application along with any appropriate documentation and provider policies relating to the changes. This form is available from our office at anytime and is also on our website under program forms for your convenience. To report a change during the program year please write your name and “CHANGE” at the top of the form and fill in ONLY changes you wish to make. A copy will be returned to you for your records once we have entered, verified and authorized the changes.

**What is a Seriously Deficient Provider?**

Seriously deficient is the term the USDA has to label child care providers who participate in the food program and who do not follow the rules and policies of the program. There are specific procedures of corrective action for seriously deficient offenses defined by the USDA. There are also procedures for the termination of providers who fail to correct their serious deficiencies, which include being part of the USDA Nationally Disqualified List of Food Program Participation for a period of seven years. Persons on this list may not work with the food program in any capacity or other federal food programs. Persons who satisfactorily complete the required corrective action and are deemed Seriously Deficient in the future at any time for the same offense will be terminated from the program (in all capacities) for seven years.

**What Actions can lead to being deemed a Seriously Deficient Provider? (also see Provider Responsibilities)**

- Menus, tallies, and attendance not up-to-date or on-site. These must be completed daily.
- Menus, tallies, and attendance not accurate. Example: what is observed at a home visit by staff does not match what is recorded, or what is recorded is not what other agencies have witnessed.
- Recording food items on menus that were not actually served.
- Claiming children not in attendance, or children who are no longer in care.
- Falsifying child enrollment forms. Example: marking meals that parents did not record on the form.
  Solution: Point out the omission and ask parents to correct it themselves.
• Completing parent sign-in/-out records for the parents if you are required to maintain such attendance records.
• Failure to serve required meal components. Example: serving non-creditable foods in place of required meal components, like juice instead of milk at lunch.
• Failure to serve adequate portions.
• Conditions or conduct that threatens the health or safety of children in care. This includes having too many children in care or too many under 30-months.
• Not completing food program trainings annually.
• Charging a fee to families for food or food service-related expenses.

**Alaska Department of Education & Early Development Provider Responsibilities and Policies**

**Child & Adult Care Food Program Specialist** is available as a resource to you at:

**Teaching & Learning Support**
801 West 10th Street, Suite 200
PO Box 110500
Juneau, Alaska 99811-0500
Telephone: 907-465-8711
Fax: 907-465-8910

**Provider Responsibilities**

• Providers must provide written documentation of their current Health & Social Service community care license, State Sponsor or local municipality approval to the sponsor (AEYC-SEA, CCFP) and facility policies.
• Meal service and child care must, with the exception of occasional field trips and outings, take place at the facility address listed on the provider’s license, H&SS approval, or certification as the physical address/location of the place of care. In the event that the activity will occur during the meal service period, the provider must notify the sponsor in advance of the activity. If this procedure is not followed and an unannounced review is conducted when the children are not present in the home, claims for meals that would have been served during the unannounced review will be disallowed. AEYC-SEA Requests that providers call/email or fax our office and leave a note on their door when they will be eating away from home.
• Children’s enrollment forms must be completed by the parents; however, it is the provider’s responsibility to insure that they are complete and accurate before they are submitted to the sponsor. If the hours and/or days of care change, it is the provider’s responsibility to have the parent complete a revised enrollment form and submit it to the sponsor.
• Providers must notify their sponsor if they are or become employed outside of the home, during their scheduled business hours, and the hours of their employment.
• Providers must notify their sponsor 30 days in advance of planned vacation and closure dates.
• Providers must notify their sponsor immediately (within 24 hours) of a change of address/location or telephone number of their child care business.
• The sponsor will assume that the providers own children who are under the age of twelve are present in the home and part of the provider’s attendance, whether or not their meals are claimed for reimbursement, unless otherwise notified by the provider. Age requirements may vary for military programs.
• Providers must maintain compliance with the conditions of their H&SS Community Care License, approval, military or Coast Guard certification at all times, including legal capacity.
• Violations are considered as issues of health and safety to the children in care.
**Reasons for Reducing Provider Claims/Payments**

- AEYC-SEA CCFP processes monthly claims using the Minute Menu program which ensures a high degree of checks and balances for online claims as well as paper claims. After all claims have been entered and submitted the program runs a secondary screening of the claims for any errors and discrepancies. Your provider application information is vital in these checks and balances so it is imperative that your information is as up to date as possible in our system prior to claim being processed. Meals and/or snacks claimed in excess of the allowed legal capacity. All meals at the meal service must be disallowed, not just the number of meals over capacity. If you are serving shift meals to various groups of children this information must be in our system to not be allowed. This includes meals served when a provider is out of compliance because of age limits (for example, more than three children under thirty months for licensed providers; two under 30 months for approved providers) as well as when a provider is over total legal capacity.
- Meals for children who do not have a complete and accurate enrollment form on file with the sponsor.
- Meals for provider’s own children who are determined not income eligible.
- Meals for foster children who are determined not eligible.
- Meals served to Provider’s own children or other approved residential children when no other day care children are in attendance, being served the meal and being claimed for reimbursement.
- Meals served to children beyond age allowed.
- Meals which differ from the meal requirements for which there is not a physician’s special diet statement on file.
- If a physician’s statement is on file, the child must be fed according to the diet statement or reimbursement cannot be made for meals or snacks. Providers have 30 days to submit a physician’s statement.
- Meals that do not meet meal pattern requirements
- Meals not served.
- Recording errors and/or calculation errors in the number of meals served/allowed.
- Meals which are not recorded and/or documented on a daily basis. At the time of a provider review, any meals not documented (menus, meal counts, and attendance records are on site, available and up to date) must be disallowed.
- Monitored meals which differ from those recorded by the home monitor at the time of the on-site review.
- Meals recorded on the meal count form when the meal count form is received or reviewed before those meals could have been served.
- Meals/snacks in which an item is not specified.
- Meals/snacks claimed without a written menu.
- Meals claimed on a day that does not exist (for example, September 31).
- Meals served to children in care for over 24 hours, unless they meet the state licensing nighttime specialization care requirements.
- Meals served outside of your hours of operation.
- Meals claimed twice for the same day of the month.
- Meals claimed for the previous or next month’s which are submitted on a current month’s claim.
- Shift meals (number of meals claimed exceeds the legal capacity of the home) when time in time out attendance records for the entire claim month are not submitted to the sponsor with the provider’s menus and meal counts.
- Meals served when the provider’s child care business is not located at the address listed on the provider’s H&SS Community Care License, the Provider approval or certificate.
- Meals served when children are not in the care of the licensed/approved/certified provider or an approved substitute.
- Meals served when a provider’s H&SS license/ approval/certificate has been revoked or denied.
- Infant meals/snacks which are not in compliance with USDA infant meal requirements and policies.
• Meals/snacks that would have been served at the time of an unannounced review if the provider (or an approved substitute) and/or the children are not present and the provider did not notify the sponsor in advance of the absence from the home.

Reasons for Delaying Payment

• Reimbursement will be delayed if the meal count record is not signed by the provider.
• Reimbursement will be delayed until the following month when menus and meal count records are not received by the 5th of each month.
• Reimbursement will be delayed until the investigation is complete if confirmation of meal verification by a parent, either orally or in writing, conflicts with the Provider’s claim or if irregularities or inconsistencies are found by the sponsor or reported to the sponsor by an outside source.
• Reimbursement will be delayed until the sponsor has written proof that a provider’s community care license, certification or H&SS approval is current and in good standing.
• Procedures for Reducing or Delaying Payment
• The above reductions and/or delayed payments will be made automatically. Providers will receive notification for the reduction or delay of payment.
• If there is a question, an effort may be made to contact the Provider to discuss the irregularity or error. If she cannot be contacted or provide a reasonable explanation, a reduction will result.
• Once reductions are made, they will not be adjusted.
• Overpayment of reimbursement will be deducted from future payments according to a plan agreed to by the Provider and the Sponsor.

Corrective Action

• In the event of non-compliance of CACFP rules, regulations, and policies:
• The provider will be informed of the Serious Deficiency (area of non-compliance) in writing and technical assistance will be provided to insure that the provider has the knowledge and tools to correct the problem area.
• If the deficiency is considered serious, the provider will be notified in writing of the serious deficiency, the corrective action required, and the timelines for completion. The written notice (Notice of Serious Deficiency) will inform the provider that failure to complete the corrective action and to fully and permanently correct the serious deficiency will result in termination of participation in the CACFP and placement of the provider on the National Disqualified List.
• In cases where the sponsor determines that there is an imminent threat to the health and safety of a child, or an activity of a provider that poses a threat to the public health or safety, the provider will receive notice of serious deficiency that does not allow for corrective action and notice of intent to terminate, which includes immediate suspension, simultaneously.

Reasons for Termination of a Provider from the CCFP

• Any combination of continued uncorrected infractions as listed in Parts A and B may result in termination from the CACFP. (226.16(l)(2)(viii))
• Providers will be terminated upon notice of H&SS license, approval or certification revocation or denial. (226.16(l)(2)(viii))
• Any attempt at dishonest practices on the part of the Provider and/or parents will result in termination from the Program. (226.16(l)(2)(viii)) This is not limited to but may include:
• claiming of meals to more than one CACFP sponsor. (226.16(l)(2)(iii))
• continued non-compliance of any CACFP requirements. (226.16(l)(2)(iv)(v))
• provision of false information on legal agreement, home application, menus, meal count records, attendance records, income eligibility and/or enrollment forms. (226.16(l)(2)(i)(iii))
• failure to keep required records. (226.16(l)(2)(v))
• Any other circumstance related to non-performance under the sponsoring organization-day care home agreement. (226.16(l)(2)(viii))
• Refusal to allow entry of representatives from the sponsoring organization, Alaska State Department of Education & Early Development, the USDA and other state or federal officials into the provider’s home for the purpose of reviewing the Child and Adult Care Food Program operations during scheduled business hours, whether or not there are children present. At the time of the refusal, meal documentation (menus, meal counts and attendance records) will be considered not available. In addition, an investigation of previous months records may be conducted and an overpayment may be assessed. (226.16(l)(2)(viii))
• Non-compliance with applicable federal, state, or local licensing, H&SS approval, or certification rules and regulations. (226.16(l)(2)(viii))
• Conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety. (226.16(l)(2)(vi))
• A determination that the day care home has been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency, or the concealment of such a conviction. (226.16(l)(2)(vii))
• Failure to attend annual training provided by the Sponsoring Organization 226.16(1)(2)(viii).

Policies and Procedures for Termination

• Serious infractions will be investigated by the sponsor staff using one or more of the following methods:
  • Parent audit/survey forms
  • Unannounced Reviews
  • Documented phone conversations
  • All notices of serious deficiency and termination will be reported to the Child Nutrition Services and violations of H&SS licensing, approval or certification requirements will be reported to the appropriate licensing or approving agency.
  • The following procedures implement Section 243(c) of the Agricultural Risk Protection Act of 2000, which provides appeal rights to providers who are terminated from the CACFP for cause and authorizes the National Disqualified List.
  • Providers will receive written notice of Intent to Terminate their CACFP agreement with the sponsoring organization for cause which includes the effective date of the termination from the CACFP and the deadline and procedure to request a Sponsor Review of the decision to terminate.
  • If unsatisfied with the results of the Sponsor Review, the provider may appeal the decision to terminate to EED. Only terminations are eligible for appeal to EED, all other adverse actions are subject to the agency review policies of each sponsor only.
  • Unless the provider has been terminated because the serious deficiency is related to health and safety issues, the provider may continue to participate in the CACFP and receive reimbursement for eligible meals served until the appeal is complete.
  • Upon termination from the CACFP, the provider will be placed on the National Disqualified List and unable to participate in the Program in any state for up to seven years or until the USDA and Department of Education and Early Development concur that the serious deficiencies have been corrected; or longer than seven years if there is an unpaid debt owed to the CACFP. Providers who self-terminate* prior to correcting the serious deficiencies cited by the sponsor will also be placed on the National Disqualified List.
Providers may appeal the sponsor’s decision to terminate their CACFP Agreement with the sponsor for cause. Sponsors will include the Provider Appeal Procedures with all Intent to Terminate Notices.

* If a serious deficiency is found during an on-site review, the sponsor must notify the provider in writing within 5 working days. If the provider self-terminates during this period, the sponsor will proceed with the termination and placement on the National Disqualified List.

**Enrollments of Eligible Children**

**Whose meals can I claim?**

As a provider participating in the Child Care Food Program, you may claim reimbursement for meals served to children in your care as long as they meet the following criteria:

- Any child twelve years of age (before they reach their thirteenth birthday) or younger, or the age of children stipulated in your state child care license who has submitted an enrollment form to our office.
- Your own children can be claimed only if you meet the income eligibility requirement (Tier I) and only when day care children are present and if your own children’s ages are the same as those stated on your license or registration. Income eligibility is determined annually throughout the year and renewed in June and effective July 1st of each year.
- Migrant worker’s children fifteen years of age and younger.
- Handicapped persons who are enrolled in the home where the majority of the enrollees are aged eighteen years or under.

The food program MUST be offered to all children enrolled in your program. If a parent declines participation for their child in the CCFP, they should complete the AEYC-SEA child enrollment form, designating their option reference, and return it to the provider for submission to the AEYC-SEA office as soon as possible.

**Remember:**

- Remember: Providers MAY NOT complete enrollments for families. You may however, assist them and are highly encouraged to review them prior to submitting to our office.
- Make sure the parent signs the enrollment form when the child starts care, we look very closely at the parent signature date, date of enrollment and date we receive the enrollment form in our office.
- The food program recognizes providers by your name; we cannot look up information by facility or program name. Please use your proper name on all CCFP documents!
- No meals will be paid without enrollments.
- We will not adjust claims for missing or late enrollments!
- Each child needs regular hours and days in care and to select meals served to be eligible for reimbursement. Children on a drop in basis need to put all possible hours, days and meals for reimbursement.
- Be sure to list parent’s varying schedule here, including the child’s school hours and days. This will avoid completion of revised enrollment form for school breaks and vacations. **Please also note if the child is attending a private school.
- **Home schooled school aged children need to submit a school calendar showing in service and vacation days. All providers are defaulted to the basic school calendar for your school district. If there are changes made or child is attending a private school we will need to adjust the child's calendar to support meals being reimbursed.
- If a child’s information changes, parents should complete a new enrollment form.
Please notify us if a child/family leaves your program. Once withdrawn from your facility, if they return please submit a new PAPER enrollment. (If you are using Minute Menu DO NOT enroll them as if they are new... it will create a duplicate of the same child!! Just have them fill out a paper enrollment form.)

**What are CCFP food groups?**

**What do food groups have to do with the food program?**

The Child Care Food Program is based on the Basic Four Food Groups. The CCFP has adapted the Basic Four Food Groups to make it easy for child care providers to understand what foods should be served to different age groups to insure a balanced meal.

**CCFP food groups are:**

- **Bread/Bread Alternates (including foods made from grains)**
- **Meat/Meat Alternates (including eggs, fish, poultry, cheese, dried beans, nut butters, yogurt)**
- **Milk (only plain fluid milk counts in the CCFP milk category, preferably low-fat after 24 months of age)**
- **Fruits and Vegetables (including potatoes, dried beans, bananas and yucca root)**

- The food groups for the CCFP are very similar to the Basic Four Food Groups- except some Dairy Products can count as Meat Alternates and Milk can only be plain milk.
- Beans (pinto, black, garbanzo, not green beans) can be counted as both a Meat Alternative and a Vegetable but not during the same meal.

There are many types of foods. From a nutrition standpoint, some foods are similar to other foods. A balanced diet is a diet that uses foods from different food groups.

**The Traditional Four Basic Food Groups are: (these are not CCFP food groups!!)**

- **Grains (including foods made from grains)**
- **Meats (including eggs, fish, and poultry)**
- **Dairy Products (including cheese and yogurt)**
- **Fruits and Vegetables (including squash, beans, bananas and kiwi)**

For example, grains contain a large amount of complex carbohydrate, B vitamins, iron, and protein. Meats contain a large amount of high quality protein, fat, iron, and almost no carbohydrate. Dairy products (except butter and some high fat cheeses) contain a lot of simple carbohydrates, high quality protein, riboflavin, and calcium.

Fruits and vegetables contain a large amount of vitamins, minerals, some complex and simple carbohydrates, almost no protein or fat (except avocados and olives which are high in fat).
Child Food Chart
# FOOD CHART

For required serving amounts for infants up to age 1 year, refer to your handbooks or to program regulations.

## Breakfast

<table>
<thead>
<tr>
<th></th>
<th>Age 1 - 2</th>
<th>Age 3 - 5</th>
<th>Age 6 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid Milk</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Juice with cold cereal only Fruit or Vegetable</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Bread or Bread Alternate</td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
</tbody>
</table>

(one serving from each of the three groups)

## Snack

<table>
<thead>
<tr>
<th></th>
<th>Age 1 - 2</th>
<th>Age 3 - 5</th>
<th>Age 6 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit or Vegetable</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>Meat or Meat Alternate</td>
<td>1/2 ounce</td>
<td>1/2 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Bread or Bread Alternate</td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
</tbody>
</table>

(one serving from each of any two groups)

## Lunch and Dinner

<table>
<thead>
<tr>
<th></th>
<th>Age 1 - 2</th>
<th>Age 3 - 5</th>
<th>Age 6 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid Milk</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Meat or Meat Alternate</td>
<td>1 ounce</td>
<td>1 1/2 ounce</td>
<td>2 ounces</td>
</tr>
<tr>
<td>Cheese or Egg or</td>
<td>1/2 egg</td>
<td>3/4 egg</td>
<td>1 egg</td>
</tr>
<tr>
<td>Cooked Dry Beans and Peas or</td>
<td>1/4 cup</td>
<td>3/8 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Peanut Butter or other Nut or</td>
<td>2 Tablespoons</td>
<td>3 Tablespoons</td>
<td>4 Tablespoons</td>
</tr>
<tr>
<td>Seed Butters or Nuts and/or Seeds</td>
<td>1/2 ounce</td>
<td>3/4 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Yogurt, plain or flavored</td>
<td>4 oz or 1/2 cup</td>
<td>6 oz or 3/4 cup</td>
<td>8 oz or 1 cup</td>
</tr>
<tr>
<td>Fruits and/or Vegetables (2 or more)</td>
<td>1/4 cup total</td>
<td>1/2 cup total</td>
<td>3/4 cup total</td>
</tr>
<tr>
<td>Bread or Bread Alternate</td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
</tbody>
</table>

1 Acceptable bread alternates include oat bread, biscuits, muffins, etc., made with whole grain or enriched flour, whole grain or enriched cereal, and whole grain or enriched rice, macaroni, and other pasta products. Corn must be labeled as whole corn or "emptied" corn to be credited. Breakfast Cereal must be under 8 oz. of sugar per serving.

2 Nuts and seeds and cheese combo items meet only 20% of the meat alternate at lunch or dinner. An additional meat meal alternate must be served.

3 Juice must be 100% juice. Juice may be served at breakfast with cold cereal and milk and only at snack three times a week.

Updated 2/22/10
Meal Service and Types

There are two main choices for service in child care

**Plate Service**

Plate service is a type of table service where in foods are prepared in plates in the kitchen and passed out to the children with food portions served on each plate. This can limit your meals if you are serving lots of combination meals as if it is served as a pre-plated item then it must contain proper proportions and meet combination food requirements.

**Family Style Service**

Family style meal service is a style of dining in which child care providers and the children that they care for participate in table setting, eating and clean-up. During this learning experience meal time conversation and appropriate eating habits are stressed. Family style meal service makes eating a relaxed, educational and positive experience, aiding the development of positive habits and attitudes. CCFP requires you to have ALL foods on the table at the beginning of the meal. Have enough food available to meet meal pattern requirements and to allow for seconds. Some food may spill as children learn to serve themselves. Allow for this and follow the rules below.

1) A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table, and to accommodate supervising adult(s) if they eat with the children.

2) The family style meal service allows children to make choices in selecting foods and the size of the initial servings. Children should initially be offered the full required portion of each meal component.

3) During the course of the meal, it is the responsibility of the supervising adults to actively encourage each child to accept service of the full required portion for each food component of the meal pattern. For example, if a child initially refuses a food component, or initially does not accept the full required portion of a meal component, the supervising adult should offer the food component to the child again.

4) Facilities which use family style meal service may not claim second meals for reimbursement.

5) Meals served which follow the guidelines laid out in this instruction are eligible for reimbursement.

*Family style meal service also provides other benefits*

**How do children benefit?**

- By practicing fine motor and coordination skills such as pouring, scooping and serving.
- By learning to regulate portion sizes according to their own feelings of hunger and fullness.
- By learning to share, take turns and socialize; thereby developing self-confidence and self-esteem because they are in control. Children are allowed to make choices.
- By having fun in setting the table, preparing food and cleaning up.

**Why do caregivers like family style meal service?**

It allows them to:

- Set an example for children by sitting at the same table and eating the same meal.
- Initiate pleasant conversations with the children.
- Develop an intimate, sharing, family like atmosphere.
- Children should not be reprimanded if they do not taste or eat all the food on their plates. Instead, let the children know when the next meal will be served so they can make final decisions about whether to eat more. Also, try to focus on some positive aspect of the children's eating behavior. For example, maybe a child tried the food by using another one of his or her senses rather than by tasting it; this can be acknowledged in a positive way.
• Food left on plates should be thrown away without comment. Plate waste is a normal part of eating, especially when new foods are served or when children are new to the center or classroom. Plate waste can be reduced by serving meals family style.

**Try these tips to help children serve themselves**

• You may want to start out by letting the children, especially younger ones, serve themselves something that is easy to serve. Try rolls or bread first. As the children develop skills, increase the number and types of items they serve themselves.

• Pass the food around the table and encourage (but do not pressure or force) each child to put some on his or her plate.

• Allow each child to decide what and how much of the food to eat.

• Try not to worry that some children will take too little. On the other hand, if some children seem to be taking too much and not leaving enough for the other children, provide guidance.

• Provide child-size plates, cups, utensils, and serving bowls that children can use comfortably.

• Think about each child’s ability to serve himself. For some children, you may need to start with only one or two foods as self-serve, then serve them the other foods that are required in the meal pattern.

• Some children may need more help than others. Seat these children near an adult.

• Expect spills. Children are learning and accidents will happen. Wipe up spills without a fuss.

Allowing children to help themselves does not mean caregivers cannot guide them. Encourage children to take some of all the foods served, but ask them to take only one serving at a time. Make sure the children know that there is enough food for them to have seconds later. This may help them take smaller servings the first time around. You might want to say something like, "If you aren't sure you can eat it, take just a little bit. You can have more if it tastes good to you." It's also alright to let them know that they must leave enough for other children.

Serving size can be controlled by having the children use serving scoops, spoons or ladles that hold reasonable portion sizes. Remember to make sure the serving utensils are child-sized and that the children can handle them. Younger children may need you to actually physically assist or guide them in serving themselves.

**Source:** *Feeding Children Responsively*, Colorado Department of Public Health and Environment

Read more: USDA Instruction on Family Style Meal Service at [http://www.nde.state.ne.us/NS/cacfp/famstyle.htm](http://www.nde.state.ne.us/NS/cacfp/famstyle.htm)

### Daily Requirements

Each meal paid for by the Child Care Food Program must meet certain standards determined by the USDA. You may claim reimbursement for any of the following servings per child per day: one snack only, two snacks only, one snack and one meal, one snack and two meals, two snacks and one meal, one meal only, or two meals only. (Meals are defined as breakfast, lunch, or dinner.)

Following are the requirements for each of the meal patterns for children ages 1 through 12 years- breakfast, snack, and lunch (or dinner).

Meal service and child care must, with the exception of occasional field trips and outings, take place at the facility address listed on the provider’s license, H&SS approval, or certification as the physical address/location of the place of care. In the event that the activity will occur during the meal service period, the provider must notify the sponsor in advance of the activity. If this procedure is not followed and an unannounced review is conducted when the children are not present in the home, claims for meals that would have been served during the unannounced review will be disallowed.

**You must call/email or fax our office AND leave a note on their door** when you will be eating away from home.
Meal service in family child care homes participating in the child care food program must be at least **two** hours apart in start time and a recommended time is as follows:

**Breakfast**------------------------ any time before 9:00 am

**Lunch**-------------------------- 11:00 am- 1:30 pm

**Supper**------------------------- 5:00- 7:00 pm

**Snacks**------------------------ 2 hours before or after each major meal (AM Snack, PM Snack and Evening Snack)

You must serve a meal to a child in care every two hours even if it is not reimbursed by our program or listed on your application. **Record the meal daily either in Minute Menu or on your paper menu form.**

How does a child qualify? A child qualifies to have their meal reimbursed if they have been enrolled in our program and have been in care for at least the first 15 minutes of that meal service or (any 15 minutes if serving shift meals)

**Shift Meal Service**

A shift meal is when food is served more than once during a meal time. For example, your breakfast service is from 7:30-8:30am; a child arrives at 7:30am for breakfast and you serve them their meal and two more children arrive at 8:15 am and you serve them when they arrive breakfast. **This is a shift meal and requires that you submit your attendance records with your claim and notate which child ate the second shift on that day; you can circle their name on their attendance and on the tally sheet or record in Minute Menu that you served two meals and also submit notated attendance at the end of the month.**

**Menu Recording**

Menus and foods served must be recorded daily on your paper menu or via Minute Menu before midnight. There are no exceptions to this ever.

**Menu Tallies**

Menu Tallies are how we calculate your payment for meals served. You must record this information daily and add up the number of children served and what meals were claimed. If you are using Minute Menu when you record a child eating a meal this calculates your tally for you. Please let us know if you have any questions regarding your menu tallies.

**Daily Attendance Records**

Attendance records are required for all children in care, even if not eligible for CCFP reimbursement. At any time you may be required to show or submit your attendance records to our staff or our office. Attendance records are like your timesheet, showing proof of children in care and must be kept organized and for the standard time frame of three years plus the current year.

If you serve meals on holidays a holiday attendance form will be required to be submitted with your claim for that month and must be signed by the provider on the day of care. Failure to submit with claim will result in meals being disallowed for that day. Holidays that are required to have a holiday attendance form either on the actual holiday (if you are open for business and falls on a weekend or the observed week day) they are listed on the form, including:

- Day after Thanksgiving
- Christmas Eve
- New Year’s Eve
CHILD CARE FACILITIES LICENSING Regulations

7 AAC 57.560. Nutrition. (a) A child care facility shall ensure that snacks and meals meet the child care food program requirements of 7 C.F.R. 226.20.

(b) In a child care center, menus, including snacks, must be planned in advance, be posted in an area open to visitors, and reflect actual food served.

(c) In a child care facility, food for a child's meals and snacks may be provided by the parent.

(d) A child care facility providing care for infants shall observe the following requirements for bottle feedings:

(1) bottle feedings may be prepared by the parent or the child care facility; if the facility prepares the bottle feedings, the facility shall consult with the parent to ensure consistency with the bottle feedings given at home;

(2) an infant must be fed on demand;

(3) a child on bottle feedings

(A) must either be held or fed sitting up or, if unable to sit up, always be held by a caregiver during the feeding; and

(B) may not be permitted to hold or carry its bottle at times other than the feeding;

(4) bottles may not be propped for a child.

(e) A child care facility shall obtain information concerning any food allergies or special dietary needs of each child and shall plan that child's meals accordingly.

(f) Except for medical reasons, a child care facility may not deny a meal or snack to a child, force-feed a child, or otherwise coerce a child to eat against the child's will for any reason. Mere encouragement to eat without any element of compulsion is not prohibited. (Eff. 6/23/2006, Register 178)

Authority: AS 44.29.020 AS 47.32.010 AS 47.32.030

What is Age Appropriate?

Young children, ages 2 to 3, are at risk of choking on food. They remain at risk until they can chew and swallow better, by about age 4.

Always watch children during meals and snacks to make sure they:

- Sit quietly
- Eat slowly
- Chew food well before swallowing
- Take only one bite at a time
- Finish swallowing before leaving the table

**Prepare foods so that they are easy to chew:**

- 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 food such as carrots or celery until slightly soft. Then cut into sticks
- Remove seeds and pits from fruit
- Spread peanut butter thinly

**Foods that may cause choking**

Firm, smooth, or slippery foods like:
- Hot dog rounds
- Carrot rounds
- Hard candy
- Large pieces of fruit
- Granola
- Peanuts
- Whole grapes
- Cherries with pits
- Cherry tomatoes
- Oranges

Small, dry or hard foods that are difficult to chew and easy to swallow, like:
- Popcorn
- Small pieces of raw carrot, celery or other raw hard vegetables
- Nuts and seeds
- Potato and corn chips
- Pretzels

Sticky or tough foods that do not break apart easily, like:
- Spoonfuls or chunks of peanut butter or other nut or seed butters
- Chunks of meat
- Marshmallows
- Raisins and other dried fruit

**Breakfast**

**At least one food from each group listed is required for breakfast.** Additional foods may also be served: peanut butter, eggs, or other sources of protein. It is recommended that an additional food be served several times per week but please DO NOT list on your menus, you must always serve whole serving sizes of the food components that you are claiming even if serving extras!

<table>
<thead>
<tr>
<th></th>
<th>1-2 Years</th>
<th>3-5 Years</th>
<th>6-11 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid Plain Milk</td>
<td>¼ cup</td>
<td>½ cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Fruit or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetable or Full-strength juice (when cold cereal is served with milk)</td>
<td>¼ cup</td>
<td>½ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Bread or Dry Cereal or <em>(see creditable list)</em> Cooked Cereal, Grains, or Pasta Pancake, Waffle</td>
<td>½ slice</td>
<td>½ slice</td>
<td>1 slice</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>1/3 cup</td>
<td>⅛ cup</td>
</tr>
<tr>
<td></td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td></td>
<td>4” round</td>
<td>4” round</td>
<td>6” round</td>
</tr>
</tbody>
</table>

Remember:

You may only serve juice or a HM fruit smoothie if you are serving cold cereal for your meal. Additional protein items are encouraged but considered extras and not allowable for claim. Raisins and other dried fruit must be served with an additional fresh fruit or vegetable. Combination items like Blueberry Pancakes are not creditable unless served with additional fruit or vegetables with the meal. Otherwise you’ll be expected to submit a recipe that calls for ½ cup of blueberries to be baked into each pancake (⅛ the size of a compact disc for a 3-5 year old) which is terribly difficult to accomplish!

**SAMPLE BREAKFASTS**

<table>
<thead>
<tr>
<th>Refried beans Tortilla Milk</th>
<th>Melon slices Bagel Milk</th>
<th>Hummus &amp; Cucumbers Pita Bread Milk</th>
<th>Celery Sticks Soft pretzel Milk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bananas WW PB Sandwich Milk</td>
<td>Plums Fried Egg Sandwich (whole wheat) Milk</td>
<td>Tomato Sauce &amp; toppings HM Pizza Crust Milk</td>
<td>Grapes Waffles Milk</td>
</tr>
<tr>
<td>Orange Slices Rice Cakes w/Egg Milk</td>
<td>Mixed Peppers &amp; egg Tortilla Milk</td>
<td>Mixed Dried Fruit , Apples in Oatmeal Milk</td>
<td>Tomato Sauce Pasta Milk</td>
</tr>
<tr>
<td>Applesauce (100%fruit) Sausage* Biscuit Milk</td>
<td>Vegetable Soup Saltines Milk</td>
<td>Frozen Berries Pilot Bread Milk</td>
<td>Watermelon HM Bran Muffin Milk</td>
</tr>
<tr>
<td>Pineapple Juice (100%fruit) Rice Krispies Milk</td>
<td>Blueberries Pancakes Milk</td>
<td>Tomato Soup Grilled Cheese Sandwich Milk</td>
<td>Fruit Salad Bread Sticks Milk</td>
</tr>
<tr>
<td>Alfalfa Sprouts Tuna Spread on WW Milk</td>
<td>Tomato Slices Mac &amp; Cheese Milk</td>
<td>Peach Slices Biscuits Milk</td>
<td>Baked Beans Corn Bread Milk</td>
</tr>
<tr>
<td>Cantaloupe Cheese &amp; Crackers Milk</td>
<td>Corn on the Cob Rolls Milk</td>
<td>Mixed Veggies Fried Rice Milk</td>
<td>Fried Potatoes (Hash) Oyster Crackers Milk</td>
</tr>
</tbody>
</table>
Snack

We highly recommend serving water as a snack beverage to children older than 12 months, please do not write water on your menus in case you forget to record the other component served. It is considered a vital extra.

The requirements for snacks include two foods, each from different groups, from the following four food groups.

<table>
<thead>
<tr>
<th></th>
<th>1-2 Years</th>
<th>3-5 Years</th>
<th>6-11 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk (TWICE A WEEK ONLY)</td>
<td>½ cup</td>
<td>½ cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Fruit or Vegetable or</td>
<td>½ cup</td>
<td>½ cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td>Full-strength 100% Juice (THREE TIMES A WEEK ONLY)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread or</td>
<td>½ slice</td>
<td>½ slice</td>
<td>½ slice</td>
</tr>
<tr>
<td>Dry Cereal or</td>
<td>¼ cup</td>
<td>1/3 cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td>Cooked Cereal, Grains or Pasta</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td>Yogurt or</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Meat, Poultry, Fish, Cheese or Eggs or Peanut Butter or Dried Beans, Peas or Peanuts, Soy nuts, Tree Nuts or Seeds</td>
<td>½ oz.</td>
<td>½ oz.</td>
<td>½ oz.</td>
</tr>
<tr>
<td></td>
<td>½ egg</td>
<td>½ egg</td>
<td>½ egg</td>
</tr>
<tr>
<td></td>
<td>1 T.</td>
<td>1 T.</td>
<td>1 T.</td>
</tr>
<tr>
<td></td>
<td>1/8 cup</td>
<td>1/8 cup</td>
<td>½ oz.</td>
</tr>
<tr>
<td></td>
<td>½ oz.</td>
<td>½ oz.</td>
<td>½ oz.</td>
</tr>
</tbody>
</table>

Remember:

Two beverages cannot be served alone as a snack because both are liquid.
A fruit or vegetable cannot be served with a juice as a complete snack, because both are from the same group.
Milk and yogurt cannot be served together as a snack.
Dried Fruits (raisins) only count as ½ a serving of fruits/veg group; they must be served with another fruit or veg to equal one serving.

SAMPLE SNACKS

<table>
<thead>
<tr>
<th>Chicken Legs Rolls</th>
<th>String Cheese HM Pretzels</th>
<th>Tuna Fish Pita Bread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yogurt HM Bran Muffins</td>
<td>Hard Boiled Eggs Triscuits Crackers</td>
<td>Refried Bean Dip Baked Tortilla Chips</td>
</tr>
<tr>
<td>Blueberries</td>
<td>Melon Slices</td>
<td>Carrot Sticks</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Pancakes</td>
<td>Toast</td>
<td>Peanut Butter Dip</td>
</tr>
<tr>
<td>Garbanzo Beans</td>
<td>Cheerios</td>
<td>Peanut Butter</td>
</tr>
<tr>
<td>Cold, cooked Pasta</td>
<td>Milk</td>
<td>Celery sticks w/ Raisins</td>
</tr>
<tr>
<td>Diced Peppers</td>
<td>Watermelon</td>
<td>Apple Slices</td>
</tr>
<tr>
<td>Cheese Chunks</td>
<td>Graham Crackers</td>
<td>French Toast</td>
</tr>
<tr>
<td>Fruit Smoothie</td>
<td>Cheese Slices</td>
<td>Turkey</td>
</tr>
<tr>
<td>HM Muffin</td>
<td>Pilot Bread</td>
<td>Croissants</td>
</tr>
<tr>
<td>Black Beans</td>
<td>Canned Pineapple</td>
<td>Smoked Salmon</td>
</tr>
<tr>
<td>Tortillas</td>
<td>Cottage Cheese</td>
<td>Bagel w/ Cream Cheese</td>
</tr>
<tr>
<td>Tomato Juice</td>
<td>Kidney Beans</td>
<td>Mac &amp; Cheese</td>
</tr>
<tr>
<td>Saltines</td>
<td>Rice</td>
<td>Peas</td>
</tr>
<tr>
<td>Granola</td>
<td>Cheese Quesadilla</td>
<td>Fried Eggs</td>
</tr>
<tr>
<td>Nectarines</td>
<td>Fruit Salsa</td>
<td>Toast</td>
</tr>
<tr>
<td>HM Watermelon Popsicles</td>
<td>String Cheese</td>
<td>Pizza Sauce w/Cheese</td>
</tr>
<tr>
<td>Trail Mix</td>
<td>HM Bread Sticks</td>
<td>Pilot Bread (mini pizzas)</td>
</tr>
<tr>
<td>Corn on the Cob</td>
<td>Applesauce</td>
<td>Cauliflower &amp; Broccoli</td>
</tr>
<tr>
<td>Biscuits</td>
<td>Pretzel Sticks</td>
<td>HM Cheese Dip</td>
</tr>
<tr>
<td>Fry Bread</td>
<td>Carrots w/Dip</td>
<td>Sandwich Roll up</td>
</tr>
<tr>
<td>Fresh Strawberries</td>
<td>String Cheese</td>
<td>Oranges</td>
</tr>
<tr>
<td>HM Milk Coco (2x a week)</td>
<td>Fried Rice</td>
<td>100% Fruit Juice (3x a wk)</td>
</tr>
<tr>
<td>WW Toast</td>
<td>Mixed Vegetables</td>
<td>Crackers</td>
</tr>
</tbody>
</table>

**Lunch or Dinner**

*The requirements for a lunch or dinner include fluid milk, a meat/meat alternate, two separate items from the fruit/vegetable group, and a bread/bread alternate.*

<table>
<thead>
<tr>
<th></th>
<th>1-2 Years</th>
<th>3-5 Years</th>
<th>6-11 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fluid Milk</strong></td>
<td>½ cup</td>
<td>¾ cup</td>
<td>1 cup</td>
</tr>
</tbody>
</table>
| **Meat, Poultry, Fish or**
| Cheese or Cottage Cheese, cheese food, or cheese spread, or Eggs or Peanut Butter or Dried Beans or Peas or Peanuts, Soy nuts, Tree nuts, or Seeds or Yogurt | 1 oz | 1 ½ oz. | 2 oz. |
|                          | 1 oz. | 1 ½ oz. | 2 oz. |
|                          | ¼ cup | 3/8 cup | ½ cup |
|                          | 1 egg | 3 T. | 1 egg |
|                          | 2 T. | 3/8 cups | 4 T. |
|                          | ½ cup | ¾ oz.=50% | ½ cup |
|                          | ½ cup=50% | 4 T. | 1 oz.=50% |
|                          | 1 egg | 3/8 cups | 1 egg |
|                          | 1 oz.=50% | 1 cup=50% | 1 cup |
| **Fruits (2 or more) or**
| **Vegetables (2 or more) or**
| **Fruits & Vegetables to total** | ¼ cup | ¼ cup | ¼ cups |
| **Bread or**             | ½ slice | ½ slice | 1 slice |
Cooked Grains or Pasta: ¼ cup, ¼ cup, ½ cup

Remember:
- Juice may not be served at lunch or dinner.
- Nuts may be served, but may only be credited as half of the protein component at lunch and dinner.
- Cheese may be served, but may only be credited as half of the protein component when served as a combination item (grilled cheese, quesadilla) the only exception is HM Mac & Cheese. (This serves as a measure to ensure enough meat/meat alt. is being served and not over serving Breads or grains.)

SAMPLE LUNCHES (WHICH MAKE FOR FUN PICNIC FOODS)

<table>
<thead>
<tr>
<th>Chicken Legs (drumsticks)</th>
<th>String Cheese &amp; Peanut Butter</th>
<th>Tuna Fish (made with plain yogurt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Wheat Rolls</td>
<td>HM Pretzels</td>
<td>Pita Bread</td>
</tr>
<tr>
<td>Peach Slices</td>
<td>Pea Pods</td>
<td>Grape Tomatoes</td>
</tr>
<tr>
<td>Broccoli Flowers</td>
<td>Fruit Salad</td>
<td>Raw Spinach</td>
</tr>
<tr>
<td>Milk</td>
<td>Milk</td>
<td>Milk</td>
</tr>
</tbody>
</table>

| Yogurt & Cashews          | Ham & Cream Cheese Bagels     | Refried Bean Dip                   |
| HM Bran Muffins           | Watermelon                    | Baked Tortilla Chips               |
| Blueberries               | Canned String Beans           | Carrot Sticks                      |
| Apricots                  | Milk                          | Strawberries                       |
| Milk                      |                               |                                    |

| Garbanzo Beans            | Hard Boiled Eggs              | Cashew Butter & Cheese Slices      |
| Cold, Cooked Pasta        | Rice Crackers                 | Pilot Bread                        |
| Diced Peppers             | Melon Slices                  | Apple Slices                       |
| Pears                     | Cucumber Spears               | Red Pepper Spears                  |
| Milk                      | Milk                          | Milk                               |

| Turkey Croissants         | Black Beans                   | Smoked Salmon                      |
| Spinach, tomato Slice     | Tortilla                      | Mini Bagels                        |
| Plums                     | Pineapple                     | Cauliflower                        |
| Milk                      | Cherry Tomatoes               | G rapes                            |
|                           | Milk                          | Milk                               |

| Kidney Beans              | Salmon Spread                 | Sliced Chicken Breast              |
| Bread Sticks              | Triscuits Crackers            | Hamburger Bun                      |
| Zucchini Coins            | Dried Fruit                   | Lettuce, tomato                    |
| Corn on the Cob           | Raspberries                   | Nectarine                          |
| Milk                      | Milk                          | Milk                               |

| HM Black Bean Soup        | Soy nuts, Cheese Cubes        | Ham Cubes                          |
| Corn Bread                | Zucchini Bread (made with ½ sugar) | Assorted Crackers                 |
| Cold Baked Sweet Potato   | Celery & Raisins (ants on a log) | Frozen Grapes                     |
| Wedges                    | Kiwi                          | Cold Asparagus                     |
| Applesauce (100% fruit)   | Milk                          | Milk                               |

**CCFP Non-Creditable Foods**

The items found on this list cannot be claimed for reimbursement on the Child Care Food Program. Sometimes it may seem appropriate to serve one or more foods on this list. If the provider does serve one of these foods she/he has two options:
Serve all the required components in proper serving size in addition to the non-creditable foods, these are extras.

**OR**

- Do not claim that meal.

*This is not a complete list of non-creditable foods!* Generally, prepared, packaged/ convenience foods cannot be counted on the Child Care Food Program. Most things that you think are high in sugar or fat or salt will not be reimbursable.

<table>
<thead>
<tr>
<th>Milk</th>
<th>Meat &amp; Meat Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chocolate dairy drink</td>
<td>Bacon</td>
</tr>
<tr>
<td>Ice cream</td>
<td>Pepperoni</td>
</tr>
<tr>
<td>Powdered milk</td>
<td>Boxed macaroni &amp; cheese (may be used if real cheese is added or if homemade (HM) at snacks)</td>
</tr>
<tr>
<td>Pudding</td>
<td>Cream cheese</td>
</tr>
<tr>
<td>Sour cream</td>
<td>Processed cheese foods (Kraft Singles, Velveeta, etc.)</td>
</tr>
<tr>
<td>Smoothies</td>
<td>Tofu</td>
</tr>
<tr>
<td>Yogurt*</td>
<td>Canned spaghetti, ravioli, Spaghettios, etc.</td>
</tr>
<tr>
<td>*Yogurt counts as a meat alternate. (FLUID MILK IS THE ONLY ITEM THAT CAN COUNT AS MILK.)</td>
<td>Most canned soups</td>
</tr>
<tr>
<td></td>
<td>Frozen pizza, ravioli, etc.</td>
</tr>
<tr>
<td></td>
<td>Frozen Fish Sticks, Chicken Nuggets, Breaded Products (if no CN label)</td>
</tr>
<tr>
<td></td>
<td>Combination Cheese Foods that are served with Bread and Bread Alt. (unless HM macaroni &amp; cheese)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fruits/Vegetables &amp; Juices</th>
<th>Bread &amp; Bread Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onions</td>
<td>Brownies</td>
</tr>
<tr>
<td>Mushrooms</td>
<td>Cakes</td>
</tr>
<tr>
<td>Olives, Pickles, Sauerkraut</td>
<td>Cookies*</td>
</tr>
<tr>
<td>Cranberry juice cocktail</td>
<td>Corn chips</td>
</tr>
<tr>
<td>Fruit Cocktail in Heavy Syrup</td>
<td>Cupcakes</td>
</tr>
<tr>
<td>Canned Fruits in Heavy Syrup</td>
<td>Donuts*</td>
</tr>
<tr>
<td>Hi-C, Kool-aid, Tang or similar mixes</td>
<td>Popcorn</td>
</tr>
<tr>
<td>Energy Drinks</td>
<td>Tapioca</td>
</tr>
<tr>
<td>Nectars</td>
<td>Tortilla chips (unless baked)</td>
</tr>
<tr>
<td>Soda pop</td>
<td>Pop tarts</td>
</tr>
<tr>
<td>Jams &amp; jellies</td>
<td>* may be served only at snack if homemade or if enriched flour is the first ingredient. Also counts as a high sugar food</td>
</tr>
<tr>
<td>Jell-o</td>
<td></td>
</tr>
<tr>
<td>Popsicles (unless HM with 100% juice)</td>
<td></td>
</tr>
<tr>
<td>Potato chips</td>
<td></td>
</tr>
</tbody>
</table>

**Sample List of Creditable and Non-Creditable Cereals**

This list is not a complete list of all cereals but a sample of commonly found items! You must list the type of cereal being served, not the brand or company! They will be checked!

0-6 grams of sugar per serving (creditable for breakfast & snack)
<table>
<thead>
<tr>
<th>Product</th>
<th>Sugar (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oats (regular &amp; quick-cook)</td>
<td>0</td>
</tr>
<tr>
<td>Grits</td>
<td>0</td>
</tr>
<tr>
<td>Zoom</td>
<td>0</td>
</tr>
<tr>
<td>Cream of Wheat 0g</td>
<td></td>
</tr>
<tr>
<td>Puffed Wheat 0g</td>
<td></td>
</tr>
<tr>
<td>Uncle Sam .5g</td>
<td></td>
</tr>
<tr>
<td>Cheerios 1g</td>
<td></td>
</tr>
<tr>
<td>Corn Flakes 2g</td>
<td></td>
</tr>
<tr>
<td>Kix 3g</td>
<td></td>
</tr>
<tr>
<td>Rice Krispies 3g</td>
<td></td>
</tr>
<tr>
<td>Product 19 4g</td>
<td></td>
</tr>
<tr>
<td>Wheaties 4g</td>
<td></td>
</tr>
<tr>
<td>Total 5g</td>
<td></td>
</tr>
<tr>
<td>Life 6g</td>
<td></td>
</tr>
</tbody>
</table>

**7-9 grams of sugar per serving (creditable for snack only and count as a high-sugar food)**

- Grape Nuts 7g
- Berry Berry Kix 9g

**10+ grams of sugar (NOT creditable) most instant oatmeal and breakfast cereal mixes**

- Cinnamon Toast Crunch 10g
- Malt-O-Meal with Maple & Brown Sugar 11g
- Honey Nut Cheerios 11g
- Frosted Flakes 12g
- Instant Oatmeal: Apples & Cinnamon 12g
- Banana Nut Crunch 12g
- Fruity Pebbles 12g
- Instant Oatmeal: Peaches & Cream 13g
- Instant Oatmeal: Maple & Brown Sugar 13g
- Apple Cinnamon Cheerios 13g
- Quaker Oats & Honey Granola 13g
- Trix 13g
- Oatmeal Crisp 16g
- Corn Pops 14g
- Cocoa Krispies 14g
- Just Right 15g
- Cracklin Oat Bran 15g
- Apple Jacks 16g
- Honey Combs 11g
- Oreo O’s 11g
- Frosted Miniwheats 12
- Chex Multibran 12g
- Fruit & Fiber 17g
- Captain Crunch 12g
- Cookie Crisp 13g
- Frosted Cheerios 13g
- Alphabits 13g
- Lucky Charms 13g
- Cream of Wheat with Maple & Brown Sugar 13g
- Blueberry Morning 15g
- Smart Start 14g
- Basic Four 14g
- Fruit Loops 15g

**Infant Meal Pattern**

**Child Care Food Program Infant Meal Pattern**

The first year of life, from birth until the baby’s first birthday, is divided into three equal age groups, each consisting of 4 months. Although the infant meal pattern specifies breakfast, lunch, supper, and snack, this may be inconsistent with the baby’s feeding pattern. Meals are specified as a guideline only. Babies should be fed when hungry and not restricted to a rigid schedule.
**Babies that want less**

The amounts listed are the minimum portions you must offer to be reimbursed for the meal. There are ranges given for each portion in the meal pattern to allow for flexibility in the baby’s appetite. Babies will vary day-to-day in the amounts they eat. Some babies will want more than these amounts. You may serve larger portions and additional foods to those babies. For example, a 3-month-old baby may be fed more than 6 oz. of formula or breast milk at a feeding, or an 8-month-old baby may be fed an additional food such as bread at breakfast, lunch, or supper.

**Babies that want more**

Other babies may want less than the portions listed here. Never force babies to finish what is in the bottle or what is fed by spoon. The required amounts must be offered to the baby, but let the baby determine how much they eat. Babies will let you know if they are hungry by opening their mouths and leaning forward. They will let you know if they have had enough to eat by pulling away, playing with food, sealing their lips, or pushing the nipple or food out of their mouths. Babies may want to eat less if they are teething or not feeling well and more if they are going through a growth spurt.

**Let the parent decide**

In the meal pattern, the portions for solid foods are listed as 0 to 3 tablespoons in the 4 through 7 month age group. Solid foods are optional in this age group and should only be served when babies are developmentally ready for them and interested in learning to eat them. However, the decision to introduce solid foods should be made in consultation with the parents. The age to introduce solid foods is likely to be the area of greatest discrepancy between the child care provider and the parents. Some parents start serving solid food before their baby is developmentally ready; others wait beyond the time of developmental readiness. It is important to let the parents make the decision when to introduce solid foods.

**Recordkeeping and documentation requirements for meals served to infants under 12 months of age**

- Although infant meals are included in the total meal counts claimed for reimbursement each month and reimbursed at the same reimbursement rate as meals served to children over one year, there are special requirements to document that all meals served meet the USDA requirements.
- Because infants are fed on demand, they may require more meals than are eligible for reimbursement. Only two meals (breakfast, lunch, supper) and one snack or two snacks and one meal or three snacks are eligible for CACFP reimbursement.
- It is not required that infants be fed at the same time as the older children.
- All required food components must be provided in order for a meal to qualify for reimbursement. However, unlike meals served to older children, meals served to infants may be served over a period of time rather than all at once. For example, the food items shown for lunch could be served at two or more feedings between 11:30am and 1:30pm.
- Separate infant menus must be kept for infants listing the type of infant cereal you are serving on each menu.
- A CACFP Infant Feeding Parent Selection Form must be completed by the parent/guardian of each infant enrolled for care. The form must list the type of iron-fortified infant formula offered by the provider and allow the parent to decline/accept the formula while the provider provides any other required meal components (these meals are eligible for reimbursement) or allow the parent to decline participation in the CACFP and provide all foods served to their infant.

- Whether provided by the provider or the parent, only iron-fortified infant formula meets the CACFP Infant Meal Pattern requirements. Any substitution (low-iron formula, whole milk, evaporated milk,
etc.) requires a written statement from a “recognized medical authority” which indicates the acceptable substitute foods.

- Although providers are encouraged to consult with parents and take their preferences and the individual needs of the infant into consideration, the provider is required only to meet the meal pattern requirements.

**Effective October 1, 2010:**

If a parent provides all meal components to an infant the meal is not reimbursable. If a parent chooses to breastfeed or bottle feed the infant at the provider’s home during a mealtime and the provider is not serving another meal component then that meal is not eligible for reimbursement per USDA guidelines.

**Child Care Food Program Infant Meal Pattern Fact Sheet for Family Child Care Homes**

All infants under one year enrolled for care must be offered participation in the CACFP. Parents may decline participation (by completing the NAEYC-SEA Child Enrollment form) and choose to supply meals for their infant but the provider may not have a policy to exclude infants from the CACFP and/or require parents to supply the infant’s meals.

The provider must offer a minimum of one brand of iron fortified infant formula.

If a parent declines the offered formula and chooses to supply breast milk or an alternate iron-fortified infant formula, the meals may be claimed for CACFP reimbursement. All other required meal components must be supplied by the provider as developmentally ready.

Once a child is developmentally ready to eat certain foods the provider must continue to serve these foods to the child until the child moves off the infant menu.

( AEYC recommends a two week trial period of new foods before documenting this on your infant menus to make sure that the child is ready and no issues are found, contact us anytime if you have any questions)

All meals served to infants less than 12 months must meet the CACFP Infant Meal Pattern requirements.

A written statement from a “recognized medical authority” must be on file for any exceptions or the meal may not be claimed for CACFP reimbursement. The statement must indicate what foods are acceptable substitutes.

An infant under one year may not be served the regular CACFP Meal Pattern for children 1-12 years old without a medical statement.

Parents may supply the iron-fortified infant formula of their choice. If the parent chooses to supply a formula other than iron-fortified infant formula, a medical statement must be on file or the meal may not be claimed for CACFP Reimbursement.

Only iron-fortified infant cereal meets the cereal requirement of the CACFP Infant Meal Pattern. Cheerios and other “non-infant” cereals (dry or cooked) do not meet cereal requirement of the CACFP Infant Meal Pattern. Infant menus must be maintained for all infant claimed for CACFP reimbursement. The full brand name of the infant formula served must be listed on the infant menu.

**CHILD CARE FACILITIES LICENSING Infant Regulations**

(d) A child care facility providing care for infants shall observe the following requirements for bottle feedings:

1. Bottle feedings may be prepared by the parent or the child care facility; if the facility prepares the bottle feedings, the facility shall consult with the parent to ensure consistency with the bottle feedings given at home;

2. An infant must be fed on demand;
(3) a child on bottle feedings

(A) must either be held or fed sitting up or, if unable to sit up, always be held by a caregiver during the feeding; and

(B) may not be permitted to hold or carry its bottle at times other than the feeding;

(4) bottles may not be propped for a child.

**Infant Food Chart**

<table>
<thead>
<tr>
<th>Age</th>
<th>Breakfast</th>
<th>Lunch or Supper</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 3 months</td>
<td>4-6 fluid ounces iron-fortified formula or breast milk</td>
<td>4-6 fluid ounces iron-fortified formula or breast milk</td>
<td>4-6 fluid ounces iron-fortified formula or breast milk</td>
</tr>
<tr>
<td>4 - 7 months</td>
<td>4-6 fluid ounces iron-fortified formula or breast milk</td>
<td>4-6 fluid ounces iron-fortified formula or breast milk</td>
<td>4-6 fluid ounces iron-fortified formula or breast milk</td>
</tr>
<tr>
<td>8 - 11 months</td>
<td>6-8 fluid ounces iron-fortified formula or breast milk AND 2-4 Tbsp iron-fortified infant cereal AND 1-4 Tbsp fruit and/or vegetable</td>
<td>6-8 fluid ounces iron-fortified formula or breast milk AND 1-4 Tbsp fruit and/or vegetable AND 2-4 Tbsp iron-fortified infant cereal AND/or 1-4 Tbsp meat, fish, poultry, egg yolk, or cooked dry beans or peas; or 1/2-2 oz cheese; or 1-4 oz (volume) cottage cheese, cheese food, or cheese spread; AND 1-4 tablespoons of fruit or vegetable or both**</td>
<td>2-4 fluid ounces iron-fortified formula or breast milk or 100% fruit juice 0.5 slice bread or 0-2 crackers**</td>
</tr>
</tbody>
</table>

*Infant cereal* must be iron-fortified, *dry single ingredient infant cereal*. Infant cereal is normally mixed with breast milk or formula.

*Fruit juice* must be full-strength 100% juice *only after 12 months*.

*Bread or crackers* must be made from whole-grain or enriched meal or flour.

*Nuts, seeds, nut butters, cheese and yogurt* are not allowed as a meat alternate.

**Required when developmentally ready to accept it and continue feeding daily.

Updated 4/16/2010

**Creditable Infant Foods**

Breast Milk (highly encouraged until 12 months!!)

Milk-based Iron-Fortified Infant Formulas

Soy-based Iron-Fortified Infant Formulas

“Follow-up” iron Fortified Infant Formulas (only for infants 6-months or older)

Iron-Fortified Single ingredient Infant Cereals (not

**Non-Creditable Infant Foods**

Infant Formulas without iron (including low-iron infant formulas)

2%, 1% and non-fat or skim milk

Whole milk or Flavored milk

Non-infant cereal (except as extra finger foods)

Vegetable and meat combination dinners (including
Commercial strained, Junior or instant baby foods that are 100% fruit, vegetables or meat

Strained and Toddler fruit juices

Age-appropriate table foods that meet the CACFP Infant Meal Pattern

---

<table>
<thead>
<tr>
<th></th>
<th>Birth through 3 months</th>
<th>4 through 7 months</th>
<th>8 through 11 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>4-6 fluid oz breast milk or iron fortified infant formula</td>
<td>4-8 fluid oz breast milk or iron fortified infant formula</td>
<td>6-8 fluid oz breast milk or iron fortified infant formula</td>
</tr>
<tr>
<td></td>
<td>0-3 Tbsp infant cereal (optional)</td>
<td>2-4 Tbsp infant cereal</td>
<td>1-4 Tbsp fruit and/or vegetable</td>
</tr>
<tr>
<td>Lunch or supper</td>
<td>4-6 fluid oz breast milk or iron fortified infant formula</td>
<td>4-8 fluid oz breast milk or iron fortified infant formula</td>
<td>6-8 fluid oz breast milk or iron fortified infant formula</td>
</tr>
<tr>
<td></td>
<td>0-3 Tbsp infant cereal (optional)</td>
<td>2-4 Tbsp infant cereal</td>
<td>1-4 Tbsp meat, fish, poultry, egg yolk, cooked dry beans or dry peas, or ½-2 oz cheese or 1-4 oz cottage cheese, cheese spread or cheese food</td>
</tr>
<tr>
<td></td>
<td>0-3 Tbsp fruit and/or vegetable (optional)</td>
<td>1-4 Tbsp fruit and/or vegetable</td>
<td>1-4 Tbsp fruit and/or vegetable</td>
</tr>
<tr>
<td>Snack</td>
<td>4-6 fluid oz breast milk or iron fortified infant formula</td>
<td>4-6 fluid oz breast milk or iron fortified infant formula</td>
<td>2-4 fluid oz breast milk, iron fortified infant formula, or fruit juice</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0-1/2 slice bread or 0-2 crackers (optional)</td>
</tr>
</tbody>
</table>

**Remember:**

- Formula served must be iron fortified infant formula. The formula must be intended as the sole source of food for normal, healthy infants, and must be served in the liquid state as the manufacturer’s recommended dilution.
• When receiving a bottle, babies should always be held (bottles should never be propped, given to babies to take to bed, and babies should not be allowed to walk around with bottles).
• Only formula, breast milk, or water should be given in a bottle, NEVER cereals or solids, or juice.
• Infant cereal must be iron fortified, dry infant cereal. Infant cereal is often mixed with breast milk, formula or milk. Note: In the infant meal pattern, infant cereal is not considered a bread alternative.
• Fruit juice must be full strength. Juice is an optional item for infants 8 months and older, and should not be offered to infants until they are ready to drink from a cup. Drinking from a bottle increases the risk of tooth decay. Limit the total juice given to 4 to 6 oz. per day, because too much juice can spoil the appetite for nutritious foods and formula.
• Bread or crackers must be made from whole grain or enriched flour.
• Nuts, seeds, nut butters, and yogurt are not allowed as a meat alternate.
• Hot dogs, infant meat sticks, honey, whole egg or egg white, yogurt, vegetable juice, popcorn, and other foods that have a tendency to cause allergies or produce choking hazards.

**USDA Infant Formula List**

AEYC-SEA provides this list as a guide of products that do not require medical statements when offered to infants in the child nutrition programs. Although this list is not meant to be all-inclusive, it does include most of the brands of iron-fortified infant formula that are currently available to consumers. It does not represent our endorsement of these companies or their products. We update this list as we become aware of newer information.

**Milk-based Infant Formulas:**

Mead Johnson

- Enfamil Gentlease LIPIL
- Enfamil AR LIPIL
- Enfamil LIPIL

Nestle

- Good Start DHA & ARA
- Good Start DHA & ARA Natural Cultures
- Good Start

Abbott Nutrition

- Similac Advance Early Shield
- Similac Advance
- Similac Lactose Free Advance
- Similac Sensitive (formerly Similac Lactose-free)

PBM (formerly known as Wyeth)

- AAFES/NEXCOM Baby's Choice Infant Formula
- AAFES/NEXCOM Baby's Choice Infant Formula with DHA & ARA
- AAFES/NEXCOM Gentle Milk-Based Infant Formula
- Albertson's Baby Basics Infant Formula with DHA & ARA
- Berkley & Jensen Infant Formula with DHA & ARA
- Bright Beginnings with Iron and DHA & ARA
- CVS Infant Formula with Iron
- CVS Infant Formula with Iron/DHA & ARA
- Full Circle Organic Milk-Based Infant Formula
- HEB Baby Infant Formula with Iron and DHA & ARA
- HyVee Gentle Milk-based Infant Formula
- Kozy Kids Gentle Infant Formula with DHA & ARA
- Kozy Kids Infant Formula with DHA & ARA
- Kroger Comforts Gentle Infant Formula with DHA & ARA
- Kroger Comforts Infant Formula with Iron and DHA & ARA
- Kroger Comforts Lactose-free Infant Formula with DHA & ARA
- Kroger Comforts Milk-Based Infant Formula
- Kroger Comforts Probiotic Milk-Based Infant Formula
- Kroger Lactose-free Infant Formula with DHA & ARA
- Kroger Private Selection Organic Milk-Based Infant Formula
- Meijer Gentle Milk-Based Infant Formula
- Meijer Infant Formula with Iron and DHA & ARA
- Meijer Organic Milk-Based Infant Formula
- Member’s Mark Infant Formula with Iron and DHA & ARA
- Parent’s Choice Infant Formula with DHA & ARA
- Pathmark Infant Formula with Iron and DHA & ARA
- Pathmark Organic Milk-Based Formula
- Price Chopper Infant Formula with Iron and DHA & ARA
- Rite Aid Infant Formula with DHA & ARA
- Target Infant Formula with Iron and DHA & ARA
- Target Lactose-free Infant Formula
- Top Care with Iron
- Top Care Infant Formula with DHA & ARA
- Top Care Gentle Infant Formula
- Walgreens Gentle Infant Formula with DHA & ARA
- Walgreens Infant Formula with Iron and DHA & ARA
- Walgreens Lactose-free Infant Formula with DHA & ARA
- Walgreens Milk-based Infant Formula with Iron and DHA & ARA
- Wal-Mart Parent’s Choice Gentle Milk-based Infant Formula
- Wal-Mart Parent's Choice Milk-based Organic Infant Formula
- Wal-Mart Parent's Choice Milk-based Sensitivity Infant Formula
- Wegmans Gentle Infant Formula
- Wegmans Infant Formula with Iron and DHA & ARA
- Western Family Infant Formula with DHA & ARA
- Western Family Gentle Milk-based Infant Formula

**Soy-based Infant Formulas:**

**Mead Johnson**
- Enfamil ProSobee LIPIL (formerly Enfamil ProSobee)
- Enfamil LactoFree LIPIL

**Nestle**
- Good Start Soy DHA & ARA

**Abbott Nutrition**
- Similac Go and Grow Soy-based Milk
- Similac Isomil Advance

**PBM**
- AAFES/NEXCOM Baby’s Choice Soy Infant Formula
- AFES/NEXCOM Baby’s Choice Soy Infant Formula with DHA & ARA
Albertson's Baby Basics Soy Infant Formula with DHA & ARA
HyVee Mother's Choice Soy Infant Formula
HyVee Mother's Choice Soy Infant Formula with DHA & ARA
Kozy Kids Soy-based Infant Formula with DHA & ARA
Kroger Comforts Soy Infant Formula with Iron and DHA & ARA
Parent's Choice Infant Formula with Soy and DHA & ARA
PathMark Soy Infant Formula with DHA & ARA
Price Chopper Soy Infant Formula with Iron and DHA & ARA
Rite Aid Soy Infant Formula with DHA & ARA
Target Soy with Iron
Target Soy Infant Formula with Iron and DHA & ARA
Top Care Soy Infant Formula with DHA & ARA
Walgreens Soy Protein Formula with Iron and DHA & ARA
Wegman's Soy Infant Formula with Iron and DHA & ARA
Western Family Soy Infant Formula with DHA & ARA

Follow-up Iron-fortified Formulas That Do Not Require Medical Statements When They Served to Infants 4 Months and Older: (A medical statement is required if any of them is served to infants younger than 4 months of age.):

- Mead Johnson Enfamil Next Step Lipil
- Mead Johnson Enfamil Next Step Prosobee Lipil
- Nestle Good Start 2 DHA and ARA
- Nestle Good Start 2 Natural Culture
- Nestle Good Start 2 Soy DHA and ARA

Questions and Answers

Are luncheon meats and hot dogs allowed on the food program?

Yes, but only if they are labeled “all meat or 100%” and you must specify the type being served (beef, turkey). If they contain meat by-products, cereals, binders, or extenders they cannot be counted. Because of their high fat and high salt content they are not to be served more than twice per week.

Can I serve salmon, halibut, moose, venison and other wild game?

Yes, if properly prepared and stored and 100% single ingredient. These foods are only creditable on the Child Care Food Program in the State of Alaska. At this time bear meat is not creditable on the CCFP.

Are nut butters acceptable as a meat alternate?

Yes. Peanut and other nut & seed butters can count as half a meat alternate. Please note the serving size: lunch/dinner requires 2 tablespoons for a 1-2 year old, 3 tablespoons for a 3-5 year old, and 4 tablespoons for a 6-12 year old. That’s a lot of peanut butter! It is required to supplement peanut butter sandwiches with cheese, yogurt, or some other meat alternate to fulfill the requirement.

Can nuts and seeds be served as meat alternates?

Yes. They can be used to satisfy half of the requirement for lunch/dinner and the entire requirement for snack meal component. Because of the danger of choking, be cautious when giving nuts and seeds to young children under the age of three.
What juices count on the food program?

All juices must be 100% juice and served full strength. They may be fresh, canned, frozen or reconstituted from a concentrate and served liquid or frozen. Punches, fruit nectars, or ades (lemonade) are usually not 100% juice and are not allowed. Juices containing sugar, sucrose, fructose, corn syrup are not 100% juice. Please list the type of juice served on your menus! (ex: orange, grape, tomato, apple...).

Does lettuce count as one serving of a fruit/vegetable?

No. Iceberg lettuce is never a creditable component due to lack of nutritional value. Lettuce served alone will not meet the fruit/vegetable requirements. You must serve it with another fruit or vegetable and record it as a salad, listing the ingredients. Romaine, kale & spinach are creditable as a single vegetable serving. If serving a salad please list the ingredients.

Can pickles, olives, onions, mushrooms sauerkraut, ketchup, jams, and jellies be served?

No. Even when these items are on homemade dishes. These may be served sparingly as extras or condiments to your children.

Do I need to serve an additional fruit or vegetable at lunch when I serve combination items like HM stew, chili, soup, and casseroles that contain more than one vegetable?

Yes. Regardless of the number of vegetables in combination dishes, you can only pick two components on/in the dish for your menu. They would meet only one of the two servings of fruits/vegetables required at lunch. Example: HM pizza with cheese, tomato sauce, green peppers, mushrooms & pineapple could be credited for ½ a meat alternate serving (cheese), the bread alternate (crust), and one serving of vegetables. You would need to pick which two items you will claim of the ½ meat serving*, 1 vegetable serving and 1 bread serving. You will need to serve additional items to count for an allowable meal.

What kinds of crackers may I served on the program?

The first ingredient must be enriched or whole grain flour. Read cracker box labels carefully to be sure the crackers you serve are creditable, as well as low in fat and sodium. Please list the type of crackers served on your menus.

Do cookies count on the program?

Cookies count as a bread alternate for snacks only. They must have enriched or whole grain flour as the first ingredient, or be homemade and written as such (HM). The same is true for all “sweet” items served: granola bars, Rice Krispie treats, baked doughnuts, graham crackers. Sweet items (including cereals containing less than 9 grams of sugar per serving may be served no more than twice a week at snack only)

What about bakery products?

Bakery products such as muffins, cinnamon rolls, and baked doughnuts must have enriched or whole grain flour as the first ingredient and be counted as a high sugar food served twice a week.

Which cereals are creditable at breakfast on the program?

Cereal is considered a bread alternate, and must also be enriched or contain whole grains as the first ingredient. Cereals must also be low in sugar: when reading the box label, select cereals that contain no more than 6 grams of sugar per serving. All of the WIC cereals are creditable at breakfast. Cereals that contain enriched flour or whole grains as the first ingredient, and that have 9 grams of sugar or less per serving may be claimed at snacks only.
Can I serve pudding or pudding pops?

Even though they contain milk they are not creditable because only fluid milk served as a beverage or on cereal is creditable. HM bread or rice pudding is creditable as a bread alternate.

Do chocolate milk, hot chocolate and cocoa count?

Yes at SNACK ONLY! Hot chocolate and cocoa made with fluid milk count as milk. At Breakfast/Lunch and Dinner unaltered fluid milk must be served. Please record on menus as milk/cocoa or HM cocoa. Remember that at Snacks you may only serve milk twice a week total for AM and PM snack.

Sometimes the only affordable produce is what is on sale. Is it okay to serve the same item several times during the week?

Living in Southeast Alaska requires our diets to occasionally be monotonous. The money you receive from the food program should be used to help purchase food items you may not normally afford, to increase the variety in your children’s diets. It is acceptable to occasionally serve an item several times a week (example: Satsuma’s in January, apples in autumn, and blueberries in August). Suggestion: try to serve the items in different ways (applesauce, baked apples, apples & dip) for variety.

What about restaurants and fast foods. We enjoy these occasionally; may I be reimbursed if I serve them?

Fast Food may not be claimed on the food program simply because monitoring of these meals is too difficult. If you choose to take a field trip and purchase fast food for your child care please call my office to tell me you will not be claiming that meal and that you will be away from your facility.

For restaurants; it must meet the food program meal pattern, then you may be reimbursed for them on a limited basis. All combination foods that contain a meat/meat alternate (lasagna, spaghetti, stew, chowder) must be homemade and claimed as homemade! If you did not make it then it is not HM! Highly processed restaurant foods are not creditable.

What about convenience foods and other pre-prepared store bought items?

The USDA is allowing meals that contain a Child Nutrition Label or CN Label to be sent into our office and put in your file for you to claim that item. If you have not sent in the label to our office and claim an item requiring a CN label then that meal will be disallowed. Items with CN Labels include the following items: Foster Farms Corn Dogs, Fish Sticks –Costco, Mickey Mouse Chicken Nuggets, Foster Farms Chicken Nuggets. You must notate on your menu what items are CN, by putting CN FF Corn Dog.. CN Fish Sticks, these will be checked with your file of labels to ensure compliance. We always encourage fresh and homemade items when possible and know that sometimes the flexibility is nice.

What if the children won’t eat what I serve?

Your role as the provider is to offer the foods, in the quantities, required by the food program. The child’s role is to decide what he/she will eat. Never force a child to eat! We suggest using the family dining style at meal time: instead of placing items on children’s plates for them, offer foods in serving dishes and allow them to select the foods and quantities they desire (this method alleviates food waste and power struggles at meal time). We call this the Division of Responsibility and Ellen Slatter has written several great books, articles and other sources of information if you would like to learn more please contact our office and we can provide you with that information, of which some is listed in the Resources section of this manual.

What if a parent refuses to complete the enrollment form?

Please contact our office so we can explain the program and its benefits to the parent.
What if a child’s family wants to supply her food; do I need to have an enrollment form for her?

Yes. All children enrolled in your program must be offered participation in the food program. If the parents decline participation, there is a place on the enrollment form to state that. They will not be put on any mailing list and will not be solicited by AEYC-SEA.

What about children with allergies?

The food program MUST be offered to all children enrolled in your program. Parents of children with allergies may decline their child’s participation in the program. When a doctor’s note prescribes children not to have certain foods, you may make substitutions for these items. For children with any allergies or special diet requirements: please send copies of all doctor’s statements to our office. You may not discriminate based on a child’s medical need for alternative meals. If a parent provides meals or ingredients it is not allowed to be claimed on CCFP after 12 months of age.

May I withhold milk from an infant or child because he/she has a cold and the parent claims milk causes a problem with phlegm?

No. You may not do so unless the parent presents a medical statement from the child’s doctor that the infant or child should not consume milk for a specific length of time.

Parents often send non-creditable foods to child care. What should I do?

Foods that are not creditable may be served as extras (as long as they do not replace a required meal pattern component). If a parent sends creditable foods (a case of apples, a bag of raisins, fresh fish), you may serve and claim them as long as you supply other meal pattern food items and they are served to all children, not just the child (ren) of that parent.

Do I need to notify the office when we are picnicking or eating away from home?

Yes, You must contact our office (phone, email or fax) our office to notify that you will be away from your facility during a meal time. You should tell us, length of time away from your facility, if you will be serving a claimed meal, or not claiming that meal and where you will be eating the meal. it is a state requirement. Please write on your menus or tally the meals that are served away from home.

Do I need to contact you when I am planning a closure, or when children or I am ill?

Yes, please contact our office in writing regarding planned closures (a simple note submitted with menus is sufficient). If a child is ill or vacationing, or you close unexpectedly, please contact our office and record that on your tally sheet. If you are using Minute Menu you may enter this information into your calendar to notify our office along with an email.

Is the money I receive from the food program considered taxable income?

Yes! You are a business and all business money you receive is taxable. If you receive reimbursement for your children’s meals, the IRS considers this money as taxable income. Helpful hint: Record the number of your own children’s meals claimed on your Calendar Keeper each month (before submitting your tally) for your year-end record keeping.

What kinds of training will fulfill the training requirement for the food program? NEW!!

We will hold required mandatory Child Care Food Program Training and annual renewal session in your community each year in late July, August or September. We realize that is a significant change and brings our program in-line with other state sponsored agencies and we will schedule accordingly to give you as much advance notice as possible, there will
only be one training in each community. Failure to attend with you and your staff will result in a letter of non-compliance for the new fiscal year starting Oct 1st of each year.

At this meeting you will be required to attend along with any and all staff that serve meals to children in your care, bring a copy of your current license, current policies and enrollment forms for all your children currently in care. (Additional forms will be mailed to you with your annual training notification.)

We also encourage you to attend one of the trainings that we offer in your community free of charge however they are not mandatory. You may also attend a training in your community that relates to nutrition, cooking, or health & safety issues. If you are a WIC client, you may use their mandatory trainings for food program credit.

More Questions and Answers

**Q: How do I know how much sugar is in the cereal I purchase?**

A: On the side of the cereal box is a nutrition label. Under the Total Carbohydrate section on the label is the word “Sugars”. The number after “Sugars” refers to the number of grams of sugar contained in each serving of cereal.

**Q: What about Raisin Bran cereals?**

A: They are only one cereal that doesn’t follow this rule, Raisin Bran. Because the raisins are so naturally sweet that they bring the sugar content sometimes up to 13 grams.

**Q: My kids like the individual portion-size instant oatmeal. Does that count?**

A: Only if there is 6 or fewer grams of sugar per serving. (Which are very few and far between in today’s brands?)

Children do often like an occasional sweeter cereal. We suggest saving these for snacks (if they contain 9g of sugar or less), or serving them with another creditable bread alternate (Milk, OJ, toast, cereal).

**Q: May the infants also receive breakfast cereals as long as they are low in sugar?**

A: Infants (children under one year of age) must always be served iron fortified infant cereal for breakfast from eight months of age until one year. Depending on parent’s wishes, and baby’s developmental abilities, cereals containing 9 grams of sugar or less may be served as the bread alternate at snacks only to infants over 3 months of age.

**Q: Which cereals are allowable?**

A: See the back of this page for a partial list. Cereals come and go as often as new cartoon characters. Always check the nutrition label on the side of the box and check often. Companies are constantly changing formulas and ingredients! This is your responsibility to ensure an allowable product is served.

Resources

The following examples are here to assist you in filling out our paperwork, please contact us anytime if you have any questions regarding forms and documents necessary. We have most program forms and application information available on our website for your convenience.
If you have any suggestions please don’t hesitate to contact us anytime and request additional updates. Occasionally there may be addendums and policy changes that will occur and will be listed online as well. Quarterly newsletters are also a great way to find out what’s new and up coming in our program as well as resources and activities.

Sample Provider Application
**PROVIDER APPLICATION**

**AEY-SEA CHILD CARE FOOD PROGRAM**

P.O. Box 22943 - JUNEAU, AK 99802-2493 - 789-1767/1-888-785-1235

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### Program Information

- **Provider Name:** Patti Perfect Provider
- **Business Name:** Patti's Play Time
- **Provider Birthdate:** 01/15/1972
- **Email Address:** ppa@hotmail.com
- **Provider Type:** ✗ Licensed  □ Approved  □ Group
- **Start Date:** 01/01/2000  New / Renewal

### Home Information

- **License Holder:** Patti Perfect Provider
- **License Number:** 0012345
- **Physical Address:** 123 Alaska
- **Mailing Address:** PO Box
- **Phone Number:** 999-1234  Fax/Cell: 723-1234
- **Zip Code:** 99999
- **City:** Southeast  State: AK  Enrolled Children: 5
- **Effective Date:** 01/14/2008  Expiration Date:** 01/20/2010

### Meal Service

- **Shift Meals:** Yes
- **Average number of days/week:** 5
- **Year food service is provided:** 51

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Occ Svc</th>
<th>Shift Meal</th>
<th>Begin Time</th>
<th>End Time</th>
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</thead>
<tbody>
<tr>
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<td>☐ No</td>
<td>7:00</td>
<td>8:45</td>
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<tr>
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<td>Evening Snack</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Do you serve meals on holidays?** Yes  ☐ No
- **Occasional service:** Yes  ☐ No
- **Served by:** Other
- **Other Served by:** Other
- **Served by:** Other

---

### Tier I Homes Only

- **Eligibility determination by:** School Data  Census Tract  Income Application
- **Percent of Free/Reduced-price Eligible:**
- **Census Tract Number:**
- **Certification Date of Income/School/Census:**

### Tier II Mixed Homes Only

- **Is income Elig. on file with sponsor for all children whose meals are claimed at the Tier II High reimbursement rate?** Yes  ☐ No

---

### Meals Service

- **Number of meals served each day: 10**
- **Number of meals served each week: 50**
- **Number of meals served each month: 200**
- **Number of meals served each year: 2400**

---

**Certification:** I hereby certify that all of the above information is true and correct. I understand that this information is being given in connection with the receipt of federal funds; that Department officials may, for cause, verify information; and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

- **Date:** 01/14/2008  Provider: Patti Perfect Provider  Sponsor:

---

**Approved for FOOD Program participation beginning:**

---

**Approved maximum participation for enrolled children:**

---

**Please make sure you sign and date this form.**

---

44 | Page
Sample Child Enrollment Form

USDA Child Care Food Program Enrollment Form
NAEYC-SEA Child Care Food Program

3100 Channel Drive, Suite 21
888-785-1235

Dear Parent:

If a child's information changes, parents should complete a new enrollment form.

Please fill out the following information so that your child(ren) may be enrolled in the Child Care Food Program which reimburses child care providers for serving nutritious, well balanced meals to child care children.

<table>
<thead>
<tr>
<th>Child's name (please print)</th>
<th>Age</th>
<th>Date of birth</th>
<th>Regular hours in care</th>
<th>Meals served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baby J</td>
<td>4</td>
<td>09/01/2009</td>
<td>8am to 5pm</td>
<td></td>
</tr>
<tr>
<td>Jim S.</td>
<td>7</td>
<td>12/04/2009</td>
<td>8am to 5pm</td>
<td></td>
</tr>
</tbody>
</table>

Each child needs regular hours and days in care and to select meals served to be eligible for reimbursement.

Children on a drop-in basis need to put all possible hours, days and meals for reimbursement.

Remember: Providers MAY NOT complete enrollments for families. You may however, assist them.

Date child(ren) began care with this provider (if new in care): January 1, 2010

Please list occasional changes to the above schedule (varying hours due to parent’s shift work schedule, school closures, holidays, drop-in days/hrs).

Is your child(ren) related to the

List any food allergies

Although you provided this information, your cooperation will help determine compliance of

Be sure to list parents’ roles and days. This will avoid the child’s school/center closure for school breaks.

Categories of above school (if willing):

I understand my child(ren) will receive meals at no extra cost when they are under care during any of the scheduled meal services claimed under the Child Care Food Program. I have received a copy of Program Aid Number 1299, which explains the goal of the food program. By checking this space, I decline my child’s participation in this program. If I need to be contacted by phone to update and/or verify this information, I would prefer to be called at: home _work.

Parent/guardian

Parent/guardian address

City

Home phone

Work phone

Please also notify if a child/family leaves your program. Before submitting menus, do a quick review. Most errors are common: “Forgetful” errors are to check for signatures, submit a new enrollment.

Form is due before submitting menus, do a quick review. Most errors are common: “Forgetful” errors are to check for signatures, submit a new enrollment. If you are using Minute Menu Plus, 3101 Park Ct “HM” and “CN” as needed, a food item in each of the above categories of above school (if willing):

City

State

Zip

Signature

Date

Parent/guardian

Parent/guardian address

City

State

Zip

Home phone

Work phone

Please also notify if a child/family leaves your program. Before submitting menus, do a quick review. Most errors are common: “Forgetful” errors are to check for signatures, submit a new enrollment. If you are using Minute Menu Plus, 3101 Park Ct “HM” and “CN” as needed, a food item in each of the above categories of above school (if willing):

Form is due before submitting menus, do a quick review. Most errors are common: “Forgetful” errors are to check for signatures, submit a new enrollment. If you are using Minute Menu Plus, 3101 Park Ct “HM” and “CN” as needed, a food item in each of the above categories of above school (if willing):
Sample Holiday Attendance Form
### AEYC-SEA Child Care Food Program
#### Holiday Attendance Form

To receive reimbursement for meals served/claimed on holidays listed below you must submit this holiday attendance form in addition to your menus and tallies on observed federal/state or local holidays.


**Provider Name:** Patti Provider  
**Holiday Name and Date:** President’s Day February 17, 2020

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>In/Out Time</th>
<th>Parent Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzie D</td>
<td>7:30-8:30</td>
<td>Patti Provider</td>
</tr>
<tr>
<td>Baby J</td>
<td>8:30-5:00</td>
<td>John Jones</td>
</tr>
<tr>
<td>Jim S</td>
<td>8:30-5:00</td>
<td>Mary Jones</td>
</tr>
</tbody>
</table>

*You are required to make copies of this form when completed and retain for three years, plus the current year.*

*Providers who claim online are required to submit this form in order to receive reimbursement on holidays.*

*Providers are required to make additional copies of this form as needed for future holidays.*

---

**Sample Child Menu**
# STATE OF ALASKA CACFP WEEKLY CHILD MENU

<table>
<thead>
<tr>
<th>CATEGORIZATION</th>
<th>AGE GROUP</th>
<th>MEALS</th>
<th>MON.</th>
<th>TUES.</th>
<th>WED.</th>
<th>THURS.</th>
<th>FRI.</th>
<th>SAT.</th>
<th>SUN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foods for 2 Yrs &amp; Older</td>
<td>3 to 6</td>
<td><strong>BREAKFAST</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUP</td>
<td>CUP</td>
<td>CUP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/4</td>
<td>1/6</td>
<td>1/2</td>
<td>Fruit Juice, Milk, Water</td>
<td>Banana</td>
<td>Apple</td>
<td>Cereal</td>
<td>Mixed</td>
<td>Vegetable</td>
<td>Mixed</td>
</tr>
<tr>
<td>1/6</td>
<td>1/6</td>
<td>1/3</td>
<td>Cereal or Bread</td>
<td>Waffle</td>
<td>Oatmeal</td>
<td>Cream</td>
<td>Cherries</td>
<td>Mixed</td>
<td>Rice</td>
</tr>
<tr>
<td>1/6</td>
<td>1/3</td>
<td>1/3</td>
<td>Fluid Milk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AM SNACK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>Fruit Juice, Milk, Water</td>
<td>Yogurt</td>
<td>Bagel</td>
<td>Toast</td>
<td>Cottage Cheese</td>
<td>Mixed</td>
<td>Snack</td>
</tr>
<tr>
<td>1/2</td>
<td>1/3</td>
<td>1/3</td>
<td>Bagel or Alternate</td>
<td>Bread or Alternate</td>
<td>Bread or Alternate</td>
<td>Bread or Alternate</td>
<td>Bread or Alternate</td>
<td>Bread or Alternate</td>
<td>Bread or Alternate</td>
</tr>
<tr>
<td>1/3</td>
<td>1/3</td>
<td>1/3</td>
<td>Mixed</td>
<td>Pineapple</td>
<td>Toast</td>
<td>Grapes</td>
<td>Apple</td>
<td>Apple</td>
<td>Apple</td>
</tr>
<tr>
<td>1/3</td>
<td>1/3</td>
<td>1/3</td>
<td>Fluid Milk</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>LUNCH</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Meat or Alternate</td>
<td>Blackbeans</td>
<td>Tuna</td>
<td>Chicken</td>
<td>Baked</td>
<td>Ham</td>
<td>Muffin</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Rice</td>
<td>Spaghetti</td>
<td>Chicken</td>
<td>Noodles</td>
<td>Larabars</td>
<td>Muffin</td>
<td>Cheese</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Vegetable or Fruit</td>
<td>Green Salad</td>
<td>Mixed Veg</td>
<td>Peaches</td>
<td>Broccoli</td>
<td>Fruit</td>
<td>Crackers</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Watermelon</td>
<td>Apples</td>
<td>Mixed</td>
<td>Grapes</td>
<td>Orange</td>
<td>Watermelon</td>
<td>Watermelon</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Fluid Milk</td>
<td></td>
<td></td>
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<tr>
<td><strong>PM SNACK</strong></td>
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</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Cheese</td>
<td>Strawberries</td>
<td>Hummus</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Cheese</td>
<td>Strawberries</td>
<td>Hummus</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Fluid Milk</td>
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</tr>
<tr>
<td><strong>SUPPER</strong></td>
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<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Meat or Alternate</td>
<td>Chicken</td>
<td>Chicken</td>
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<td>Chicken</td>
<td>Chicken</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Rice</td>
<td>Spaghetti</td>
<td>Noodles</td>
<td>Macaroni</td>
<td>Noodles</td>
<td>Spaghetti</td>
<td>Spaghetti</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Vegetable or Fruit</td>
<td>Green Salad</td>
<td>Mixed Veg</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
</tr>
<tr>
<td>1/4</td>
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</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Fluid Milk</td>
<td></td>
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</tr>
<tr>
<td><strong>EVENING SNACK</strong></td>
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<td></td>
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</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
<td>Mixed</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Cheese</td>
<td>Crackers</td>
<td>Cheese</td>
<td>Cheese</td>
<td>Cheese</td>
<td>Cheese</td>
<td>Cheese</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>Fluid Milk</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

I certify that this is a true and accurate record of food service to enrolled children in my family child care home.

Signed: [Signature]

Date: 5/10

[Provider Signatures and Dates]

Reviewed by: [Signature]
# STATE OF ALASKA CACFP WEEKLY INFANT MENU

MONTH: April 2010

<table>
<thead>
<tr>
<th>AMOUNTS</th>
<th>AMOUNTS</th>
<th>AMOUNTS</th>
<th>AMOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>3:4 Tbsp.</td>
<td>Vegetable and/or Fruit</td>
</tr>
<tr>
<td>None</td>
<td>0:3 Tbsp.</td>
<td>2:4 Tbsp.</td>
<td>Cereal, Infant</td>
</tr>
<tr>
<td>4:6 oz fl</td>
<td>4:8 oz fl</td>
<td>6:8 oz fl</td>
<td>Formula/Breast Milk</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>3:1/2 sl</td>
<td>Bread or Alternate</td>
</tr>
<tr>
<td>4:6 oz fl</td>
<td>4:6 oz fl</td>
<td>2:4 oz</td>
<td>Formula/Breast Milk or Juice (at 8 mo)</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>1:4 Tbsp.</td>
<td>Meat or Alternate and/or</td>
</tr>
<tr>
<td>None</td>
<td>0:3 Tbsp.</td>
<td>2:4 Tbsp.</td>
<td>Cereal, Infant</td>
</tr>
<tr>
<td>None</td>
<td>0:3 Tbsp.</td>
<td>1:4 Tbsp.</td>
<td>Vegetable and/or Fruit</td>
</tr>
<tr>
<td>4:6 oz fl</td>
<td>4:8 oz fl</td>
<td>6:8 oz fl</td>
<td>Formula/Breast Milk</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>3:1/2 sl</td>
<td>Bread or Alternate</td>
</tr>
<tr>
<td>4:6 oz fl</td>
<td>4:6 oz fl</td>
<td>2:4 oz</td>
<td>Formula/Breast Milk or Juice (at 8 mo)</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>1:4 Tbsp.</td>
<td>Meat or Alternate and/or</td>
</tr>
<tr>
<td>None</td>
<td>0:3 Tbsp.</td>
<td>2:4 Tbsp.</td>
<td>Cereal, Infant</td>
</tr>
<tr>
<td>None</td>
<td>0:3 Tbsp.</td>
<td>1:4 Tbsp.</td>
<td>Vegetable and/or Fruit</td>
</tr>
<tr>
<td>4:6 oz fl</td>
<td>4:8 oz fl</td>
<td>6:8 oz fl</td>
<td>Formula/Breast Milk</td>
</tr>
</tbody>
</table>

I CERTIFY THAT THIS IS A TRUE AND ACCURATE RECORD OF FOOD SERVICE TO ENROLLED CHILDREN IN MY FAMILY CHILD CARE HOME.

**Provider Signature:** Patti Perfect Provider

**Infant's Name:** Baby J

**Formula:** Breast Milk

**Reviewed By:**

**Infant's Age:** 4 MONTHS

**Supplied By:** (Check One) □ Provider □ Parent
Sample Tally Sheet
<table>
<thead>
<tr>
<th>Child's Name (if own)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzie Q*</td>
<td>BAL</td>
<td>B</td>
<td>A</td>
<td>B</td>
<td>A</td>
<td>B</td>
<td>A</td>
<td>B</td>
<td>A</td>
<td>L</td>
<td>A</td>
<td>B</td>
<td>L</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Baby J.</td>
<td>B</td>
<td>P</td>
<td></td>
<td>A</td>
<td></td>
<td>P</td>
<td></td>
<td>A</td>
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<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>JIm S.</td>
<td>B</td>
<td>P</td>
<td>A</td>
<td></td>
<td>P</td>
<td>A</td>
<td>L</td>
<td>A</td>
<td>B</td>
<td></td>
<td>A</td>
<td></td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cindy M.</td>
<td>A</td>
<td>L</td>
<td>P</td>
<td>A</td>
<td>L</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timmy P.</td>
<td>L</td>
<td>P</td>
<td>L</td>
<td>S</td>
<td>L</td>
<td>P</td>
<td>S</td>
<td>L</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tallies must be completed daily, but never in advance!**

Providers are deferred to the basic school calendar for your school district. If there are changes made or child is attending a private school we will need to adjust the child's calendar to support meals being reimbursed.

*Home school children need to submit a school calendar showing in service and vacation days.*

### Daily Attendance

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (B)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>A.M. Snack (A)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<td>3</td>
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<td>Lunch (L)</td>
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<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>P.M. Snack (P)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<td>3</td>
<td>3</td>
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<td>2</td>
<td>2</td>
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<td>2</td>
<td>2</td>
<td>2</td>
</tr>
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<td>Supper (S)</td>
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**Subtotal:** 15

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**Children and Their Eating**
*By Ellyn Satter, R.D., A.C.S.W.*

We want our children to be “good eaters.” But what is a good eater? Children who are good eaters are able to take care of their food needs in a positive and matter-of-fact way. They are able to enjoy many foods, try others, and to politely turn down other foods. They are able to rely for the most part on their internal cues for regulating the amounts they eat.

**Children Challenge Themselves to Eat**

But children who are good eaters behave differently from adults. Children have their own ways of feeding themselves. Children are naturally xenophobic: If it’s new, they don’t like it. New can be a food they haven’t seen before, a familiar food prepared in a different way, or someone they don’t know doing the cooking. But life is full of new situations. Children challenge themselves to meet them. The same holds true for eating. Children will work to master new foods and new eating skills, the same as they work to master other skills.

Children learn to like new foods by having them served repeatedly, by seeing their friends eat them and by tasting them many times.

**Children Need Moral Support To Do a Good Job with Eating**

Children eat better when there are supportive adults in the eating situation, being friendly, being companionable, but NOT being managing about the child’s eating. Children eat better...when the environment is comfortable and safe for them, and when... someone they trust sits down with them to eat. Children eat better when parents are interested...and take advantage of opportunities to show their support.

**Children Need to Feel in Control Their Eating**

Children eat best when they can pick and choose from foods that are available and decide whether-and how much- they are going to eat. They need the freedom to turn down food they don’t want- or the reassurance that they can choose not to eat something they have taken. They benefit from knowing they can taste a food and decide not to finish it. When children know they have an “out” with food, they can do more and dare more than if they “have” to eat.

**Kids are Capable Eaters**

Children have built into them the ability to eat a variety. At home as well as at the child care...they may eat a lot one day and a little eaters the next. They also know how much they need to eat. Their internal sense of hunger, appetite and fullness is stronger than adults’, and they eat the right amount to grow properly. They are more likely than adults to stop when they are full rather than when the food is gone.

**Kids Waste Food**

Household food consumption surveys show that plate waste goes up when there are children in the family. Adults tend to clean their plates, eat the expensive foods (like meat, vegetables, fruits and sweets). Children do not. And they often don’t finish their milk. A certain amount of waste is inevitable in the child care home.

**Kids Won’t Eat Food that is Unappealing to Them**

Food rejection has as much to do with the child as the food. Adults eat because the food is good for them or because they paid for it or to keep from getting hungry later. Children don’t. They eat because food tastes good. And they eat that hits them at the right time. While attractive and well-prepared food that is generally familiar is important in
allowing children to eat better, it doesn’t do the whole job. Children have bigger appetites some days than others. They grow faster sometimes than others. Some generally-favorite foods don’t taste good some days.

Children Need Limits

Children do not benefit by being able to say “YUK!” at meal time. They benefit from learning to be respectful of other people’s feelings- whether those are your feelings about the food you have prepared or their friends’ feelings about what they like to eat. They benefit from learning to turn down food politely (a simple, “no thank you” will do), to be matter-of-fact about choosing not to eat something, and to be subtle about getting something back out of their mouth when they don’t feel like swallowing. If children are rude about food, look for pressure. They may be fighting back.

Feeding Demands A Division of Responsibility

The provider can only provide a variety of attractive, wholesome food in pleasant surroundings and...encourage positive approaches to feeding. After that it is up to children to eat. They have their own kinky ways of going about it, so taken on a day-to-day basis; it can look like they aren’t accepting foods at all well. But over the long term, children will eat; they will learn to like a variety of food. Putting pressure on children to increase food acceptance or decrease food waste will backfire. Children eat less well, not better, when they are forced, bribed or cajoled to eat.


Websites you might enjoy!

AEYC-SEA CCFP Links of Interest:

www.minutemenu.com

www.aeyc-sea.org

www.anchorageaeyc.org

www.naeyc.org

www.zerotothree.org

www.threadalaska.org

www.bestbeginningsalaska.org

Activities and Games:

www.nutritionexplorations.org

www.familydinnergames.com

www.playnormous.com

www.fruitsandveggiesmorematters.org
Advocacy Organizations:


www.frac.org/ - The Food Research and Action Center (FRAC) is the leading national nonprofit organization working to improve public policies and public-private partnerships to eradicate hunger and under-nutrition in the United States.


Child sized supplies

www.forsmallhands.com
www.cptoys.com
www.montessoriservices.com

Family Mealtimes

www.family-mealtimes.org
www.poweroffamilymeals.com

Health & Safety:

State of Alaska Food Recalls List www.dec.state.ak.us/eh/fss/recalls/recallsalerts.htm

www.FoodSafety.gov - Is a "gateway" web site designed to help the public find government food safety information more readily on the web. The diet provides links to food safety-related web sites from federal, state and local government agencies.

www.letsmove.gov - America's Move to Raise a Healthier Generation of Kids

www.llli.org/resources.htm La Leche League - Information page for Breastfeeding Support

American Museum of Natural History- http://www.amnh.org/nationalcenter/infection/ -- Try your detective skills with the “Infection Detection Protection.” Can you find the “Bacteria in the Cafeteria” or solve the “Mixed-up Microbe Mystery”?  


www.fooddetectives.com -- Play fun games, learn song lyrics and download activities.


http://kidshealth.org - A Great resource of recipes for allergy and special diet situations.
**Nutrition:**


www.hss.state.ak.us/dph/chronic/obesity - State of Alaska Obesity Prevention Program Sign up to receive Alaska obesity prevention program news, reports and statistics.

www.americanheart.org – American Heart Association - Learn about your heart with fun worksheets and songs.

www.nutritionexplorations.org/kids - a great website full of games, activities and recipes.

www.ars.usda.gov/is/kids/nutrition/nutritionintro.htm Science 4 Kids -- A variety of games & fun information about nutrition and science.

**USDA Sites:**

www.fns.usda.gov/fns - USDA, FNS web page contains information on several programs and initiatives including: Food Stamps, WIC, Child Nutrition, Food Distribution, Team Nutrition, School Breakfast Campaign and food recovery and gleaning.


For more information including web links, games, activities, resources and forms please visit our website along with the most current information regarding our program will always be posted there.

*Don’t forget to play with your food!*