

# Annual Training



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## Annual Training Topics

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## MEAL PATTERN

This is your guide to offering all the correct foods and portion sizes for children of every age that you have in your care. All of your meals need to meet at least the minimum requirements outlined here in order for you to receive reimbursement for those meals.

The USDA will only reimburse you 3 times per day per child:

- 2 major meals and 1 snack, or
- 2 snacks and 1 major meal.

The Meal Pattern must be displayed in your kitchen or food prep area so that you or a helper preparing meals can easily access it to ensure that you are serving the correct foods in the appropriate amounts to the children in your care. **Your Monitor will ask to see the posted Meal Pattern at each visit.**

It is your responsibility to serve foods and food portions that comply with USDA's Meal Pattern requirements, specifically foods and portions that correspond to the **age of the child** being served. At a home visit, your Monitor reviews not only your menus and attendance, but also observes the portion sizes of the meal components being served during the visit. If insufficient portions are offered to the children the meal will not be reimbursed, and the visit does not count as an unannounced meal observation. An additional monitoring visit will have to be conducted.

### CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERN FOR OLDER CHILDREN

BREAKFAST (SELECT ALL THREE COMPONENTS) <sup>1</sup>	AGES 1–2	AGES 3–5	AGES 6–12	AGES 13–18 <sup>2</sup>
MILK, FL <sup>3</sup>	½ CUP (4 OZ)	¾ CUP (6 OZ)	1 CUP (8 OZ)	1 CUP (8 OZ)
VEGETABLE, FRUIT, OR BOTH <sup>4</sup>	¼ CUP	½ CUP	½ CUP	½ CUP
grains <sup>5, 6, 7</sup> wgr or enriched bread <b>or</b> wgr or enriched biscuit, roll, muffin, etc. <b>or</b> wgr, enriched, or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta <b>or</b> wgr, enriched or fortified ready-to-eat breakfast cereal (dry cold) <sup>8, 9</sup> flakes or rounds puffed cereal granola	½ slice ½ serving ¼ cup  ½ cup ¾ cup ⅛ cup	½ slice ½ serving ¼ cup  ½ cup ¾ cup ⅛ cup	1 slice 1 serving ½ cup  1 cup 1¼ cup ¼ cup	1 slice 1 serving ½ cup  1 cup 1¼ cup ¼ cup
LUNCH OR SUPPER (SELECT ALL FIVE COMPONENTS) <sup>1</sup>				

## MEAL PATTERN – MILK



### Children: 1 YEAR OLD

- Whole milk required at major meals
- Unflavored only
- Minimum required serving size:  $\frac{1}{2}$  cup



### Children: 2 – 12 YEARS OLD

- 1% or Fat – Free required at major meals
- Unflavored only
- Minimum required serving size by age:
  - 2 years old:  $\frac{1}{2}$  cup
  - 3 – 5 years old:  $\frac{3}{4}$  cup
  - 6 – 12 years old: 1 cup

Milk is required at all major meals – breakfast, lunch, and dinner – for the meal to be reimbursable. You must follow the USDA and Licensing guidelines for milk. Per California Licensing regulations, you may only serve unflavored milk in your child day care facility, regardless of the children's ages.

Infants 0-12 months should be offered breastmilk or iron-fortified formula only.

Breastmilk may continue to be offered at any age at the parents' request. Minimum serving requirements must still be offered and can be met with a combination of unflavored milk and breastmilk when the amount of breastmilk supplied is less than the Meal Pattern requirements.

You may serve cow milk, lactaid, organic milk, etc., as long as it is unflavored, and the correct fat percentage is being offered.



## MILK SUBSTITUTION – SOYMILK

Soy milk is currently the only milk alternative that meets USDA requirements:

- Must be nutritionally equivalent to cow's milk. Acceptable brands are listed below.
- Allowed for special dietary needs, medical or personal preference.
- Milk Substitution Request Form with parent signatures must be on file.
- You must contact our office to receive the Milk Substitution Request Form. You can receive it by email or regular mail.

Some children may require milk substitutions. If a child cannot have fluid cow's milk due to a special dietary need, such as a lactose intolerance or vegan diet, non-dairy beverages may be served in its place without a medical statement, but the non-dairy milk substitute must be nutritionally equivalent to cow's milk.

The following Soymilks are reimbursable:

- Lucerne Soymilk, Original flavor
- 8<sup>th</sup> Continent Soymilk, Original flavor
- Silk Soymilk, Original flavor (must be the refrigerated type; must contain at least 8 grams of protein per serving, check the Nutrition Facts label before purchasing)
- Kikkoman Pearl Organic Soymilk, Smart Original
- Kirkland Signature Organic Soymilk, Plain

You will choose one of the approved soymilk options and write the name of it on the form. The parent will write the reason for the substitution, then sign/date the form. Once the form is signed/dated by the parent, you will make a copy for your own records and return the **original form with signature** to our office.

You will see that the parent has the option to supply soymilk for their child if they choose to do so. As with infant formula, you are still required to offer a "house brand" of soymilk which the parent can accept or not. If the parent chooses to bring a different soymilk for their child, it must still be one of the approved soymilk options on the form.

### Milk Substitutions Requiring Medical Statements

A Medical Statement is required at any time a deviation from the Meal Pattern is necessary. The most common reasons are when a milk substitute that does **not** meet the nutrient requirements is requested and when a child has any food allergies, especially those requiring the use of an Epi-pen.

*A Medical Statement* is required when a child requires a non-dairy beverage that is not nutritionally equivalent to cow's milk. For example, a child may have an allergy to cow's milk and soy. You need to contact our office and request a Medical Statement. The statement can be sent either by email or regular mail.

The bottom portion of the statement **MUST BE FILLED OUT BY THE PHYSICIAN OR NURSE PRACTITIONER**. They must state that the child has an allergy to milk/dairy products and that it is recommended that the child has an alternative milk.

For example, almond milk is not nutritionally equivalent to cow's milk. While cow's milk has 8 grams of protein per serving, almond milk has only 1 gram, so this would require a Medical Statement.

In regard to other food allergies, the process is the same. You need to contact our office and request a Medical Statement. The statement can be sent either by email or regular mail.

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#### MEAL PATTERN - BREASTMILK

May be served as a fluid milk to children of any age.

A meal/snack is reimbursable when:

- A mother breastfeeds her child on-site.
- A parent/guardian provides expressed breastmilk.

Breastmilk may be served in combination with other types of milk for a reimbursable meal when the minimum required serving size cannot be met by the amount of breastmilk supplied by the parent.

Breastmilk may be served to children past the age of 1. This allows providers to claim reimbursement for a meal or snack when a mother chooses to breastfeed her child on-site or if she provides expressed breastmilk to be fed to **her** child.

It is important to note that a parent should supply the age appropriate minimum serving size for the child in order for the meal to be reimbursable.

**Transitioning-** Making an immediate switch from breast milk to whole milk and whole milk to low-fat or skim milk may be challenging for some children, so you have the benefit of a one-month transition period during these age periods to make the switch.

When an infant turns one, providers can use the 13<sup>th</sup> month to transition the child from breastmilk or formula to whole milk by mixing the breastmilk or formula with whole milk slowly throughout the month. The same transition period is available when a one year old turns two. Two year old children can be served a combination of whole, 1% or fat-free milk during the 25<sup>th</sup> month as you gradually help them adjust to the lower fat milk required.



## MEAL PATTERN - INFANTS

Breastmilk or formula only are considered a complete, reimbursable meal until the infant is developmentally ready to accept all required foods at meals and snacks. Once the infant is developmentally ready, all 3 components must be offered to count as a complete meal.

The Meal Pattern is designed to encourage and support breastfeeding. You can claim meals for reimbursement when a mother directly breastfeeds her infant onsite. You can also be reimbursed when a parent/guardian provides expressed breastmilk or formula and you feed the infant using the provided bottles. Bottles must be labeled with the child's name and date of expiration.

A *House Formula* must be offered to all infants upon enrollment, even those who are currently breastfeeding. A *house formula* is an FDA approved, iron-fortified formula of your choice that you will supply for the infant. If the parent chooses to accept your house formula, you need to purchase and supply that formula. You need to include the name of your house formula on new infant enrollments to verify that you have offered it even if the parent chooses to supply their own. If the parent chooses to decline your house formula, they are responsible for bringing breastmilk or formula for their infant. You are only required to supply your house formula.

Notice the serving size for food items in the 6 to 11 month range for meals and snacks starts with zero. This does not include breastmilk or iron-fortified formula.

**Zero does not mean optional.** This serving size recognizes that not all infants will be ready to eat solid foods at 6 months of age. You must ensure that the meal/snack being served is appropriate for that infant's developmental readiness.

Creditable infant foods include meat, fish, poultry, whole eggs, cooked dry beans or peas, cheese, cottage cheese, and yogurt.

Tofu and soy yogurt are creditable for infants 6 through 11 months old.

**Juice is not creditable for infant meals or snacks.**



#### Developmental Readiness

Once the infant is developmentally ready, all 3 foods must be offered for the meal to be reimbursable.

#### Three Foods Required at Breakfast, Lunch, and Dinner:

- Breastmilk or formula
- Infant cereal or protein
- Fruit/Vegetable

#### Three Foods Required at Snacks:

- Breastmilk or formula
- Cereal/Bread
- Fruit/Vegetable



Ready-to-eat breakfast cereals can be served instead of bread, crackers, or iron-fortified infant cereal at **snack**. When choosing to serve ready-to-eat cereals at snack, they must contain no more than 6 grams of added sugars per dry ounce weight, which is equal to 21.2 grams of sugar per 100 grams of dry cereal.

The American Academy of Pediatrics recommends infants consume more vegetables and fruits, so the Meal Pattern requires that vegetables and fruits are served at snacks, breakfast, lunch and dinner for infants who are developmentally ready to accept them.

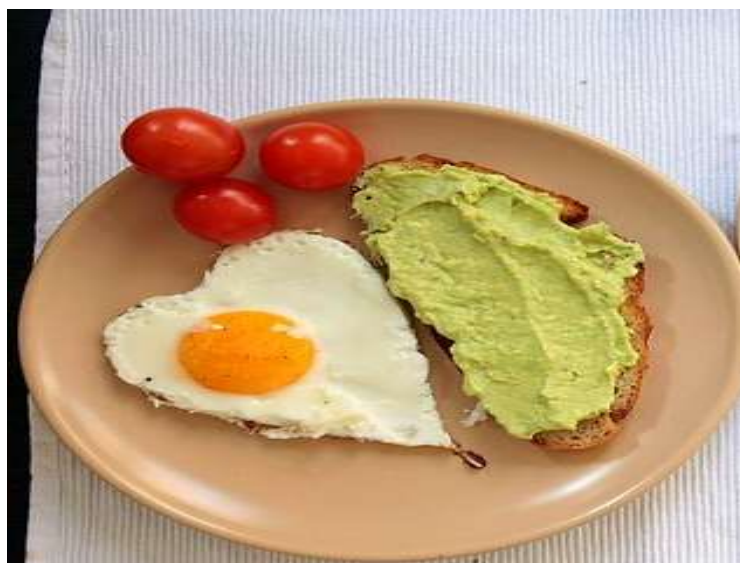
**Notes for claiming Developmentally Ready infants:**

- Breastmilk/Formula only is considered a complete meal until the infant is developmentally ready to eat solid foods.
- Claim only Breastmilk/Formula until the infant is ready to accept all **3** required components.
- An infant meal/snack with only 2 items claimed is considered an incomplete meal and will be disallowed.

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**WIC**

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk. California WIC Association, 3120 Freeboard Dr #101, West Sacramento, CA 95691 - (916) 572-0700.



#### MEAL PATTERN FOR OLDER CHILDREN - BREAKFAST

In order to comply with the Meal Pattern at Breakfast, you are required to offer 3 items:

1. Unflavored milk,
2. A fruit/vegetable, and
3. A bread/grain component.

You now also have the option to offer a serving of meat/meat alternate (M/MA) ***in place of the entire grain component*** at breakfast a maximum of three times per week.

At breakfast, one ounce equivalent of M/MA equals one serving of grains. Here are a few examples of what that might look like:

If you are serving children ages 1 to 5 who require  $\frac{1}{2}$  of a grain serving at breakfast, you would serve  $\frac{1}{2}$  ounce of M/MA in place of the grain. One-half ounce of a M/MA could be  $\frac{1}{8}$  cup cooked beans,  $\frac{1}{8}$  cup ham, or  $\frac{1}{2}$  of an egg.

If you are serving children ages 6-12 who require 1 ounce of grain serving at breakfast, you would serve 1 ounce of M/MA in place of the grain. One ounce of M/MA could be  $\frac{1}{4}$  cup cottage cheese  $\frac{1}{2}$  cup yogurt, or 1 egg.

#### Breakfast Cereal Sugar Limit

Any breakfast cereals claimed at a CACFP reimbursable meal can contain no more than 6 grams of added sugar per ounce of dry weight, which is equal to 21.2 grams of sugar per 100 grams of dry cereal. This applies to ready-to-eat breakfast cereals as well as hot cereals like oatmeal.

**Juice cannot be served more than once per day to non-infants.**



#### MEAL PATTERN FOR OLDER CHILDREN – LUNCH AND DINNER

At lunch and dinner/supper, all 5 meal components are required for the meal to be reimbursable.

You must offer:

1. Unflavored milk
2. A vegetable
3. A 2<sup>nd</sup> vegetable or serving of fruit
4. Bread/grain- enriched or whole
5. Meat/meat alternate

You cannot be reimbursed for a lunch or dinner when 2 fruits are offered. You can only be reimbursed when you offer 1 vegetable and 1 fruit, or 2 different vegetables.

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#### MEAL PATTERN FOR OLDER CHILDREN - SNACKS

Milk is not required at snacks. You need to offer at least 2 different components and milk can be one of them, but it is not required.

You are only required to offer 2 items at snack time.

You can choose any 2 of the 5 meal components:

1. Unflavored milk
2. A vegetable
3. A fruit
4. Bread/grain – enriched or whole
5. Meat/meat alternate

You can offer a vegetable and a fruit as the two food components that make up a snack. If you choose to do this, keep in mind that you will need to provide ½ cup fruit and a ½

cup of vegetables to both toddlers and preschoolers and  $\frac{3}{4}$  cup of fruit and  $\frac{3}{4}$  cup of vegetables to school aged children.

#### MEAL PATTERN - GRAINS

- **100% Whole Grain:** all of the flours/grains used to make the product are whole grains
- **Whole grain-rich:** at least 50% of the flours/grains used to make the product are whole grains, and any other grains used are enriched.

Grain-based products include a wide variety of different foods. Bread, pasta, rice, quinoa, oatmeal, breakfast cereals, bagels, pearled barley, muffins, corn and flour tortillas, pie crusts, pita bread, crackers, and many foods fall into the bread/grain category. Not all of them will be made from whole grains or enriched flour, so it is important that we read both the front of the package and the ingredient list.

A bread/grain component is required one time per day. Across all of the meals that you serve and claim for reimbursement each day, at least one of them must contain a whole grain item. You choose which meal or snack and let us know by documenting it on your claim.

#### Whole Grains- Let's Keep It Simple!

If a grain product is on the approved whole grain list on any State agency's WIC food list, it counts as a whole grain of the Food Program!

Products that claim to be 100% whole grain on the front of the package are legally obligated to substantiate that claim, so when you see a product stating it is 100% Whole Grain on the front, you can be sure that it will meet the requirements.

The word "*WHOLE*" is very important in this circumstance. A product can be made from 100% wheat flour, meaning no other grains are included in the composition of the product, but unless it specifies that it is *whole* wheat, it is not a whole grain product.

For example, if you made white rice and you didn't add any other grains to it while cooking, then the bowl of rice you serve is 100% white rice. White rice is not a whole grain, so you can't claim it as such.

#### Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

To make sure children get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food. Some examples of 1 oz equivalent grains are:

- 20 cheese, square crackers 1"x1" (~1/3 cup) or 22 grams
- 41 fish-shaped crackers (~1/2 cup) or 22 grams



- 5 woven whole-wheat crackers 1.5"x1.5" or 22 grams
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### Grain-Based Desserts

Whole grain-rich and homemade grain-based desserts are also not credible in the CACFP.

The USDA has determined that certain foods are considered grain-based desserts and are not reimbursable, even when homemade or whole grain-rich.

You may still be reimbursed for quick breads like banana bread, zucchini bread, and muffins as long as they are made with whole or enriched flours.

Animal crackers and graham crackers are also reimbursable at snack time only.

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### Yogurt

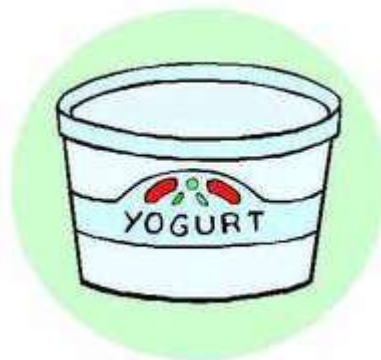
Soy yogurt is now a reimbursable product. Like regular yogurt, soy yogurt cannot be homemade.

One-half cup or 4 ounces of soy yogurt is credited as 1.0 ounce equivalent meat alternate.

The new meal pattern requires yogurt, including soy yogurt, to contain no more than 12 grams of added sugar per 6 ounces (170 grams) or three quarter cup for meals.

Best practice is to purchase plain yogurt and add fresh fruit.

Items such as drinkable yogurt, homemade yogurt, almond milk yogurt, coconut milk yogurt, yogurt flavored products, yogurt bars, yogurt covered fruits and nuts, and yogurt in commercially prepared smoothies are not creditable in the CACFP.



## Tofu

Tofu is reimbursable! The option to offer tofu as a meat alternate allows providers to diversify their menus and better meet the dietary needs of vegetarians and a more culturally diverse population. Additionally, the Dietary Guidelines for American note that the consumption of a balanced variety of protein foods, including plant-based proteins like tofu, can contribute to improved nutrient intake and other health benefits.

Tofu is made from soybeans and is available in many different forms and textures. In order for tofu to be part of a reimbursable meal, there are a few guidelines to follow:

1. Homemade tofu, soymilk, and other homemade soy products are **not** reimbursable.
2. Foods served in the CACFP should be easily recognized by a child as the food/food group they represent. Tofu must be recognizable as the M/MA, such as cubes of tofu in a stir-fry or tofu hot dogs in a bun, in order to be credited as the M/MA. For example, tofu would not be reimbursable as the M/MA if it was blended into a dish and could not be distinguished from the other required components. Likewise, products like tofu noodles are not reimbursable because they look like the bread/grain component, not the M/MA.
3. Tofu must contain 5 grams of protein per 2.2 ounces (approximately ¼ cup) to equal 1 ounce of the meat/meat alternate.

Remember to save the CN label for any processed tofu meat substitutes you may use.



## COMMERCIALLY PREPARED FOODS

Determining whether or not a processed food will be reimbursable can be challenging, so we have done the work for you and provided guidance. A list of processed foods is available upon request. **If you purchase any processed foods, you should keep this list on hand so you can reference it as needed.**

Foods we can reimburse for are clearly outlined. You will only be reimbursed for the specific products listed and it is your job to purchase the correct items.

Some important information regarding processed meat products like sandwich meats and hot dogs, is processed meats should be 100% meat, aside from water/broth, and seasonings. They must be free of any fillers like gels, starches, powdered/dried milk, and gums. Look for these fillers on the ingredient label and if you see even one, the product is not reimbursable.

Save your labels for products, especially those you are unsure of, so that you can ask your Monitor during a visit, or email us with product details and we can help you determine if the product meets the requirements.

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## New Enrollments

USDA regulations require a new child to be enrolled in the program by the *first day of care*. This regulation applies to *all children*, whether they are drop-in only or on a “trial period.” The enrollment form must be signed by the parent and dated with the first day of care. One signed copy must be kept for your records, one signed copy is given to the parent, and the original signed enrollment is to be submitted to LLC within 5 days of the child’s first day of care. Once the *original signed enrollment* is received by the office, it will be reviewed and the child’s enrollment activated.

You are only able to receive reimbursement for children in your care who are on active status. Any meals claimed for children who are on pending status - meaning we have not yet received their original signed enrollment form - at the time that your claim is processed will be disallowed; meals for those children will not be reimbursed.

If you make a mistake when enrolling a new child, like miss-spelling a child’s name, entering the wrong birth date or address, or any other errors, please do not enroll the child a second time to correct errors. After you print the enrollment document, cross out the errors and write in the correct information. Have the parent sign/date the enrollment, make your copy, and mail that enrollment to the office. Office staff will correct the errors and activate the child.

- Offer the Food Program to ALL Children

- Enroll by the first day of care.
- Children who are enrolling as Non-Participating must still be enrolled by the first day of care.

Please keep in mind that you are participating in a federally funded program, the aim of which is to help family child care providers serve nutritious meals to the children in their care by subsidizing a portion of the cost necessary to purchase those healthier foods. When the government is providing you with a check each month, they want to ensure that all children are being offered the opportunity to receive healthy meals.

According to federal regulation, the program must be offered to *all children* in your care, including infants, own qualifying children, helpers' children, drop-in children and children who are on a "trial period".

If the parent chooses to decline the food program, the child must still be enrolled *by the first day of care*. The parent needs to complete the form, indicate "non-participating," and sign/date the form. The provider makes a copy of the records, and sends the originally signed form to the office within 5 days of the first day of care. The enrollment regulations are not flexible. Be sure to stay in compliance so that you always receive your full reimbursement.

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## Enrollment Renewal

Completing and submitting your enrollment renewals correctly and on time **in the month that they are due** is a *crucial* part of your successful participation on the Food Program.

Enrollment forms for each child in your care must be renewed annually. LLC's Annual Renewal process is done once every year. If you claim online using KidKare, you will receive a newsletter in your KidKare inbox with instructions on how to print and complete your renewal report. You must print your renewal report, have the parents review the information and make any necessary updates, date and sign for their child, and then return the report to LLC *within the month that you are assigned, not before or after*.

**Important Note:** Please keep in mind that the enrollments for the children in your child care facility expire the same month each year. We cannot reimburse you for meals once your enrollments expire, therefore it is important that you complete your renewals as soon as you receive the instructions and return them to LLC by your due date. All parent signatures must be dated for the **first of the month in which your report is due**.

Every child who is on your renewal report must have the parent's signature and date, or the drop date if the child is no longer in your care. You must submit your renewal report

to LLC in the month in which it is due even if some of the children in your care are newly enrolled.

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### Vacation Documentation For School Age Children

When school aged children are in your care during normal school hours (during the day) due to school vacation, it is important that you click the “No School” button when checking them in for a meal.

You will need to click the “No School” button even when the child is enrolled as *vacation only* to let is know that the child is currently on vacation.

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### Withdrawing and Reactivating Children

**Call** our office to reactivate a previously withdrawn child. We will reactivate the child and set him/her to pending status. You will be able to print and update the child’s enrollment, have the parent sign/date for the new first day of care, and send the enrollment form to the office.

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### Updating Your Information

Please call the office to notify the Food Program staff with any changes to your:

1. Home address (new license will be required)
2. Email address
3. Phone number

Update your Information with the Food Program when it changes. If your address, phone number or email changes, contact the Food Program to provide us with your most current information. Additionally, it is required that you notify the office in advance whenever you are planning to be out of the home during a meal service period.

Notifying the office eliminates the possibility of your Monitor arriving for an unannounced meal visit when you are not home. When this happens, without your advanced notice to the office, meals normally claimed will be disallowed for the entire day.

You must call the office **in advance** when you are away from your facility at a meal time, no children are present, so you will not be claiming your scheduled meals, you are going on vacation, or you will be closed and/or not serving/claiming meals for any other reason.

Contact our office to change your hours of operation and any meal time schedule changes.



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## Meal Times

You set your mealtimes within the appropriate timeframes when you start on the Food Program. You can adjust them anytime by contacting our office with your updated times and effective date. Keep in mind that

- Breakfast time ends at 9am
- Lunch time starts at 11:00am; finished by 1:30 pm
- Dinner time starts at 4pm; finished by 7pm
- Snacks can be served in between those meal times with at least 2 hours in between the start of a major meal and the start of a snack

The CACFP Meal Time Policy states that when no snack is served between major meals, three (3) hours must elapse between the serving of those major meals. For example, if breakfast is served at 8:30 am, lunch cannot be served until 11:30 am.

If a snack is served between major meals, then there must be at least 2 hours between the snack and the major meal.

Example: Edna Provider serves her meals as follows:      Breakfast:      8:30 am

\*These mealtimes correctly reflect  
the meal time policy regulations.

Lunch: 11:30 am  
PM Snack: 2:00 pm  
Dinner: 4:00 pm

Meals must be served during the period normally considered appropriate as detailed above.

Meals for infants (under one year of age) may be served during a time consistent with the infant's eating patterns.

Per regulation, meal times are set, and meals served within these time frames are credited. Infants eat on demand, and meals they eat are credited within the time frames set above.

Example: An infant wakes up at 1:40pm for a feeding- that is reimbursed as a PM snack, not a Lunch (between 11:00 am and 1:30 pm)

Please keep in mind that children should be present for a minimum of 10 minutes from the beginning of the meal time for it to be reimbursable.

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### Meal Counts

- Enter your meals and attendance each day
- You will be reimbursed only 3 meals total per child per day:
  - 2 meals and 1 snack or**
  - 2 snacks and 1 meal**
- Offer the correct foods for each meal
- Offer correct serving size for each age group

**What is a meal count?** A Meal Count is a record of the number of meals you have served in a day. This data is saved by you all month in KidKare when you claim online.

**How does the meal count affect your reimbursement?** If the attendance and menus are not recorded correctly, meals may be disallowed, reducing your total reimbursement.

**Important to Note:** You cannot be reimbursed for more than 3 meals per child per day, and you cannot be reimbursed for 3 major meals (breakfast, lunch, and dinner) or 3 snacks per child on any given day.

## Record Keeping Requirements

You must retain copies of this information for your personal records. These are your business transaction records and, per the IRS and Food Program regulations, **must be kept for the current Federal Fiscal Year (FFY)\* plus the 3 previous years for tax and audit purposes**. If you claim online, this information will be stored in KidKare and you will be able to print it when necessary.

You must keep copies of signed enrollment forms, monitoring visits, your Permanent Agreement, and all other Food Program related documents, such as signed medical statements for any children requiring them, for the current program year and 3 previous years. These documents can be kept organized in the same binder as your menu and attendance records so that it is immediately available at your home at the time of a visit. Separate by month and year to stay organized!

Always have the current year's documents readily available in your home; previous years can be kept in storage. Additionally, on any given day, you should have product packaging and labels for all breads, grains, cereals, yogurts, and processed foods claimed that day.

The program year goes from October 1<sup>st</sup> of the current year through September 30<sup>th</sup> of the following year.

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## Submitting Your Claim

All claims must be submitted by the **5<sup>th</sup> of the month**. You should submit your claim by the first day of the new month in order to continue claiming meals and attendance for the children in your care.

To submit your claim in KidKare, select the Food Program tab from the main menu on the left side of your screen. Check that the correct month is selected, review your claim information and click the small box that says *I agree to the Terms and Conditions*, then click Send. You can submit your claim from your computer, tablet, or smart phone, making it as convenient as possible to get your claim submitted on time.

Please keep the following points in mind when completing your claim:

1. Review your claim for accuracy at the end of each day.
2. If you use parent sign in sheets, compare them to the children you marked for meals to be sure the children were in your care on the days you claimed them.
3. Remember that if your Monitor visits you when a particular child is not present for a meal, you may not claim them **UNLESS** you inform your Monitor at the time



of her visit that the child will be arriving shortly and the meal will be served to them upon arrival and it is within the acceptable meal time frame.

4. If you miss entering a day, you will not be reimbursed for that day.

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## How We Submit Claims to the State

It is important to understand the process we follow in submitting your claim information to the California Department of Social Services each month. This short explanation will offer you some insight into our internal process.

When you submit your claim to our office, the information is stored in KidKare and compiled into one report. We transfer that information from the KidKare report on the State's website. Within seconds of LLC submitting our claim to the State, they receive it and accept it. Then, the State has 45 working days in which to process and reimburse your claim.

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## Civil Rights

The purpose of federal civil rights regulations is to ensure that Nutrition Program benefits are available to all eligible people in a nondiscriminatory manner. All providers receiving federal funds must implement civil rights requirements to be eligible for Nutrition Program reimbursements.

Any organization that accepts Federal financial assistance (such as CACFP reimbursement) must abide by Federal civil rights regulations. These regulations are meant to ensure that program benefits are made available to all eligible persons. Discrimination on the basis of race, color, national origin, sex, age or disability is strictly prohibited.

Discrimination is defined as different treatment that distinguishes one person or a group of person from others-either intentionally or unintentionally- by neglect, an action, or lack of action, based on the protected classes.

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

In your orientation binder, we have provided the *Building for the Future* poster. In the event that a parent feels that they or their child have been discriminated against in your

facility on the basis of race, color, national origin, sex, disability, or age, the phone number on the poster for the USDA's civil rights office must be available for them.

When serving meals, make sure that each child receives the same meal regardless of any of the above mentioned classes.

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## Health and Safety

The first priority of any family child care provider is to protect the health and safety of the children in care. **CACFP regulations require that LLC reports to the appropriate health or licensing authorities any situations witnessed at a site visit that pose a threat to the health or safety of the children in care.**

LLC monitors are trained to exercise their best judgment when determining whether a situation could be considered a serious threat to the children in care.

**Some situations that may cause your Monitor to question the health and safety of children in a facility are:**

- Children are left unattended
- The play area has easy access to a busy street
- An aggressive animal is in the children's area
- Monitor realizes there is a lost/missing child during a visit
- Monitor suspects the mistreatment of a child
- Monitor suspects sexual, physical, or emotional abuse of children, staff, or family members while at the child care facility.
- Monitor witnesses an injury to a child requiring medical or dental care
- Monitor witnesses a mental health emergency
- Health and safety emergencies involving parent/guardians, or visitors at the child care facility
- If the death of a child or staff member occurs (including a death that occurs *outside of the facility* due to an illness/injury sustained *at the facility*)
- Monitor is present while a threatening individual is attempting to gain entrance to the facility



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## Sanitation

It's important to keep your daycare clean and free of trash and clutter to ensure the safety of the children. We all know that small children are inclined to touch everything and are especially prone to picking things up and putting them directly in their mouths!

A few things to remember:

- Have designated receptacles for trash and recycling
- Keep walkways clear of clutter
- Clean and sanitize areas where the children play each day
- Clean and sanitize the children's restroom each day
- If training potties are used, clean and sanitize them
- Hands should be washed after restroom use and before and after meals
- Animal litter boxes should be kept in an area that the children do not have access to



## License Capacity

Operating within your license capacity is an USDA and licensing regulation. Please pay close attention to the following examples and call the office or talk to your Monitor if you have any questions.

A small facility would be over capacity if:

There are 5 children present under the age of 2 years.

You would be over capacity if you have 7 children present but none of them are school age/attending school.

You would be over capacity if at least one of the school age children is not 6 years old.

You would be over capacity if you had 9 or more children present at the same time.

A large facility would be over capacity if:

There are 5 children present under the age of 2 years.

You would be over capacity if your 13<sup>th</sup> (and 14<sup>th</sup>) child is not school age and attending school.

You would be over capacity if at least one of the school age children is not 6 years old.

You would be over capacity if your helper was left alone with 7 (or more) toddlers while you do school pick up.

You would be over capacity if you had 15 or more children present at the same time.

Although on the nutrition program the infants are birth to 11 months, under California licensing children are considered infant until the day of their second birthday.

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## HOME VISITS

LLC is required to perform two (2) unannounced visits, one (1) announced visit and at least two (2) meal time visits per 12 months, with no more than six months between any two visits.

Records must be complete and up to date before the visit. If the visit happens at a mealtime, then the record for that meal must be documented, menu and attendance, before the monitor leaves your home. Menu or attendance records not up to date will cause all unrecorded meals to be disallowed.

Record exactly the menu you served when your meal was observed by a monitor and don't add or change anything to your forms after the visit. Some things to remember:

- If you are not home when LLC comes for a visit at your stated mealtime, you will not be reimbursed for that day.
- You must notify LLC, in advance, if you are planning to be away during your normal business hours, including weekends. If you call after LLC's normal business hours, leave a message. Providers claiming on-line must manage their calendar in Minute Menu.

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## SERIOUSLY DEFICIENT FAMILY DAY CARE HOME

Enclosed is a list of grounds for determining a family day care home seriously deficient.

1. Submission of false information on the application
2. Submission of false claims for reimbursement
3. Simultaneous participation under more than one sponsoring organization
4. Non-compliance with the Program meal pattern
5. Failure to keep required records
6. Conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety
7. 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 business integrity as defined by the State agency, or the concealment of such a conviction
8. Failure to participate in training
9. Any other circumstance related to non-performance under the sponsoring organization day care home agreement, as specified by the sponsoring organization or the State agency

## Corrective Action Plan

A plan of correction will be necessary if any findings are noted. The plan will include an acceptable plan of correction, what procedures will be implemented to correct the issues in each of the serious deficiencies, and what is the timeframe for implementation of the procedures to correct the issues.