

Meal Pattern

Requirements & Portion Sizes

In order for a meal to be reimbursable, each required meal component must be offered. We also have required portion sizes that need to be offered.

This is a minimum amount, and children can be offered and given more than this, however only one meal can be reimbursed (even if a full second meal was provided).

Food Substitutions

If a child has a food allergy or intolerance to specific foods, they may need a medical statement. If a complete meal component is not able to be served, and a substitute is served

that does not meet the meal pattern, then a signed medical statement would be needed to support the need for this child to not follow the meal pattern requirements.

Cow's milk is a required meal component that needs to be offered at breakfast/lunch/supper, and is an optional meal component at snack. This means that children must be offered milk. If a child is unable to consume cow's milk due to an allergy or family preference, then they must be offered a nutritionally equivalent milk product (such as soy milk, lactose free milk or pea protein milk). If you have a situation like this, please reach out to our office and we can provide you with more information.

Food Safety and Sanitation

Meal temperatures should be taken & recorded daily to ensure that raw foods are cooked to an appropriate internal temperature. Internal temperatures of coolers and freezers should be observed & recorded daily, to ensure that food items are kept within appropriate temperatures. Remember proper handwashing helps to prevent foodborne illness!

Do not touch ready to eat foods with your bare hands.

LFSW need to complete a Food Safety training once at least every 5 years, however any staff member can take a training related to food safety; you serve a vulnerable population, so ensure the food you serve is safe for them to eat!

<u>Ages Birth – 5 Months</u> <i>Breakfast, Snack, Lunch & Supper Meals</i> <ul style="list-style-type: none"> • 4-6 oz Breastmilk/Formula 	<u>Ages 6 – 11 Months</u> <i>Breakfast, Lunch, & Supper Meals</i> <ul style="list-style-type: none"> • Must serve all components: <ul style="list-style-type: none"> ○ Milk (6-8 oz breastmilk/formula) ○ Infant Cereal/Meat/Meat Alternate ○ Fruit or Vegetable <i>Snack</i> <ul style="list-style-type: none"> • Must serve all components: <ul style="list-style-type: none"> ○ Milk (2-4 oz breastmilk/formula) ○ Grain ○ Fruit or Vegetable
<u>Ages 1-18 years</u>	
Breakfast	Must serve all components: <ul style="list-style-type: none"> • Milk • Vegetable, Fruit or both • Grain
Lunch/Supper	Must serve all components: <ul style="list-style-type: none"> • Milk • Vegetable • Fruit • Meat/Meat Alternate • Grain
Snack	Must serve TWO of five components: <ul style="list-style-type: none"> • Milk • Vegetable • Fruit • Meat/Meat Alternate • Grain

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2022

Meal Counts

Meal counts must be taken at point of service (after the child has received their reimbursable meal). A meal or snack cannot be claimed in the meal count, if it does not include the components to make it reimbursable.

A max of 2 meals + 1 snack OR 2 snacks + 1 meal can be claimed per child, per day.

Menu Service Style

There are two acceptable meal serving types: Family Style or Traditional

Family Style: Food items for each meal/snack are provided in bulk and brought to the table. This often is used to help with motor skills and table manners. The child is able to decide how much of each meal item they want, as they dish up their own food items (or get some help from a staff member). As long as the minimum serving size is available for each child, they do not have to have the minimum amount on their plate

Traditional: Food items (in at least the minimum serving sizes) for each meal/snack are provided on a plate for each child and brought to the table for service.

Menu Production Records & Required Food Production Documentation

Documentation must be kept on file as a “receipt” for the meals that were served. All served menu items should be listed in your menu records. You must have your food receipts or invoices to support what your menu documentation shows. You can either document the serving size that you provide to the kids or show the total amount of food that you used (which in turn can be calculated to indicate that all kids received at least the minimum serving requirements).

Attendance Records

Also called “sign in/sign out” sheets, are necessary to indicate who is in your care at a specific time. Each day when a child arrives at your facility, they should be ‘signed in’ and the same goes for when they leave, they need to ‘sign out’ to indicate they are no longer in care.

Civil Rights Requirements **Read through separate civil rights training document. If you do not have this, check in with your State Agency Contact* Each employee that works with the CACFP needs to read through this document on an annual basis.*

Confidential Income Applications

Households fill out Income applications on an annual basis. This is how children are categorized as free, reduced-price or paid. This does not mean that the parent pays a different amount, this is how much the Child Care Center receives in reimbursement from the Government for each meal served. This information is confidential and only the people that ‘need to know’ this information to enter the meal claim should know this information.

Other Topics Facility Specific:

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2022

Date:	
<i>Please sign name to indicate you have read and understand information shared</i>	

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

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