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CHILD CARE FOOD PROGRAM

FAMILY CHILD CARE OVERVIEW

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2024-2025



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1400 Independence Avenue, SW Washington, D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.



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Family Central, Inc. (FCI) would like to welcome you to the USDA Child Care Food Program (CCFP). The U.S. Congress established the CCFP in 1968 to help ensure the provision of proper nutrition to a growing number of young children receiving a significant portion of their daily food intake in child care settings. The program also helps children develop desirable eating habits and learn about healthy food choices at an early age.

In 1971, FCI began as an organization to assist working poor families in need of subsidized child care. Nationally accredited by the Council on Accreditation and certified by the International Association of Continuing Education and Training, FCI has grown into an agency serving over 18,000 children in South Florida annually through family strengthening, early learning initiatives, the Child Care Food Program and educational training. FCI has operated a family child care program since 1980. FCI is a sponsor of the CCFP in southeast Florida.

In an effort to creatively and collaboratively meet the ever changing needs within the child welfare system, FCI was acquired by Kids In Distress, Inc (KID). This allowed for a greater continuum of care with lower administrative costs. Founded in 1979, KID started as a shelter for abused and neglected children. KID is a nationally accredited agency dedicated to the prevention of child abuse, the preservation of family, and the treatment of abused and neglected children.

If at any time you have questions about the CCFP, please contact one of the following:

- **Sheron Givings**, CCFP Quality Assurance Supervisor – 954-724-3962
- **Michelle Rosegreen**, Chief Program Officer – Broward – 954-724-4060

As a trusted community partner, Family Central looks forward to assisting you in providing nutritious meals and nutrition education to the children in your care.

E-mail all documents such as enrollment forms, infant feeding forms, medical statements, child care licenses etc. to the following email addresses:

foodprogramhomesdocs@familycentral.org

You may also **fax** Food Program documents to 954-724-4067.

Original enrollment documents are required to be mailed by the end of each month in which new children are enrolled.



Child Care Food Program Overview

The CCFP is funded by the U.S. Department of Agriculture and administered in the State of Florida by the Department of Health. The CCFP is a branch within the Policy and Program Development Division of the Child Nutrition Programs, along with the School Programs Branch, which runs the National School Lunch Program. An estimated 3.3 million children and 120,000 elderly or mentally or physically impaired adults in non-residential, child-care settings are serviced by the CCFP annually. In Florida, over 300,000 children participate in the CCFP each year.

Beginning in 1976, family child care homes became eligible to participate in the CCFP provided that they met State licensing guidelines. Initially, reimbursement rates for meals and snacks served in homes, like those served in centers, were based on a means test of the family incomes of individual children. Family Central became a sponsor of the child care food program in 1980 and now sponsors child care centers and family child homes in multiple counties all over South Florida.

Eligibility & Determination

Family day care homes participating must be licensed by the appropriate child care licensing authority.

Reimbursement is determined by the number of eligible enrolled participants who are served creditable meals and the current reimbursement rates set by the U.S. Department of Agriculture.

The provider's own children may qualify for program participation if the location of the home qualifies for Tier I reimbursement rates and the household income (listed on a Provider Income Statement) meets certain guidelines. Reimbursement for the provider's own children must be pre-approved by Family Central.

Attendance is required at one (1) food and nutrition workshop each year. The Food Program year runs from October 1st to September 30th.

Demographic Data

In order to ensure services are offered in a non-discriminatory manner, the collection of race and ethnicity data is a requirement of the Child Care Food Program

The USDA has determined that the use of visual observation and identification is not an appropriate method for collecting race or ethnicity data and is not allowed.

The required method of collecting ethnic and racial identity is through participant self-identification and self-reporting. Providers should explain the importance of this data to participants as they encourage them to self-identify and self-report.



Providers must ensure participants are made aware that **failure to provide this information will not impact their eligibility**

Family Child Care and Large Family Child Care Licensing Capacity Guidelines

The Child Care Regulation Program is responsible for regulating programs that provide services that meet the statutory definition of “child care.” Five counties have decided to designate a local licensing authority to regulate child care providers in their areas. The following counties have elected to exercise this option: Broward, Hillsborough, Palm Beach, Pinellas and Sarasota.

The staff of Family Central’s Child Care Food Program are required to report any health, safety and licensing concerns to the appropriate agency. As such, it is extremely important for child care providers to maintain licensing ratios at all times.

Under no circumstances will the Child Care Food program reimburse providers for meals/snacks over their licensed capacity.

In the Family Central service area, licensing capacities are as follows, except for Palm Beach:

A family day care home may provide care for one of the following groups of children, which shall include household children under 13 years of age:

- A. A maximum of four children from birth to 12 months of age.
- B. A maximum of three children from birth to 12 months of age, and other children, for a maximum total of six children.
- C. A maximum of six preschool children if all are older than 12 months of age.
- D. A maximum of 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months of age.

A large family child care home may provide care for one of the following groups of children, including household children under 13 years of age:

- A. A maximum of 8 children from birth to 24 months of age.
- B. A maximum of 12 children, with no more than 4 children under 24 months of age.

If in doubt, please refer to the Family Child Care Ratio chart.



Palm Beach County

A family child care home shall be allowed to provide care for one of the following groups of children, which shall include those children under the age of thirteen (13) years of age who are related to the caregiver, or who are household members:

- A. A maximum of four (4) children from birth to twelve (12) months of age for a total of 4 children;
- B. A maximum of six (6) children from birth to twelve (12) years of age, for a total of 6 children, provided that no more than three (3) of the children are younger than twelve (12) months of age.

All children present in the facility under the age of thirteen (13) years of age, whether or not related to the caregiver, or who are household members, and whose parents are absent from the facility, including children away from the facility on field trips, shall be counted in determining compliance with these rules and regulations.

A large family child care home shall be allowed to provide care for one of the following groups of children, which shall include household children under 13 years of age:

- A. A maximum of 8 children from birth to 24 months of age.
- B. A maximum of 12 children, with no more than 4 children under 24 months of age.

Please contact your local child care licensing agency with any questions or concerns regarding licensing guidelines.



FL Child-to-Adult Ratios for Child Care

Registered and Licensed FCC Homes* – Effective 1/1/97

Ratio clarification chart is on left. The Florida law (Chapter 402) in boxes on right for both registered and licensed FCC homes. Provider's own children are included in the count (0-12yrs) *15 counties require a license: Brevard, Broward, Clay, Duval, Hernando, Hillsborough, Manatee, Miami-Dade, Nassau, Palm Beach, Pasco, Pinellas, Polk, Sarasota, and St. John's. *Palm Beach and Pinellas counties each have their own separate ratio rules.*

Infant (0-11 mos.)	Preschool (12mos-5yr+)	School Age (in K & older)	Total
4	0	0	4
3	3	0	6
3	2	1	6
3	1	2	6
3	0	3	6
2	4	0	6
1	5	0	6
0	6	0	6
2	3	5	10
2	2	6	10
2	1	7	10
2	0	8	10
1	4	5	10
1	3	6	10
1	2	7	10
1	1	8	10
1	0	9	10
0	5	5	10
0	4	6	10
0	3	7	10
0	1	9	10
0	2	8	10
0	1	9	10
0	0	10	10

a) A maximum of four children from birth to 12 months of age

b) A maximum of three children from birth to 12 months of age, and other children, for a maximum total of six children
c) A maximum of six preschool children if all are older than 12 months of age

d) A maximum of 10 children if no more than five are preschool age and, of those five, no more than two are under 12 months

VPK in FCC Homes – Effective Fall 2005

VPK 1:6 (minimum of 4 children 4yrs old by Sept.1)

VPK homes must be licensed and providers must have their CDA and Director credentials and be approved by their local Early Learning Coalition to offer the VPK program.

A provider can meet only one category (a, b, c, or d) at a time. However, he/she is not limited to one category on the registration or license and may change to a different category at various times throughout the day or week.

LARGE FAMILY CHILD CARE HOMES - Effective 1/1/00

Ratios are for licensed large FCC homes with **2 providers present** (one must have a staff credential - CDA or FCCPC) caring for the children. The providers own children are included in the count (0-12 yrs).

Infants & Toddlers (0 - 23 months)	Preschool & School-Age (24 months and older)	Total
8	0	8
7	1	8
6	2	8
5	3	8
4	8	12
3	9	12
2	10	12
1	11	12
0	12	12

VPK 2:12

a) A maximum of 8 children from birth to 24 months of age

b) A maximum of 12 children, with no more than 4 children under 24 months of age

Child Care Centers - Staff to Child Ratio

0-11 mos. 1:4 1 year 1:6 2 years 1:11 3 years 1:15 4 years 1:20 5 yrs & older 1:25
VPK 1:11 or 2:20 (effective fall 2011)

402.305 (4)(a)(7) When children 2 years of age and older are in care, the staff-to-child ratio shall be based on the age group with the largest number of children within the group.



Provider Tiering

For reimbursement purposes, providers on the Child Care Food Program will be classified as follows:

Tier I

Those providers living in a designated low-income area or who themselves qualify by income. These providers are eligible to receive Tier I rates for all the children in their care.

Tier II

All providers who do not qualify as Tier I providers. They will receive Tier II reimbursement rates for all the children in their care except as indicated below.

Mixed Tier

Providers who care for some children who qualify by income for Tier I rates. They will receive reimbursement for those children at Tier I rates and the others at Tier II rates.

Tier I Eligibility

Providers in any one of the following categories are eligible to receive Tier I Reimbursement Rates for all children in their care:

1. Providers living within an elementary school boundary classified as needy by the School Board. These are schools that have 50% or more of its enrollment eligible to receive free or reduced lunches. Family Central and the School Board will confirm school boundaries.
2. Providers living in a needy area as determined by Census Tract Data. Family Central will review census data for those homes in a school boundary falling just under needy school guidelines, which are those schools with 40%-49.9% of its population qualifying for free or reduced lunches.
3. Providers living outside an elementary school boundary classified as needy but who themselves qualify by income using free and reduced meal income guidelines. A Provider Income Statement must be submitted to Family Central and income information must be documented with a copy of the most current tax returns for self-employed household members and/or pay stubs for family members and/or signed payment agreements from the parents to the provider. This information must be updated annually.



Mixed Tier Eligibility

Providers not meeting Tier I guidelines may be reimbursed at Tier I rates for specific children in their homes. Children may qualify for Tier I reimbursement rates by using the free and reduced-price meal income eligibility guidelines. These families must qualify by completing Household Income Statements and returning these statements to Family Central. The provider will not have access to this information, as it must remain confidential.

Tier II providers have the option to distribute and collect Income Statements from the parent/guardian and return the completed forms to Family Central with written consent from the parent/guardian; or distributing Income Statements to the parent/guardian and having the parent/guardian return the Income Statements directly to Family Central.

If Tier II providers want to collect and transmit Income Statements, the provider must ensure that each household is informed that:

1. The household is not required to complete an Income Statement in order for the household's child(ren) to participate in the Child Care Food Program;
2. The household has the option of returning the completed Income Statement either:
 - Directly to the sponsor at the address indicated on the form
 - or -
 - To the provider with written consent from the household allowing the provider to collect the form and transmit it to the sponsor on the household's behalf

In order to maintain confidentiality providers will receive only the total number of children in their care receiving Tier I and Tier II rates, as the names of the clients who fit in each category cannot be released.

If a parent refuses to fill out an application, providers will be reimbursed at the Tier II rate.



Meal Reimbursement Rates for Child Care Homes

July 1, 2024– June 30, 2025

Type of Meal Served	Tier I Rates	Tier II Rates
Breakfast	\$1.66	\$0.60
Lunch and Supper	\$3.15	\$1.90
AM and PM Snacks	\$0.93	\$0.26

Providers will receive their reimbursement checks the month following each claim month. Eligible providers will also be issued a "1099" form for tax purposes by January 31st every year. **PLEASE NOTE** Providers must receive reimbursement in excess of \$600 to be eligible to receive a 1099. Providers with S and C Corporations are **exempt** from requiring a 1099-MISC.

Child Eligibility

The Child Care Food Program will reimburse up to two meals and one snack or two snacks and one meal per child, per day. Reimbursable meals and snacks may be served to eligible children 12 years of age and younger; migrant children may be served through age 15 and children with disabilities may be served regardless of their age, if the majority of the persons being served are 18 or under.

Provider Income Statements

Provider Income Statements must be completed and returned to Family Central in the following instances:

1. Any provider who has his/her own child(ren) or any child living in the provider's home on the Child Care Food Program. One (1) application per child must be returned with an enrollment form.
2. Providers who live outside a Tier I area who feel they qualify for Tier I rates. Verification of income must be attached.

Provider's Own Children

Provider's children are eligible to participate in the CCFP only in a Tier I home and only if they are determined to be eligible for reimbursement based on income, Food Stamps or TANF eligibility. Income eligibility is determined by the completion of a Provider Income Statement for each child and must be updated annually.



The term “provider’s own children” refers to any children who reside in the household, such as the provider’s own children by birth or adoption, grandchildren or a housemate’s children who are part of the economic unit. It does not include foster children residing in the provider’s home, since a foster child is a separate economic unit.

If a provider’s own children are cared for in a Tier I home but they do not qualify for reimbursement, then the provider cannot claim reimbursement for their meals.

Meals served to the provider’s own children may be reimbursed only if the following three conditions are met:

1. The provider’s own children must be enrolled and participating in the CCFP during the time of the meal service.
2. Other enrolled nonresidential children (not the provider’s own children or the provider’s foster children) must be served reimbursable meals during the same meal service.
3. The provider must have an approved Provider Income Statement on file at the sponsor’s office to document that the provider’s household is eligible based on income, Food Stamps or TANF.

Record Keeping Requirements

In order to be reimbursed properly, the following documents must be returned to Family Central as indicated below:

1. Enrollment forms for newly enrolled children must be faxed within three days with the original submitted by the end of the enrollment month. A child will remain in ‘pending’ status and will not be reimbursed if an original enrollment form is not received on time. If we do not receive the original enrollment form(s) by the 5th day of the following month child(ren) will remain in a pending status and will not be paid.
2. Infant Feeding Forms for all newly enrolled infants (children under one year of age) must be faxed within three days with the original submitted by the end of the enrollment month
3. Medical statements must be submitted for infants not able to drink formula with iron, per requirements. This includes formula such as Nutramigen.
4. The Child Care License must be submitted upon renewal to avoid reimbursement delay.

Forms, as appropriate, must be signed and dated by the parent and provider.

Child Care Food Program (CCFP) regulations require family child care home providers to maintain the following program records:



- Menus
- Meal counts (electronically)
- New or updated enrollment/child participation forms
- Infant feeding forms
- Other related documents

Maintaining these records at the family child care home ensures records are available for review, creates an audit trail that allows reviewers to verify the accuracy of records at the sponsor's office and at the provider's home, and allows the provider to confirm that reimbursements are accurate and that no errors have occurred in the payment process.

If, on any given day, you are unable to record your meals electronically due to technical issues, you must immediately call the hotline. Meals must be recorded on the Temporary Claim Form. CCFP policy requires that records supporting CCFP claims be retained for three (3) fiscal years after the fiscal year to which they pertain, except in cases where there are unresolved audit/review findings, in which case the records must be retained until any such audit/review findings are resolved.

In an effort to minimize the burden on providers, only those records for the current month and the previous twelve (12) months must be maintained on-site. Providers may store the remaining two years of records off-site. However, these records must remain in the control of the provider and be accessible within five (5) days of the reviewer's request. Records can be maintained as hard copies or in an electronic format.

As part of each on-site review providers may be asked to see their program records for the last 13 months.

Any changes to the business structure must be notify to Family Central (***e.g. Switching from using a SS# to an EIN, this change will require the completion of a new W-9 form***)

Effective October 1, 2023 all CCFP records must be kept for six (6) years (5 years plus the current fiscal year). It is required that you keep at least 13 months of records onsite, in paper form.

Meal Pattern for Children

Ages 1 - 18

BREAKFAST



3 required meal components

Milk

1-2

3-5

6-18

fluid milk 1 year olds: unflavored whole milk 2-5: unflavored 1% or skim 6-18: unflavored or flavored 1% or skim	4 oz	6 oz	8 oz
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Vegetables/Fruits

vegetables, fruits, or portions of both (juice may only be served once/day)	1/4 cup	1/2 cup	1/2 cup
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Grains

bread, biscuit, muffin	1/2 oz eq	1/2 oz eq	1 oz eq
cereal, cooked	1/4 cup	1/4 cup	1/2 cup
*cereal, dry: <i>granola</i>	1/8 cup	1/8 cup	1/4 cup
*cereal, dry: <i>flakes or rounds</i>	1/2 cup	1/2 cup	1 cup
*cereal, dry: <i>puffed</i>	3/4 cup	3/4 cup	1 1/4 cup

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce

Meat/Meat Alt. *optional*

lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
cheese (natural/processed)	1/2 oz	1/2 oz	1 oz
cottage cheese, cheese food, cheese spread	1 oz	1 oz	2 oz
egg, whole	1/4 egg	1/4 egg	1/2 egg
*yogurt	1/4 cup	1/4 cup	1/2 cup
nut/seed butter	1 Tbsp	1 Tbsp	2 Tbsp

*Starting October 1, 2025, yogurt must contain no more than 12 grams *added sugars* per 6 ounces.

conversions:

1/2 c = 4 oz 1 pint = 2 c
 3/4 c = 6 oz 1 quart = 2 pints = 4 c
 1 c = 8 oz 1 gallon = 4 quarts = 16 c

Please note, portions listed are minimums.
 Serving larger portions is encouraged, especially to older children and those that ask for more.

JUNE 2024

Meal Pattern for Children

Ages 1 - 18

LUNCH & SUPPER

5 required meal components



Milk

1-2

3-5

6-18

fluid milk 1 year olds: unflavored whole milk 2-5: unflavored 1% or skim 6-18: unflavored or flavored 1% or skim	4 oz	6 oz	8 oz

Vegetables

vegetables (juice may only be served once/day)	1/8 cup	1/4 cup	1/2 cup

Fruits

fruits (juice may be served once/day; a 2nd vegetable may be served in place of fruit)	1/8 cup	1/4 cup	1/4 cup

Grains

bread, biscuit, roll, bun, tortilla, crackers	1/2 oz eq	1/2 oz eq	1 oz eq
pasta, rice, grits	1/4 cup	1/4 cup	1/2 cup

Meat/Meat Alt.

lean meat, poultry, or fish	1 oz	1 1/2 oz	2 oz
cheese (natural/processed)	1 oz	1 1/2 oz	2 oz
cottage cheese, cheese food, cheese spread	2 oz	3 oz	4 oz
beans, peas and lentils	1/4 cup	3/8 cup	1/2 cup
egg, whole	1/2 egg	3/4 egg	1 egg
*yogurt	1/2 cup	3/4 cup	1 cup
nut/seed butter	2 Tbsp	3 Tbsp	4 Tbsp
nuts and seeds	1/2 oz	3/4 oz	1 oz

*Starting October 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces.

conversions:

1/2 c = 4 oz 1 pint = 2 c
3/4 c = 6 oz 1 quart = 2 pints = 4 c
1 c = 8 oz 1 gallon = 4 quarts = 16 c

Please note, portions listed are minimums.
Serving larger portions is encouraged, especially to older children and those that ask for more.

JUNE 2024

Meal Pattern for Children

Ages 1 - 18

SNACK



2 required meal components
only 1 may be a beverage

Milk

1-2

3-5

6-18

fluid milk 1 year olds: unflavored whole milk 2-5: unflavored 1% or skim 6-18: unflavored or flavored 1% or skim	4 oz	4 oz	8 oz
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Vegetables

vegetables (juice may only be served once/day)	1/2 cup	1/2 cup	3/4 cup
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Fruits

fruits (juice may be served once/day)	1/2 cup	1/2 cup	3/4 cup
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Grains

bread, biscuit, roll, bun, tortilla, crackers	1/2 oz eq	1/2 oz eq	1 oz eq
pasta, rice, grits	1/4 cup	1/4 cup	1/2 cup
*cereal, dry: granola	1/8 cup	1/8 cup	1/4 cup
*cereal, dry: flakes or rounds	1/2 cup	1/2 cup	1 cup
*cereal, dry: puffed	3/4 cup	3/4 cup	1 1/4 cup

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce

Meat/Meat Alt.

lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
cheese (natural/processed)	1/2 oz	1/2 oz	1 oz
cottage cheese, cheese food, cheese spread	1 oz	1 oz	2 oz
beans, peas and lentils	1/8 cup	1/8 cup	1/4 cup
egg, whole	1/2 egg	1/2 egg	1/2 egg
*yogurt	1/4 cup	1/4 cup	1/2 cup
nut/seed butter	1 Tbsp	1 Tbsp	2 Tbsp
nuts and seeds	1/2 oz	1/2 oz	1 oz

*Starting October 1, 2025, yogurt must contain no more than 12 grams of *added sugars* per 6 ounces.

conversions:

1/2 c = 4 oz 1 pint = 2 c
 3/4 c = 6 oz 1 quart = 2 pints = 4 c
 1 c = 8 oz 1 gallon = 4 quarts = 16 c

Please note, portions listed are minimums.
 Serving larger portions is encouraged, especially to older children and those that ask for more.

JUNE 2024

Meal Pattern for Children

Important Reminders

Milk

- Children age one (after first birthday and prior to second), must receive unflavored whole milk.
- Children ages 2 - 5 must receive unflavored 1% (lowfat) or fat-free (skim).
- Children ages 6 and older must receive unflavored or flavored 1% or fat-free.
- Children 12 - 13 months may continue to receive infant formula as they transition to unflavored whole milk.
- Breastmilk is creditable for children of any age.
- Children 24 - 25 months may receive whole or 2% milk as they transition to 1% or fat-free.
- The type(s) of milk served must be noted on the menu (fat content and unflavored or flavored).
- Refer to the *Milk Substitutes & Creditable Milks* list for creditable non-dairy substitutes.

Fruits & Vegetables

- Vegetable or fruit juice must be full-strength, pasteurized, and 100% juice.
- Juice may not be served more than once per day.
- One cup of raw, leafy greens credits as 1/2 cup vegetable.
- 1/4 cup dried fruit, such as raisins, credits as 1/2 cup fruit.
- Lunch and supper must contain at least one vegetable and one fruit. A second, different vegetable may be served in place of fruit.

Grains

- All grains must be whole, enriched, or whole grain-rich.
- Pre-packaged grains must have enriched flour or meal or whole grains as the first ingredient (or 2nd after water). Sugar must not be the first ingredient.
- At least one serving of grains per day must be whole grain-rich and it must be noted on the menu (e.g. "WGR graham crackers"). 100% whole grain strongly encouraged.
- Corn masa and masa harina are considered whole grain-rich.
- Corn flour, corn meal, and other corn products must clearly state they are whole or enriched to be creditable as a grain. In order to be considered whole grain-rich, they must be whole or treated with lime (nixtamalized).
- Grain based-desserts such as cookies, donuts, granola/grain bars are not creditable.
- Cereals must have no more than *6 g sugar/dry ounce. See the *Florida WIC Approved Cereal List* (additional cereals not listed here may be creditable, also).

Meat/Meat Alt.

- Commercially processed combination foods such as breaded chicken, pizza, and lasagna must have a CN Label or Product Formulation Statement identifying the meal pattern contribution.
- Meat/meat alternates are not required at breakfast but may be served as an extra or in place of the entire grains component no more than 3 times/week.
- Yogurt must have no more than **23 g sugar/ 6 oz.
- A serving of nuts or seeds may credit as 100% of the meat alternate meal component.
- A serving of cooked beans, peas or lentils may credit as either a meat alternate or vegetable.

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams added sugars per dry ounce

**Starting October 1, 2025, yogurt must contain no more than 12 grams added sugars per 6 ounces.



JUNE 2024



Additional Information

Tofu and Soy Products

Commercial tofu and soy products may be used to meet all or part of the meat and meat alternate component. 2.2oz of tofu credits as 1oz meat alternate.

Deep-fat friend foods that are prepared on-site cannot be part of the reimbursable meal. For this purpose, deep-fat frying means cooking by submerging food in hot oil or other fat. Foods that are pre-fried, or pan-fried by a commercial manufacturer may be served, but must be reheated by a method other than frying.

Water Availability

Child care providers must ensure that children participating in the CCFP have access to free, potable water during meal services and throughout the day upon request.

Water can be made available to students through options including:

- Serving water in additional to milk at meal times
- Serving water at snack when no beverage is listed on the menu
- Water pitchers and cups are available for use throughout the day
- Cups available next to water fountains or faucets
- Providing water when requested

Children must be allowed to freely access water during the entire meal service. Water is not part of the reimbursable meal and children are not required to take water.

Child care centers must also offer water to children throughout the day. For very young children, this may require visual cues, such as showing the cup or pitcher while verbally offering the water.

Grains are required to be measured in ounce equivalents



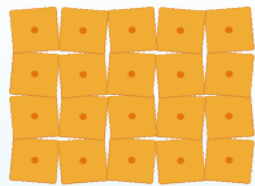
United States Department of Agriculture

Food and Nutrition Service

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

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults 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.

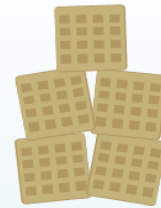
How Much Is 1 Ounce Equivalent?



20 cheese crackers
(1" by 1") = 1 oz. eq.



12 thin wheat crackers
(1 1/4" by 1 1/4") = 1 oz. eq.




5 woven whole-wheat crackers
(1 1/2" by 1 1/2") = 1 oz. eq.

Using the Grains Measuring Chart

The Grains Measuring Chart on pages 2-4 tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements. To use this chart:

- 1** Find the grain you want to serve under the "Grain Item and Size" column.
- 2** Check if the chart lists a size or weight by the name of the grain. If the chart:
 - Lists a weight** for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.
 - Does not list a weight or size** for the grain, then you do not need to check the size or weight of the product before using the chart.
 - Lists a size** for the grain, such as *about 1 1/4" by 1 1/2"*, then check if the item is the same size, or larger than, this amount. See page 6.
- 3** Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

Grain Item and Size	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack
 Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	Serve at Least 1/2 oz. eq., which equals about... 1/4 pita or 14 grams
Popcorn	1 1/2 cups or 14 grams
Pretzel, Hard, Mini-Twist (about 1 1/4" by 1 1/2")**	7 twists or 11 grams

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.



Grains Measuring Chart for the Child and Adult Care Food Program


 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Bagel (entire bagel) at least 56 grams*	¼ bagel or 14 grams	½ bagel or 28 grams	1 bagel or 56 grams
Bagel, Mini (entire bagel) at least 28 grams*	½ bagel or 14 grams	1 bagel or 28 grams	2 bagels or 56 grams
Biscuit at least 28 grams*	½ biscuit or 14 grams	1 biscuit or 28 grams	2 biscuits or 56 grams
Bread (whole grain-rich or enriched) at least 28 grams*	½ slice or 14 grams	1 slice or 28 grams	2 slices or 56 grams
Bun or Roll (entire bun or roll) at least 28 grams*	½ bun/roll or 14 grams	1 bun/roll or 28 grams	2 buns/rolls or 56 grams
Cereal Grains (barley, bulgur, quinoa, etc.)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Cereal, Ready-to-Eat: Flakes or Rounds	½ cup or 14 grams	1 cup or 28 grams	2 cups or 56 grams
Cereal, Ready-to-Eat: Granola	⅓ cup or 14 grams	¼ cup or 28 grams	½ cup or 56 grams
Cereal, Ready-to-Eat: Puffed	¾ cup or 14 grams	1 ¼ cup or 28 grams	2 ½ cups or 56 grams
Corn Muffin at least 34 grams*	½ muffin or 17 grams	1 muffin or 34 grams	2 muffins or 68 grams
Cracker, Animal (about 1 ½" by 1")**	8 crackers or 14 grams	15 crackers or 28 grams	30 crackers (~1 cup) or 56 grams
Cracker, Bear-Shaped, Sweet (about 1" by ½")**	12 crackers (~¼ cup) or 14 grams	24 crackers (~½ cup) or 28 grams	48 crackers (~1 cup) or 56 grams
Cracker, Cheese, Square, Savory (about 1" by 1")**	10 crackers or 11 grams	20 crackers (~⅓ cup) or 22 grams	40 crackers (~⅔ cup) or 44 grams
Cracker, Fish-Shaped or Similar, Savory (about ¾" by ½")**	21 crackers (~¼ cup) or 11 grams	41 crackers (~½ cup) or 22 grams	81 crackers (~1 cup) or 44 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Grains Measuring Chart for the Child and Adult Care Food Program


 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack Serve at Least ½ oz. eq., which equals about...	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only Serve at Least 1 oz. eq., which equals about...	Adults at Breakfast, Lunch, Supper Serve at Least 2 oz. eq., which equals about...
Cracker, Graham (about 5" by 2 ½")**	1 cracker or 14 grams	2 crackers or 28 grams	4 crackers or 56 grams
Cracker, Round, Savory (about 1 ¾" across)**	4 crackers or 11 grams	7 crackers or 22 grams	14 crackers or 44 grams
Cracker, Saltine (about 2" by 2")**	4 crackers or 11 grams	8 crackers or 22 grams	16 crackers or 44 grams
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")**	6 crackers or 11 grams	12 crackers or 22 grams	23 crackers or 44 grams
Cracker, Woven Whole- Wheat, Square, Savory (about 1 ½" by 1 ½")**	3 crackers or 11 grams	5 crackers or 22 grams	10 crackers or 44 grams
Croissant at least 34 grams*	½ croissant or 17 grams	1 croissant or 34 grams	2 croissants or 68 grams
English Muffin (top and bottom) at least 56 grams*	¼ muffin or 14 grams	½ muffin or 28 grams	1 muffin or 56 grams
French Toast Stick at least 18 grams*	2 sticks or 35 grams	4 sticks or 69 grams	8 sticks or 138 grams
Grits	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Melba Toast (about 3 ½" by 1 ½")**	2 pieces or 11 grams	5 pieces or 22 grams	8 pieces or 44 grams
Muffin and Quick Bread (banana, etc.) at least 55 grams*	½ muffin/slice or 28 grams	1 muffin/slice or 55 grams	2 muffins/slices or 110 grams
Oatmeal	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

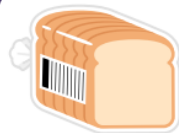
Grains Measuring Chart for the Child and Adult Care Food Program

 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack Serve at Least ½ oz. eq., which equals about...	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only Serve at Least 1 oz. eq., which equals about...	Adults at Breakfast, Lunch, Supper Serve at Least 2 oz. eq., which equals about...
Pasta (whole grain-rich or enriched, all shapes)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams	½ pita or 28 grams	1 pita or 56 grams
Popcorn	1 ½ cups or 14 grams	3 cups or 28 grams	6 cups or 56 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**	7 twists (~⅓ cup) or 11 grams	14 twists (~⅔ cup) or 22 grams	27 twists (~1 cup) or 44 grams
Pretzel, Hard, Thin Stick (about 2 ½" long)**	16 sticks or 11 grams	31 sticks or 22 grams	62 sticks or 44 grams
Pretzel, Soft at least 56 grams*	¼ pretzel or 14 grams	½ pretzel or 28 grams	1 pretzel or 56 grams
Rice (all types)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Rice Cake at least 8 grams*	1 ½ cakes or 11 grams	3 cakes or 22 grams	5 ½ cakes or 44 grams
Rice Cake, Mini (about 1 ¾" across)**	7 cakes or 11 grams	13 cakes or 22 grams	25 cakes or 44 grams
Taco or Tostada Shell, Hard at least 14 grams*	1 shell or 14 grams	2 shells or 28 grams	4 shells or 56 grams
Tortilla, Soft, Corn (about 5 ½")**	¾ tortilla or 14 grams	1 ¼ tortillas or 28 grams	2 ½ tortillas or 56 grams
Tortilla, Soft, Flour (about 6")**	½ tortilla or 14 grams	1 tortilla or 28 grams	2 tortillas or 56 grams
Tortilla, Soft, Flour (about 8")**	¼ tortilla or 14 grams	½ tortilla or 28 grams	1 tortilla or 56 grams
Waffle at least 34 grams*	½ waffle or 17 grams	1 waffle or 34 grams	2 waffles or 68 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.



Using the Nutrition Facts Label

Some items on the Grains Measuring Chart may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

- Find the grain item and its minimum weight in the Grains Measuring Chart.
For example, the minimum weight for a pancake is at least 34 grams.

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams

- Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size (usually provided as grams (g)). One serving of Brand P pancakes weighs 117 grams.

- Using the Nutrition Facts label, find how many items are in one serving. There are three pancakes in one serving of Brand P pancakes.

- If there is more than one of an item in a serving, you will need to divide to find the weight of each item. For example, the serving size of Brand P pancakes is three pancakes.


Divide the serving weight by the number of items in one serving to find the weight of each item.


Brand P Pancakes

Nutrition Facts	
4 servings per container	
Serving size 3 Pancakes (117g)	
Amount per serving	
Calories	280
% Daily Value*	
Total Fat 9g	12%
Saturated Fat 1.5g	8%
Trans Fat 0g	

$$\begin{array}{rcccl}
 117 \text{ grams} & \div & 3 \text{ pancakes} & = & 39 \text{ grams per pancake} \\
 \text{Serving Weight} & & \text{Serving Size} & & \text{Weight of Each Item}
 \end{array}$$

Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?

 **Yes:** Use the Grains Measuring Chart to see how much of your grain to serve to meet CACFP meal pattern requirements. In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each Brand P pancake weighs 39 grams, you may use the chart as a guide to the minimum serving amount.

 **No:** Use another method to determine how much of a grain item to serve. See “What If My Grain Is Different?” on page 6 for more information.



Are There Other Menu Planning Considerations?

If you serve an item that is larger, or weighs more, than what's listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The Grains Measuring Chart can help make serving enough grains easier. However, the tools described under "What If My Grain Is Different?" can also help you determine how much of an item to serve to meet the meal pattern without serving more than what is needed.

What If My Grain Is Different?

Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If so, you will need to use another way to tell how much to serve in order to meet CACFP meal pattern requirements. You could:

- Enter information from the Nutrition Facts label into the *Food Buying Guide for Child Nutrition Program's (FBG) Exhibit A Grains Tool*.^{*} This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the *FBG Recipe Analysis Workbook (RAW)*^{*} to determine the ounce equivalents per serving for standardized recipes.

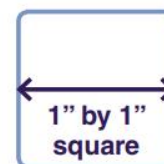
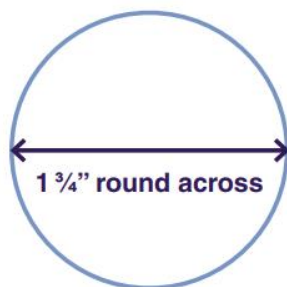
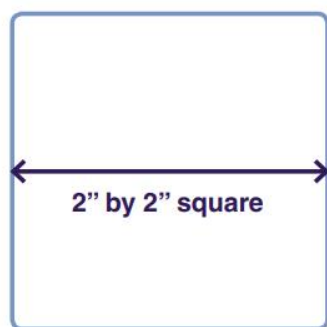
^{*}Available at <https://foodbuyingguide.fns.usda.gov>.



Grains Measuring Tools

Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

Guides appear as actual size when this worksheet is printed at 100% on standard 8 1/2" by 11" paper.



FNS-862 October 2019

USDA is an equal opportunity provider, employer, and lender.

Cereal Shapes & Ounce Equivalents

Ages 1 - 18

Cereal - FLAKES

1-5
1/2 oz eq

6-18
1 oz eq

<p>Bran Flakes Corn Flakes Fiber One Grape Nuts Flakes Great Grains Honey Bunches of Oats Mini Spooners Mini Wheats Oatmeal Squares Shredded Wheat Special K Total Wheaties</p>	<p>1/2 cup</p>	<p>1 cup</p>
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Cereal - ROUND

<p>Cheerios Crispy Oats Tasteos Toasted Oats</p>	<p>1/2 cup</p>	<p>1 cup</p>
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Cereal - PUFFED

<p>Chex Cereal (Corn, Rice, Wheat) Crispix Crispy Rice Kix Life Rice Krispies</p>	<p>3/4 cup</p>	<p>1 1/4 cup</p>
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Cereal - GRANOLA

<p>Granola Grape Nuts</p>	<p>1/8 cup</p>	<p>1/4 cup</p>
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AUGUST 2022

Florida WIC Approved Cereal List for the Child Care Food Program 2024-2025

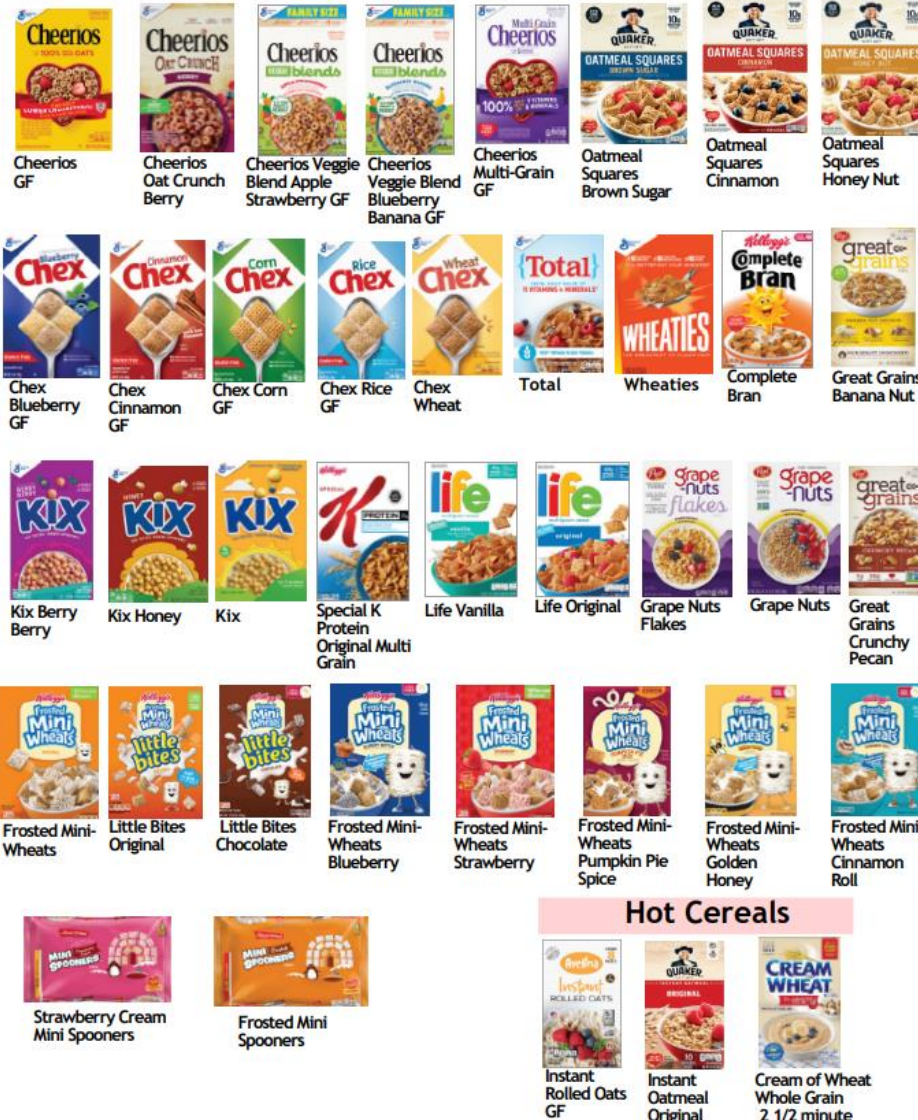
GF = Gluten Free

All cereals on this list meet CCFP sugar limits and are creditable to serve.

June 2024

Whole Grain/Whole Grain-Rich Cereals

Cold Cereals



Cheerios GF
Cheerios Oat Crunch Berry
Cheerios Veggie Blend Apple Strawberry GF
Cheerios Veggie Blend Blueberry Banana GF
Cheerios Multi-Grain GF
Oatmeal Squares Brown Sugar
Oatmeal Squares Cinnamon
Oatmeal Squares Honey Nut
Chex Blueberry GF
Chex Cinnamon GF
Chex Corn GF
Chex Rice GF
Chex Wheat
Total
Wheaties
Complete Bran
Great Grains Banana Nut
Kix Berry Berry
Kix Honey
Kix
Special K Protein Original Multi Grain
Life Vanilla
Life Original
Grape Nuts Flakes
Grape Nuts
Great Grains Crunchy Pecan
Frosted Mini-Wheats
Little Bites Original
Little Bites Chocolate
Frosted Mini-Wheats Blueberry
Frosted Mini-Wheats Strawberry
Frosted Mini-Wheats Pumpkin Pie Spice
Frosted Mini-Wheats Golden Honey
Frosted Mini-Wheats Cinnamon Roll
Strawberry Cream Mini Spooners
Frosted Mini Spooners
Instant Rolled Oats GF
Instant Oatmeal Original
Cream of Wheat Whole Grain 2 1/2 minute

Any store brand or Ralston Foods brand

WHOLE GRAIN/WHOLE GRAIN-RICH CEREALS

Bran Flakes
Frosted Shredded Wheat/Frosted Wheat
Instant Oatmeal - Original/Regular Multigrain Flakes
MultiGrain Medley, Tastees, Spins or Toasted Cereal
Nutty Nuggets/Crunchy Nuggets/Crunchy Wheat
Oat Crunch/Oat Wise/Oat Squares/Lively Oats
Strawberry Frosted Shredded Wheat
Toasted Oats/Tastees/Toasted Oat Spins/Happy O's
Wheat Flakes
Wheat Squares, Biscuits, or Crisps

CCFP Standard Catering Contract FFY 2024-2025

ENRICHED CEREALS

Corn Flakes
Corn Squares, Biscuits, Crisps, or Bites
Crisp Rice/Crispy Rice
Crispy Hexagons (Corn & Rice)
Essentially You/Toasted Rice
Instant Grits - Original/Regular
Oats & More with Almonds/Almonds & Oats
Oats & More with Honey/Honey & Oats
Rice Squares, Biscuits, Crisps, or Pockets

A-14

Enriched Cereals

Cold Cereals



Rice Krispies
Special K Original
Crispix
Honey Bunches of Oats Maple Pecan
Honey Bunches of Oats Cinnamon Bunches
Honey Bunches of Oats Honey Roasted
Corn Flakes
Honey Frosted Corn Flakes
Honey Bunches of Oats with Almonds
Crispy Rice GF
Honey Bunches of Oats Vanilla

Hot Cereals



Hot Wheat Original
Instant Grits Original
Farina Original
Iron Fortified Quick Grits
Cream of Rice Instant GF
Cream of Rice 2 1/2 minute
Cream of Wheat Original 2 1/2 minute
Cream of Wheat Original 1 minute
Cream of Wheat Original Instant

Creditable Milks/Milk Substitutions in the Florida Child Care Food Program

Creditable Milks

What is a Creditable Fluid Milk?

For Children ages one and older, CCFP regulations require that each child's breakfast lunch and supper must include fluid milk to be eligible for reimbursement. Fluid milk may also be served as one of the two components of a snack.

The following milks may be served as part of a reimbursable meal with no extra documentation needed:

- Breastmilk
- Pasteurized Cow or Goat Milk
- Lactose-Free or Lactose-Reduced Milk
- UHT (Ultra High Temperature) Milk
- Acidified or Cultured Milk
- Organic Milk

Non-Creditable Non-Dairy Beverages

- Almond Milk
- Cashew Milk
- Coconut Milk
- Hemp Milk
- Oat Milk
- Rice Milk

These do not meet the USDA nutrient requirements and are not creditable without a completed Medical Statement.

Milk Substitutions: Creditable Non-Dairy Beverages

What is a Creditable Non-Dairy Beverage?

A creditable, non-dairy beverage is a beverage that meets the USDA nutrient standards for fluid milk substitutes (see table below). They may be requested by either parent note or Dietary Preference Form.

Non-dairy beverages are not required to be low-fat or fat-free. When served to children 1-5 years old, they must be unflavored.

Nutrients (1 cup cow's milk)	Requirement per cup (8 fluid oz.)	% DV
Protein	8g	16%
Calcium	276mg	28%
Vitamin A	150mcg	10%
Vitamin D	2.5mcg	25%
Magnesium	24mg	6%
Phosphorus	222mg	23%
Potassium	349mg	10%
Riboflavin	.44mg	26%
Vitamin B-12	1.1mcg	19%

Creditable Non-Dairy Beverages Approved for Use in the CCFP

Find these on store shelves: (shelf-stable)

For Children
Ages 1-5
(Unflavored
Only)



Kikkoman Pearl Organic Soy Milk Smart Original



Silk Original Soy Milk



Pacific Ultra Soy Original



Ripple Original Dairy Free Milk



Sunrich Naturals Original Soy Milk

For Children
Ages 6
and Older
(Flavored)



Kikkoman Pearl Organic Soy Milk Smart Vanilla



Kikkoman Pearl Organic Soy Milk Smart Chocolate



Ripple Vanilla Dairy Free Milk



Ripple Chocolate Dairy Free Milk



Sunrich Naturals Soy Milk Vanilla



Silk Soy Milk Very Vanilla



Silk Soy Milk Chocolate

Find these in the refrigerated section:



Silk Original Soy Milk



Better Goods Original Soy Milk (formerly "Great Value" brand)



8th Continent Soy Milk Original



8th Continent Soy Milk Vanilla

Adapted for the Florida Child Care Food Program from MI Dept. of Education, August 2024

CACFP Creditable Milk

All of these types of milk are equally wholesome and safe to drink. Whole milk is only creditable for 1 year olds. Low-fat and fat-free milk are only creditable for ages 2 and older. Lactose-free milk is creditable for all ages 1 and older.



**Whole
Milk**



**1% Low-Fat
Milk**



**Fat-Free
Milk**



**Lactose-Free
Milk**

Low-fat and fat-free milk have all the same essential nutrients found in whole milk, but with less fat. No water is added.

Not all 'milk' is the same. Drinks made with nuts, rice, or coconuts often contain little or no protein. Non-dairy beverages that are not nutritionally equivalent to cow's milk are not a creditable replacement for milk in the CACFP.

Special Needs Meals in the CCFP – Meal Modifications due to Disability or Preference

Reasonable modifications must be made for children with disabilities that restrict their diet. Section 504 of the Americans with Disabilities Act (ADA) defines a person with a disability as any person who has a physical or mental impairment which substantially limits one or more "major life activities." Major life activities are broadly defined and include, but are not limited to, eating, digestion, and feeding skills.

Most physical and mental impairments will constitute a disability. Examples of a disability may include diabetes, food allergy or intolerance, developmental delay, or autism.

A physical or mental impairment does not need to be life-threatening to constitute a disability. For example, a food allergy does not need to cause anaphylaxis to be considered a disability. A non-life-threatening allergy may be considered a disability and require a meal modification if it impacts a major bodily function or other major life activity.

A child's impairment also may be considered a disability even if medication or other mitigating measures reduce the impact of the impairment.



CCFP providers that fail to make appropriate meal modifications for children with disabilities could be found in violation of Federal civil rights laws.

CCFP providers must make reasonable modifications due to a disability regardless of whether the participating facility prepares meals on site or receives catered meals.

When substitutions are made, and the meal pattern is not met, a medical statement is required and must be signed by a physician, physician's assistant (PA), or nurse practitioner (ARNP). Please note, providers may not unduly delay providing the modification while awaiting the medical statement but should begin providing a reasonable modification to keep the child safe.

Meals with substitutions that meet all meal pattern requirements are reimbursable and no medical statement is needed. A note from the parent/guardian should be on file. (Example, child does not eat meat due to religious preference, but meat will be substituted with a creditable meat alternate, such as tofu or beans). CCFP providers are not required, but strongly encouraged, to make meal modifications due to parent or child preference.

Modifications Outside of the Meal Pattern

When substitutions are made and the meal pattern is not met, a medical statement is required. In this situation, the medical statement must include the following:

- ✓ Description of the child's physical or mental impairment that restricts diet.
- ✓ An explanation of what must be done to accommodate the disability, e.g., listing food(s) to be omitted and the food(s) to be substituted or any necessary adaptive feeding equipment.
- ✓ Signature of a licensed physician, physician's assistant (PA), or nurse practitioner (ARNP).
- ✓ A parent/guardian may supply one or more components of the reimbursable meal as long as the child care provider provides at least one required meal component.

Providers cannot require parents to bring in the substitute(s).

The child care provider is required to make reasonable modifications/substitutions for children with disabilities. A parent or guardian may supply one or more components of the reimbursable meal and the provider must provide at least one component. The provider cannot require a parent to provide the substitution(s).

Modifications within the Meal Pattern

Meals with substitutions that meet all meal pattern requirements are reimbursable and no medical statement is needed. A note from the parent/guardian should be on file.

Requests for modifications can be made due to preference (e.g. religious preference or vegetarianism). Providers are strongly encouraged to accommodate requests due to preference, but are not required to do so. For example, the child care provider can substitute lactose-free milk in place of "regular" cow's milk or substitute a meat alternate for a child who does not eat



meat.

A parent/guardian may supply only one component of the reimbursable meal as long as the child care provider provides all other required components. Any parent provided component must be creditable.

Milk Substitutions Due to Preference - Soy Milk

Child care providers or parents may provide a non-dairy beverage (e.g., soy milk) that is nutritionally equivalent to the fluid milk component of the meal pattern. For the meal to be reimbursable, the beverage must be listed on the current Milk Substitutions & Creditable Milks in the Florida Child Care Food Program list.

The following must be maintained on file:

- A letter from the parent/guardian requesting a nutritionally equivalent milk substitute (e.g. soymilk) is required if no medical statement is on file. The letter must state whether the parent/guardian or the center will provide the milk substitute.

If parent/guardian *prefers* to provide the approved soy milk, it must be in the original container and labeled with the child's name.

All other milk substitutes (e.g., almond milk, rice milk, coconut milk): These milks are not nutritionally equivalent to fluid cow's milk and require a medical statement to be served as part of a reimbursable meal.

Food Allergies

Child care providers must take food allergies very seriously as they are a serious public health issue. Fifteen million people, including nearly six million children, in the United States have a food allergy.

Eight foods cause the majority of allergic reactions. They are:

- Milk
- Eggs
- Peanuts
- Tree nuts
- Soy
- Wheat
- Fish and Shellfish.

However, people can be allergic to any type of food. A food allergy happens when the immune system overreacts to a harmless food protein. All food allergies are potentially serious and can be very unpredictable. Reactions can range from a few hives to anaphylaxis shock. Reactions that were mild at one time can be very serious the next time.

A partial list of mild symptoms may include:

- Rashes on the skin
- Sneezing
- Runny nose
- Redness around the eyes
- Dry cough
- Nausea

A partial list of more severe symptoms may include:

- Trouble swallowing
- Chest pain
- Turning blue
- Confusion
- Anxiety
- Weakness
- Vomiting
- Diarrhea
- Loss of consciousness

Even trace amounts of food may be enough to cause a severe reaction in some children. A child does not necessarily have to eat the food to have an allergic reaction; simple contact may be enough to trigger an allergic reaction. An allergic reaction can begin in a few minutes to several hours after coming in contact with the food.

Some signs of an allergic reaction in non-verbal children may include:

- Putting their hands in their mouths
- Pulling or scratching at their tongues
- Slurring their words
- Voices become hoarse or squeaky
- Complaints about their tongue, mouth, ears, lips, chest, stomach or a general bad feeling

If you think a child is having an allergic reaction, seek emergency help immediately.

Examples of cross-contact	
Direct Cross-Contact (allergen was directly applied and then removed)	Indirect Cross-Contact (allergen was not directly applied)
Peeling cheese off a cheeseburger to make it a hamburger	Using the same spatula that flipped a cheeseburger to flip a hamburger
Removing shrimp from a salad	Not washing hands after handling shrimp before making the next salad
Scraping peanut butter off a piece of bread and using it to make a different sandwich	Wiping off—not properly cleaning—a knife used to spread peanut butter before using it to spread jelly

How to Avoid Cross-Contact



What is cross-contact?

Cross-contact happens when one food comes into contact with another food and their proteins mix. As a result, each food then contains small amounts of the other food. These amounts are so small that they usually can't be seen.

Even this tiny amount of food protein has caused reactions in people with food allergies!

The term "cross-contact" is fairly new. Some people may call this "cross-contamination."

Why don't we use the term cross-contamination?

Cross-contamination usually refers to bacteria or viruses that get on food and make it unsafe to eat. In cross-contamination, cooking the food will lower the chance of a person getting sick.

This is not the same with food allergies and cross-contact. Cooking does not remove an allergen from a food!

The only way to stop you from having a reaction is to avoid the food and carefully clean anything that came in contact with it using soap and water.

Tips to avoid cross-contact

- Use utensils, cutting boards and pans that have been thoroughly washed with soap and water. Consider using separate utensils and dishes for making and serving safe foods. Some families choose a different color to identify the safe kitchen tools.
- If you are making several foods, cook the allergy-safe foods first.
- Keep the safe foods covered and away from other foods that may splatter.
- If you make a mistake, you can't just remove an allergen from a meal. Even a small amount of cross-contact makes a food unsafe.
- Wash your hands with soap and water before touching anything else if you have handled a food allergen. Soap and water or commercial wipes will remove a food allergen. Sanitizing gels or water alone will not remove an allergen.
- Scrub down counters and tables with soap and water after making meals.
- Do not share food, drinks or utensils. Teach children not to share these when they are at school or with friends.



Medical Statement

A state licensed healthcare professional who is authorized to write medical prescriptions under state law or registered dietitian must complete Parts 2 and 3 and sign this form. In the Florida CCFP, a licensed medical professional is a Physician, Physician's Assistant and Nurse Practitioner (ARNP). A Registered Dietitian (RD) may also complete and sign the form. The parent or guardian must complete Part 1.

PART 1: GENERAL INFORMATION - Completed by the parent/guardian

First and Last Name	Date of Birth
Name of Center/Care Provider	
Name of Parent/Guardian	Telephone Number

PART 2: ACCOMODATIONS - Completed by a licensed medical professional

How does the participant's physical or mental impairment restrict their diet?

What food(s)/type(s) of food must be omitted? Please be specific.

<p>If a "Cow's Milk"/Dairy allergy, can the child eat the following:</p> <p>1. Milk/Dairy products in baked goods? Y or N</p> <p>2. Milk/Dairy products like Mac & Cheese/Alfredo sauce? Y or N</p> <p>3. Yogurt? Y or N</p> <p>4. Cheese? Y or N</p>	<p>If Eggs/Whole Eggs are listed as an allergy but stated can be "cooked in", can the child eat the following:</p> <p>1. Baked breads with egg ingredient? Y or N</p> <p>2. French toast? Y or N</p> <p>3. Foods with mayonnaise as an ingredient? Y or N</p>
---	---

List food(s) to be substituted for omitted food(s). (Avoid specific brand names, if possible)

Additional comments:

Texture modification (Complete if needed):

<input type="checkbox"/> Pureed	<input type="checkbox"/> Ground	<input type="checkbox"/> Bite-Size Pieces	<input type="checkbox"/> Other (specify)
---------------------------------	---------------------------------	---	--

PART 3: SIGNATURE - Completed by a licensed medical professional or registered dietitian

Licensed medical professional's name	Title: <input type="checkbox"/> Physician <input type="checkbox"/> Nurse Practitioner (ARNP) <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Registered Dietitian (RD)
Signature of licensed medical professional or registered dietitian	Date signed
Medical office name and address	Phone number



Dietary Preference Request Form

It is considered a dietary preference when you eat certain foods, or eliminate them from the diet, due to a general health concern and/or preference. This is not related to a disability. *For example: religious, ethnic, vegetarian, vegan.* **CCFP institutions/facilities are not required to, but strongly encouraged, to make meal modifications due to preference. All substituted foods MUST meet CCFP meal pattern requirements in order to be claimed.**

Child's First and Last Name	Date of Birth
Name of Center/Care Provider	
Name of Parent/Guardian	Phone Number

Dietary Preference (check all that apply):

- My child does not have a medical need or disability but I am requesting a dietary accommodation based on a dietary preference. *(Complete dietary accommodations section below)*
- My child does not have a medical need or disability but I am requesting that they be served an approved fluid milk substitute in place of cow's milk: _____

Dietary Accommodations:

List reason(s) for requested accommodation(s):

List specific food items to be omitted and substitutions requested below:

(All food items MUST meet CCFP meal pattern requirements in order to be claimed.)

Foods to be Omitted	Foods to be Substituted

Parent/Guardian may supply ONE food item per meal (**food supplied MUST meet CCFP meal pattern requirements**). Check below and list food item(s) that will be supplied by parent/guardian

- I will provide the following food item(s) _____

Parent Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

This request will be accommodated will not be accommodated by the child care center



Minimizing the Risk of Choking

Regardless of the child's age, the best way to lessen the risk of edible choking hazards is to always insist children eat while sitting at a table surface, not moving around. Serve small portions of items, and for toddlers and preschoolers, be sure to cut food into portions smaller than half an inch. Encourage children to take small bites and chew and swallow before taking more food or trying to talk.

Top 10 Food Choking Hazards	
Hot dogs	Hot Dogs are not creditable under Family Central's Food Program sponsorship
Nuts	Nuts can easily become lodged in your child's throat
Grapes/Raisins	Cut grapes in half for toddlers and avoid raisins for preschoolers
Carrots	Serve carrots in narrow strips that are easier to chew and swallow
Popcorn	Popcorn is better saved for older kids under supervision
Hard candy	Candy isn't good for children's' health and should be avoided
Gum	Gum is another treat that doesn't bring any value to the diet.
Bagel	Bagels can be difficult for small teeth to chew
Apples	Cut apples into small slices to make them easy to swallow
Cheese cubes	Shred cheese or dice it into tiny bits instead.



Tips for Feeding a Vegetarian on the Child Care Food Program (CCFP)

Vegetarian meals and snacks for children can meet the CCFP Meal Pattern requirements with some planning. By making substitutions to the regular menu where necessary, vegetarian children can be accommodated within the CCFP Meal Pattern requirements. The more foods that are excluded from the vegetarian diet, the more substitutions are required.

Types of Vegetarian Diets:

Most vegetarian diets will fall into one of the following categories:

Semi-vegetarian (sometimes called “flexitarian”) is the least restrictive. Semi-vegetarians eat mostly a plant-based diet, along with milk, milk products, eggs, and occasionally small amounts of chicken and/or fish.

Lacto-ovo-vegetarians eat a plant-based diet, along with milk, milk products, and eggs. Legumes (dry beans, peas, and lentils), soy products, nuts, and seeds are eaten for protein instead of animal sources. Lacto-vegetarians include milk and milk products in their diet, as well as all plant-based foods.

Ovo-vegetarians include eggs in their diet, as well as all plant-based foods.

Vegan is the most restrictive of all vegetarian diets and includes only plant-based foods.

General Guidelines for Meeting CCFP Meal Pattern Requirements

All types of vegetarians will eat foods from the Vegetables, Fruits, and Grains components. Only the Fluid Milk component and Meat/Meat alternate component may need adjustment for vegetarian meals.

For vegetarian children who do not drink milk, CCFP allows non-dairy beverages that are nutritionally equivalent to fluid milk to be served, with a note from the child’s parent or guardian or medical provider. See the [Milk Substitutions & Creditable Milks in the Florida CCFP list](#) in this packet for more information.

Although meat, poultry, and fish are omitted from most vegetarian diets, legumes (cooked dry beans, peas, and lentils), certain soy products, nuts and their butters, and seeds may be substituted to meet the meat/meat alternate requirement in the CCFP meal pattern. In addition, many vegetarian children will also eat cheese, eggs, and yogurt.

Nuts and seeds may fulfill no more than one-half of the meat/meat alternate requirement for lunch/supper. Children under four years of age are at high risk of choking. Nuts and seeds should be ground or finely chopped in meal preparation and nut/seed butters should be spread thinly.

Alternate protein products (APP) are processed from soy or other vegetable protein sources. APP may be used alone or in combination with other food ingredients to fulfill the meat/meat



alternate component. All APP require CN labels or manufacturer's Product Formulation Statements (PFS) to document that they have the proper protein levels by weight and digestibility. Tofu and soy yogurt are creditable for children ages one and older.

Serving Family Style Meals in the CCFP

Family style is a type of meal service which allows children to serve themselves from common platters of food with the assistance of supervising adults. Family style meal service provides an opportunity to enhance the nutritional goals of the CCFP by encouraging a pleasant eating environment. It also promotes mealtime as a learning experience enhancing children's development of language, social skills, motor skills, table manners, and independence.

Family style meals are reimbursable when each child has access to the required portion size for each meal item.

When electing to use this recommended style of meal service, the following must be followed:

- A sufficient amount of prepared food must be placed on each table to provide the full required portions of each component.

This means that when food dishes are passed around the table, each child has access to at least the minimum required amount of each meal component. Enough food must also be available to accommodate any adults who will be eating with the children.

For example: there are 10 three year old children sitting around a breakfast table. Orange slices are served as the fruit/vegetable component. According to the CCFP meal pattern, the minimum required amount for vegetable/fruit is $\frac{1}{2}$ cup for 3-5 year olds, therefore:
 $10 \times \frac{1}{2} \text{ cup} = 5 \text{ cups}$ (There should be at least 5 cups of orange slices on the table)

- Children must be allowed to serve the food components themselves, with the exception of fluids, such as milk.

During the course of the meal, it is the responsibility of the supervising adults to actively encourage each child to serve themselves the full required portion of each food component. Supervising adults who choose to serve the fluids directly to the children must serve the required minimum quantity to each child.

Center staff must supervise and observe children during mealtime. Center employees should act as good role models by sitting with the children and eating the same food that they do.

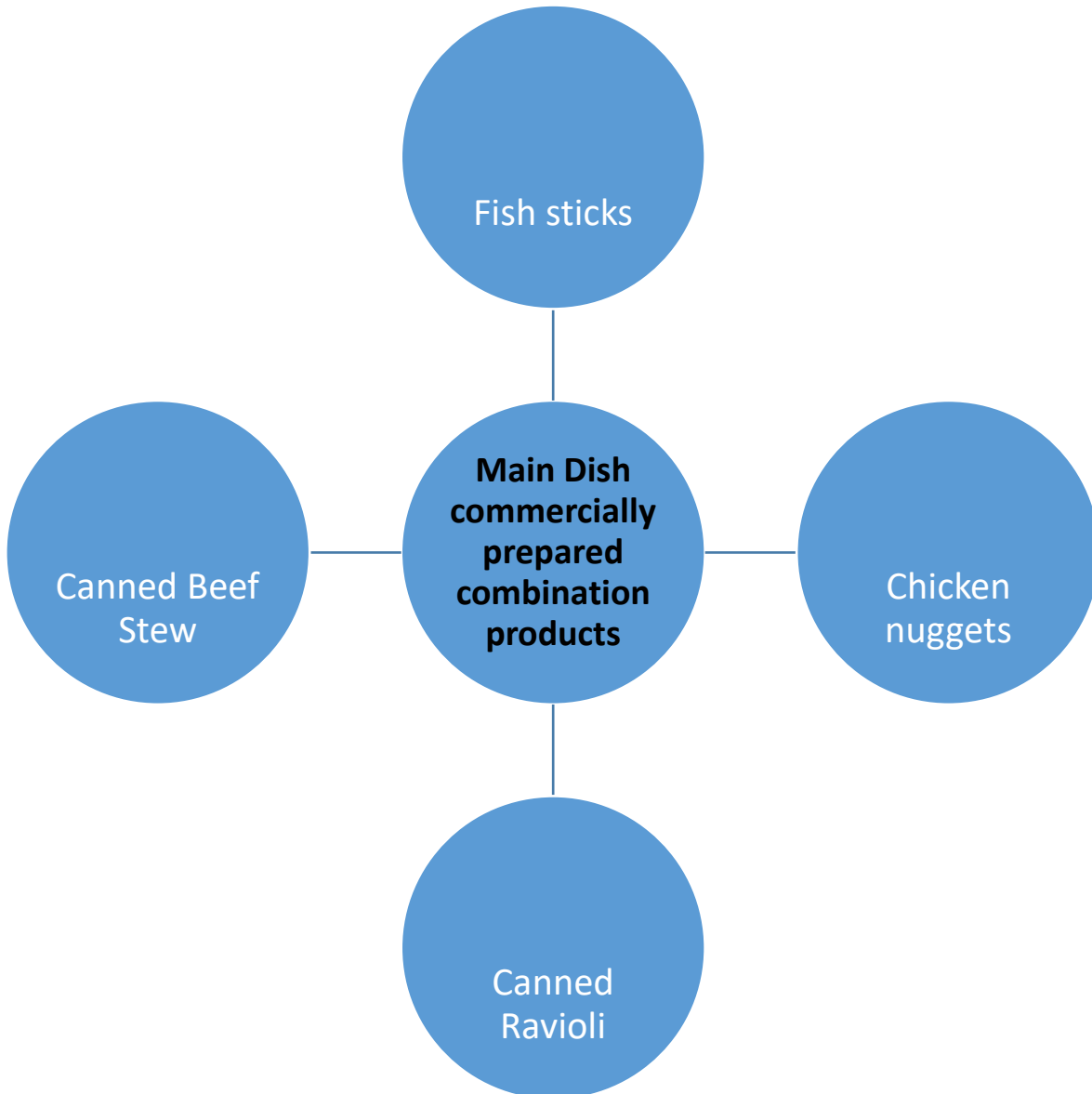
In family style meal service, children are responsible for determining the amount (if any) of a food item that they will serve themselves (or with assistance from an adult). Center staff is responsible for offering nutritious foods that meet the CCFP meal pattern and encouraging children in a positive manner to try a variety of foods.

Staff is responsible for assuring that food is handled in a safe and sanitary manner. To ensure safe food practices, food from bowls, dishes, and pitchers placed on the table may not be reused

or served as a leftover at a later date or time. State and local health department sanitation and food safety requirements must be followed.

Child Nutrition (CN) Labels

Commercially processed combination foods (convenience entrees – frozen or canned) must have a CN label or manufacturer’s analysis sheet stating the food component contribution to the meal pattern.



CN Labels indicate how much product is needed to provide a reimbursable portion (ie: how much fish and how much breading is in a fish stick). In lieu of a CN label, a product formulation



sheet, found on the brand’s website, gives you the same information. These must be maintained at your site with a copy sent to Family Central.

DEFINITIONS

1. **Child Nutrition (CN) Label:** The CN Labeling Program is a voluntary Federal labeling program for Child Nutrition Programs, which is run by the Food and Nutrition Service (FNS) of USDA. The program requires an evaluation of a product’s formulation (what the product consists of) by the Agricultural Marketing Service (AMS) to determine its contribution toward meal pattern requirements. It allows manufacturers to state this contribution on their labels.

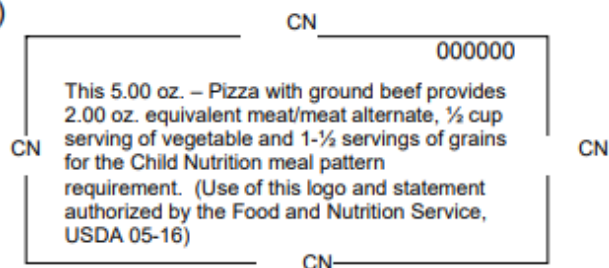
The program provides a warranty against audit claims and disallowances for purchasers of CN-labeled products.

Products eligible for CN labels:

- Main dish products that contribute to the meat/meat alternate component of the CCFP meal pattern. Examples include chicken nuggets, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions.
- Juice and juice drink products containing at least 50% full-strength juice by volume. Examples include grape drink, fruit punch, frozen juice drink bars, and sherbets.

CN labels will always contain:

- The CN logo, which is a distinct border
- The meal pattern contribution statement (by serving)
- A six digit product identification number
- USDA/FNS authorization statement
- The month and year of approval



Example of a CN-labeled Product:



TYSON CHILD NUTRITION SUMMARY

Product Name: Fully Cooked White Meat Chicken Nuggets

Product Code: 16142-0928
UPC Information:

Label Weight: 30.00 lb
 0-23700-02178 6
 300-23700-02178 7

*Does not count for Grain
 1-2 yrs: 4pcs
 3-5 yrs: 6pcs
 6-12 yrs: 8pcs

Serving size: 4 .63-oz NUGGET(s) per serving

Pack Information: 6 / 5.0000 LB BAG(s) per Case.

Product is not CN-labeled.
 Analysis is by Piece.

Total Weight of Uncooked Product 1	0.6957000 oz
Weight of Creditable Raw Meat, Variety: Chicken	0.4439262 oz
Percent fat of raw meat:	30.0000000 %
*Weight of Creditable Dry APP, (Variety):	n/a
Rehydration Ratio:	
*(Weight of Rehydrated APP):	n/a
Weight of Meat Alternates (specify):	n/a
Weight of Breeding: Not enriched	0.2019000 oz
Weight of Filling:	n/a
Weight of Other Non-Creditable Ingredients:	n/a
Total Weight of Finished Product:	0.6300000 oz
Weight of Unrounded Cooked Meat/Meat Alternate *(with APP):	0.3107483 oz

Meat/Meat Alternate per serving: 1.0000 oz

I certify that the above information is accurate as presented on this date.

*I further certify that the alternate protein product (APP) meets the requirements set forth in Appendix A of 7 CFR Parts 210, 220, 225, and 226.

(1)Slight variance in piece weights is possible, due to normal process variance; however, average weights per case will meet or exceed the stated weight.

Additional Information:

VER 16

Breaded items do not count towards weekly, maximum grain servings SY 2012-2013
 Grain Requirements for School Lunch and Breakfast Program per Policy Memo Code: SP 30-2012
 , USDA/FNS

Karen Shank, MS, RD

Karen Shank, MS, RD

TYSON FOODS, INC.

Nutritional Services Manager

Title

10/23/13



CHILD NUTRITION INFORMATION

Product Name: Gorton's Super Crunchy Fish Sticks

Product Codes: 44400 104900 Size: 64 ct – 60.8 oz (3.8 lbs)

Distributed by: Gorton's, Gloucester, MA 01930

List Varieties of Fish Used in Product: Alaska Pollock

Total Weight per Stick of Uncooked Product (as purchased): 0.95 oz per stick

Weight of Raw Fish per Portion: 0.47 oz raw fish per stick

Ounces Equivalent Meat:

0.95 oz precooked breaded fish stick x 49.8% raw fish = 0.47 oz raw fish/fillet x 78 %
cooking yield = 0.37 oz equivalent meat

4 sticks = 1.48 oz equivalent meat = 1.5 oz equivalent meat

3 sticks = 1.11 oz equivalent meat = 1.1 oz equivalent meat



Jodi Blanch
Quality Assurance Manager – Regulatory

Date: January 4, 2021

128 Rogers Street, Gloucester, MA 01930
978-283-3000



Serving Meals in the CCFP

All meals and snacks must contain the proper components, per the meal pattern, and be served within the scheduled meal time in order for you to be reimbursed for that meal.

The same meal cannot be served to a child for lunch and dinner on the given day.

Food should be presented in an attractive manner, and children should be encouraged, but not forced, to try new things. Food should never be used as a reward or a punishment.

All meals and snacks claimed for reimbursement must be pre-approved by Family Central, Inc. (FCI). Donated foods are not reimbursable. Family Central cannot reimburse "drop-ins" for meals.

The number of children served at any one (1) meal or snack may not exceed the provider's licensed capacity.

Providers may choose one of the following two (2) options when planning their menus:

Option 1: Choose to use the complete meals provided by Family Central (Master Menus). You must use these as written. There are no substitutions allowed if you are using a Master Menu number.

Option 2: The second option allows you to plan your own menus. Be sure to include all required food components for each meal/snack.

Menus must be:

- *Planned at least four (4) weeks in advance*
- *May be repeated every four (4) weeks*
- *Can be scheduled up to one year in advance.*
- *Must be posted where parents can see.*

Meal Times

At least one hour must elapse between the end of one meal (breakfast, morning snack, lunch, afternoon snack, supper) and the beginning of the next meal

Providers may choose up to two hours for each meal service. Meals and snacks are only reimbursable if served within the meal times listed on the Provider Data Sheet.

The supper meal must begin after 5:00 p.m. and end by 7:00 p.m.



Meal Service

All meals served for each child must be recorded in KidKare by 11:59pm each business day in order to be reimbursed.

If you have computer issues and cannot record the meals/snacks by 11:59pm you must:

- Record the meal on a temporary claim form
- Contact the nutrition hotline in your county (See Unlock Procedure)

Family child care homes will be monitored at least three (3) times each year for program compliance. Menus and meal counts must be maintained daily and recorded each day by 11:59 pm.

Child-sized tables and chairs are ideal for preschool children. Make sure there is room for everyone to sit at the table at the same time. Preschool children should be encouraged to feed themselves. Children over the age of eighteen (18) months should be sitting at a table rather than in a high chair.

****IMPORTANT****

Remember you can only be reimbursed for 2 meals and 1 snack or 2 snacks and 1 meal per child in the CCFP. To be reimbursable, a meal and/or snack must contain the required meal components and minimum amounts.

Infants

Best Practices for Infant Feeding in Child Care:

- Support breastfeeding
- Feed infants by a consistent caregiver
- Train staff on preparing, feeding, and storing breast milk and formula
- Practice responsive feeding
 - Timing
 - Amount
- Introduce solid foods to infants when developmentally ready
- No earlier than 4 months
- Preferably by about 6 months
- By spoon only, no bottles
- Develop a feeding plan with the infant's parents
- Encourage self-feeding when infant is developmentally ready



- Supervise and assist children learning to feed themselves
- Promote appropriate physical activity

Breastfeeding

Helping to support and encourage breastfeeding is a best practice due to the numerous benefits for baby, mom, and society.

Did you know?

- The World Health Organization (WHO) recommends breastfeeding for at least two years.
- Human milk changes to meet the needs of the infant – throughout: a feeding, the day, and the baby’s first year of life.
- Breastmilk is easily digested and almost completely utilized by the baby’s body.
- A mom can directly nurse her baby as part of a reimbursable meal.
- Breastmilk can be served to children of any age.

Low-income women are more likely than their higher-income counterparts to return to work earlier and to be engaged in jobs making it a challenge for them to continue providing breastmilk for their baby.

When child care settings become strong partners and advocates in encouraging mothers to continue to breastfeed, the benefits to families are enormous. Child care settings themselves also benefit from the improved health status of the children in their care.

Child care providers can support a mother’s choice to breastfeed by encouraging mothers to breastfeed at the facility and offer a private, comfortable place to nurse or pump their milk.

Child care providers play a vital role in supporting a mother’s continuation of breastfeeding.

Infant Feeding Policies

One of the main goals of the Child Care Food Program (CCFP) is to safely serve nutritious meals and snacks that meet program meal pattern requirements and are appetizing to children. To help achieve this goal, there are two main policies regarding infants that child care providers must meet when participating in the CCFP.

POLICY I

Child care providers participating in the Child Care Food Program must offer program meals to all children, including infants, who are enrolled for child care.

By agreeing to participate in the CCFP, you are obligated to offer program meals to all children including infants. Offering program meals to infants must be based on whether the baby is enrolled for care – not whether the baby is enrolled for the CCFP.



As long as the baby is in care during the meal service period, you are obligated to offer the baby a meal that meets CCFP requirements.

To comply with Policy I, child care providers must:

- Require parents to complete the “Infant Feeding Form” (see sample on the following page). The “Infant Feeding Form” must be kept on file at the child care facility. *Please note: Head Start/Early Head Start facilities are not required to provide this form to parents. Head Start facilities are required to participate in the CCFP and have more comprehensive requirements and forms.*
- Select at a minimum, one approved iron-fortified milk-based formula and one approved iron-fortified soy-based formula to offer formula fed babies from the Approved Formula List.

IMPORTANT Refer to the Approved Formula List on our website under ‘Nutrition and Menu Planning’, ‘Feeding Infants’ at: www.flhealth.gov/ccfp PLEASE NOTE: Head Start/Early Head Start facilities provide infants with the brand of formula they currently use at home. Also, parents may prefer to supply their own formula.

POLICY II

Child care providers must ensure that each meal served to infants (birth through 11 months) meets requirements for the appropriate age group as stated in the CCFP Meal Pattern for Infants.

The CCFP Meal Pattern for Infants assures well balanced meals that supply the kinds and amounts of foods that babies require to help meet their daily nutrient and energy needs. Infant meals must contain the meal components in the amounts indicated for each age group of the infant meal pattern to qualify for reimbursement.

Babies should be fed when they are hungry, not by a strict schedule. An infant meal (breakfast, lunch or supper, and snack) is reimbursable as long as the required meal components and amounts are offered to the baby during the course of the day that the baby is in child care. Solid foods should be introduced around 6 months of age.

To comply with Policy II, child care providers must:

- Purchase and supply all meal components of the infant meal pattern with the exception of parent provided component:
 - Parent may supply one component (breastmilk or formula or solid food)
- Offer the following meal components according to the meal types and age groups required by the CCFP Meal Pattern for Infants:
 - Breastmilk or iron-fortified infant formula, or a combination of both } Iron-fortified infant cereal
 - Bread and/or crackers and ready-to-eat cereal with 6 grams of sugar/ounce or

less

- Vegetable and/or fruit (juice is not creditable)
- Meat, fish, poultry or meat alternates (whole eggs, cooked dry beans or peas, cheese, cottage cheese, yogurt – must not be more than 23 grams of sugar per 6 ounces)
- Offer solid foods:
 - To infants who are developmentally ready to accept them (see bullets below)
 - Of an appropriate texture and consistency
 - After consulting with parents Signs Baby is Ready for Solids (based on the American Academy of Pediatrics):
 - Infant is able to sit in a high chair or infant seat with good head control
 - Infant opens his or her mouth when food comes his or her way. He or she may watch others eat, reach for food, and seem eager to be fed
 - Infant can move food from a spoon into his or her throat
 - Infant has doubled his or her birth weight and weighs 13 pounds or more.

****IMPORTANT**** Remember you can only be reimbursed for 2 meals and 1 snack or 2 snacks and 1 meal per child in the CCFP. To be reimbursable, a meal and/or snack must contain the required meal components and minimum amounts.

Creditable Infant Formulas in the Child Care Food Program (CCFP)

In the CCFP infant meal pattern, a site must offer at least one iron-fortified infant formula that is regulated by the Food and Drug Administration (FDA). The FDA has strict nutrition and safety standards for infant formula to make sure infants are getting the nutrients they need for healthy growth.

The infant formula must be FDA approved, should not be on the FDA Exempt Infant Formula list, and must be iron-fortified.

All infant formulas sold in the United States are regulated by the FDA. If an infant formula is bought from a place online or in person outside of the United States, it is probably not regulated by the FDA and should not be used.

Previously, USDA-FNS provided a list of Iron-Fortified Infant Formulas That Do Not Require a Medical Statement. FNS no longer maintains such a list due to the continuous development of new or re-formulated infant formula products making an accurate, all-inclusive list impractical.

The following criteria may be used to determine whether a formula is eligible for reimbursement:

1. Ensure that the formula is not an FDA Exempt Infant Formula. An exempt infant formula is an infant formula labeled for use by infants who have inborn errors of metabolism or low birth weight, or who otherwise have unusual medical or dietary problems, as defined in 21 CFR 107.3.



- More information and a list of FDA Exempt Infant Formulas can be found at: www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/documents/creditable-infant-formulas.pdf
- 2. Look for “Infant Formula with Iron” or a similar statement on the front of the formula package. All iron-fortified infant formulas must have this type of statement on the package.
- 3. Use the nutrition facts label as a guide to ensure that the formula is iron-fortified. The nutritive values of each formula are listed on the product’s nutrition facts label. To be considered iron-fortified, an infant formula must have 1 mg of iron or more per 100 calories of formula when prepared in accordance with label directions.

FDA Exempt Infant Formulas are special infant formulas that are meant only for babies who have an unusual medical or dietary restriction. An exempt infant formula can only be served as part of a reimbursable meal if the substitution is supported by a medical statement signed by the infant’s health care provider.

- For more information, view USDA’s Updated Feeding Infants guide at <https://www.fns.usda.gov/tn/feeding-infants-child-and-adult-care-food-program>

PLEASE NOTE: Head Start/Early Head Start facilities provide infants with the brand of formula they currently use at home. Also, parents may prefer to supply their own formula



Child Care Food Program Infant Feeding Form

Child Care Facility Name: _____

Formula(s) offered: _____

Infant Name: _____ Date of Birth: _____

This child care facility participates in the Child Care Food Program (CCFP) and is required to offer infant formula and food to all enrolled infants. Solid foods are offered only when authorized by parents and when each infant is developmentally ready, in accordance with the CCFP Meal Pattern.

We welcome breastfed babies and support and encourage moms to continue breastfeeding when returning to work or school. For formula fed infants, we offer iron-fortified infant formula.

Parents, please complete the following:

Breastmilk - Please check if you plan to do one or both:

- Provide pumped breastmilk
- Visit facility to nurse

Infant Formula:

- I accept the formula(s) offered by the facility
- I prefer to supply my own formula: _____

Record changes and updates below, as needed (i.e. infant switches from breastmilk to a center-provided infant formula).

Notes	Date	Parent Initials

Please attach additional pages as needed.

This facility has not requested or required me to provide infant formula or food.

If desired, I understand I may supply only one component per meal.

Parent Signature: _____ Date: _____

Printed Name of Parent: _____

*Please note: Early Head Start facilities provide the brand of formula you currently give your infant as well as all age-appropriate food

Meal Pattern for Infants

Birth - 11 months



Breakfast, Lunch, and Supper

3 required meal components when developmentally ready

Breastmilk or Formula

required for all infants

birth - 5 mos

6 - 11 mos

breastmilk, formula, or portions of both	4 - 6 oz	6 - 8 oz
--	----------	----------

Good Sources of Iron

required when infant is developmentally ready- choose one or more of the following:

infant cereal		0 - 1/2 oz eq
meat/poultry/fish/whole egg		0 - 4 Tbsp
beans, peas and lentils		0 - 4 Tbsp
cheese		0 - 2 oz
*yogurt/cottage cheese		0 - 4 oz

*Starting October 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces.

Fruits or Vegetables

required when infant is developmentally ready

fruits, vegetables, or portions of both		0 - 2 Tbsp
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Snack

3 required meal components when developmentally ready

Breastmilk or Formula

required for all infants

birth - 5 mos

6 - 11 mos

breastmilk, formula, or portions of both	4 - 6 oz	2 - 4 oz
--	----------	----------

Grains

required when infant is developmentally ready- choose one or more of the following:

bread		0 - 1/2 oz eq
crackers		0 - 1/4 oz eq
infant cereal		0 - 1/2 oz eq
*cereal, dry: flakes or rounds		4 Tbsp or 1/4 cup
*cereal, dry: puffed		5 Tbsp or 1/3 cup

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams added sugars per dry ounce

Fruits or Vegetables

required when infant is developmentally ready

fruits, vegetables, or portions of both		0 - 2 Tbsp
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Please note, portions listed are minimums. Serving larger portions is encouraged.

JUNE 2024

Meal Pattern for Infants

Important Reminders Breastmilk and Formula

- Breastmilk, iron-fortified infant formula, or portions of both, must be served to infants birth through 11 months of age.
- Breastmilk is recommended in place of formula from birth through 11 months.
- Breastmilk is creditable for children of any age.
- Some breastfed infants consume less than the minimum amount of breastmilk per feeding. A meal containing less than the minimum amount of breastmilk may still be claimed as long as additional breastmilk is offered at a later time.
- Infant formula must be iron-fortified. Facilities must offer at least one infant formula. It is strongly encouraged to offer two; one milk-based and one soy-based.
- If an infant is not yet ready for solids, then a meal containing only breastmilk or formula is creditable, regardless of whether the parent or provider provides it.
- When a parent or guardian chooses to provide breastmilk or iron-fortified infant formula and the infant is consuming solid foods, the institution or facility must supply all other required meal components in order for the meal to be reimbursable.
- Meals in which a mother directly breastfeeds her infant at the institution or facility are eligible for reimbursement.

Fruits & Vegetables

- Fruit and vegetable juices must not be served.
- Fruits and vegetables may be served as separate items or may be combined (e.g. apple/banana/pumpkin).

Grains

- Grain items (bread, soft tortilla, crackers, teething biscuit, ready-to-eat breakfast cereals) must be whole grain, enriched, or made from whole grain or enriched meal or flour.
- Infant cereal must be iron-fortified.
- Only ready-to-eat breakfast cereals containing *6 g of sugar or less per dry ounce may be served. See the *Florida WIC-Approved Cereal List* (additional cereals not listed here may be creditable, also).

Solid Foods

- The gradual introduction of solid foods may begin at 6 months of age, or before or after 6 months of age if it is developmentally appropriate for the infant.
- Once an infant is developmentally ready to accept solid foods, the institution or facility is required to offer them to the infant.
- Solids must be of an appropriate texture and consistency and should only be introduced after consulting with the infant's parent or guardian.
- Parents or guardians should request in writing when an institution or facility should start serving solid foods to their infant.
- Solids can be either home-prepared baby foods or commercially-prepared baby foods.
- If commercially-prepared combination foods are offered (e.g. chicken and rice), documentation from the manufacturer must be on file stating the portion of each component.
- Do not serve honey or food that contains honey to infants less than one year of age - honey may contain botulinum spores, which can be harmful to infants.
- Yogurt (cow/soy) must have no more than **23 g sugar/ 6 oz.

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams added sugars per dry ounce

**Starting October 1, 2025, yogurt must contain no more than 12 grams added sugars per 6 ounces

JUNE 2024

Creditable Infant Foods: Ages 0 – 5 months

Serve these:

❖ **Breast milk**

- ✓ Expressed by the baby's mom and labeled appropriately

Why?

- ✓ Meets all of the nutritional needs of an infant and promotes health and development
- ✓ Protects infants from many illnesses and diseases, including diarrhea, respiratory disease, SIDS, allergies, and infections
- ✓ Reduces the risk of childhood obesity
- ✓ Is associated with improved mental development

AND/OR

❖ **Iron-fortified infant formula**

- ✓ Can be either milk-based or soy-based
- ✓ Approved Formula List: see website: www.flhealth.gov/ccfp, click "Nutrition and Menu Planning", "Feeding Infants in the Child Care Food Program", "Approved Formula List"

Why?

- ✓ Is an acceptable alternative to breast milk and is specially formulated to have the right balance of nutrients
- ✓ Includes iron, a very important nutrient during an infant's first year
- ✓ Does not protect infants against illness and disease as well as breast milk

The following foods are not creditable:

- × **Do not serve cow's milk, goat's milk, nondairy beverages (such as soy or rice milk), and other breastmilk and formula substitutes until 1st birthday**

Why?

- ✓ The American Academy of Pediatrics (AAP) recommends exclusive consumption of breast milk for at least the first six months of life. In addition, breast milk is the best source of milk for infants for *at least* the first 12 months.
- ✓ Not creditable for any age infant

Although solid foods are not a part of the 0-5 month age group, if a baby is developmentally ready for solids before 6 months of age, the child care provider must offer that infant a developmentally appropriate meal/snack.

Creditable Infant Foods: Ages 6 – 11 months

Serve these when the infant is developmentally ready to accept:

❖ **Iron-fortified infant cereal**

- ✓ Must be dry, plain, single-grain
- ✓ Mix with breast milk or formula to a smooth consistency
- ✓ Rice cereal is traditionally offered as the first solid (but not required to be the first)
- ✓ Oat, barley, and wheat cereals can be added at 1-week intervals. Check with parents first about what is introduced at home.

❖ **Ready-to-Eat Cereal with no more than 6 grams sugar/ounce**

- ✓ Creditable at snack only

❖ **Commercially prepared baby vegetables and fruits**

- ✓ First ingredient should be a vegetable or a fruit
- ✓ Can be either a single vegetable or fruit or multiple vegetables and/or fruit

Why?

- ✓ Baby fruits and vegetables usually do not contain sweeteners or salt

AND/OR

❖ **Fresh, frozen, or canned vegetables or fruits**

- ✓ Canned fruits should be packed in their natural juices or water
- ✓ Canned vegetables should have no added salt
- ✓ Cook, if necessary, without added salt or other seasonings; puree or mash to an appropriate consistency

❖ **Commercial jars of plain meat or poultry**

- ✓ First ingredient should be meat or poultry

❖ **Self-prepared lean protein sources, such as beef, pork, skinless chicken or turkey, or boneless fin fish**

- ✓ Cook meat and poultry without added salt or other seasonings
- ✓ Texture progresses from pureed → ground → finely chopped → small tender pieces

❖ **Meat alternates, such as egg; dried beans and peas; natural cheese; cottage cheese; or yogurt**

- ✓ Eggs should be hard-boiled (or scrambled)
- ✓ Cook dried beans and peas without salt or other seasonings. If using canned, drain and rinse thoroughly to remove salt.
- ✓ Puree or mash cooked, dried beans and peas to an appropriate consistency
- ✓ Natural cheeses should be sliced thin and served in strips to avoid choking
- ✓ Yogurt must contain no more than 23 grams sugar/6 or (15 g/4 oz or 3.8 g/oz)

❖ **Age-appropriate bread and crackers**

- ✓ Creditable at snack only
- ✓ Small strips or pieces of dry bread or toast, low salt crackers without seeds or nuts
- ✓ Small pieces of soft tortilla or soft pita bread
- ✓ Teething biscuits
- ✓ Animal crackers

NON-Creditable Infant Foods

The following foods are not creditable:

× **Low-iron infant cereals**

Why?

- Iron helps blood cells carry oxygen from the lungs to the rest of the body. If infants do not get enough iron, it can delay their growth and development.

× **Ready-to-Eat Cereal with more than 6 grams sugar/ounce**

× **Commercial jars of baby food with “dessert” or “pudding” on the label**

Why?

- Foods with added fat, salt, sugars, and other sweeteners are not needed in infant diets and can prevent infants from developing a liking for the natural flavor of foods

× **Honey graham crackers or other baked goods containing honey**

Why?

- Infants less than 1 year should never be fed honey or foods prepared with honey because honey may contain botulism spores that can cause a serious foodborne illness

× **Sweetened grains/baked goods, such as cookies, cakes, muffins, granola bars**

× **Do not serve *self-prepared* spinach, beets, turnips, carrots or collard greens for infants less than 6 months**

Why?

- May potentially contain enough nitrates to cause “blue baby syndrome”, a condition that causes difficulty in breathing and can lead to death

× **Do not serve peanut butter, nuts, and seeds**

Why?

- Peanut butter, nuts, and seeds can pose a choking hazard to infants

Serve Sparingly, if at all:

× **Processed meats, such as meat sticks, hot dogs, sausages, and fried or pre-fried breaded meats, such as fish sticks, chicken nuggets, or corn dogs**



Standard Infant Menu

The following iron-fortified infant formulas are offered at this facility:

Milk-based: _____ Soy-based: _____

Note: Breastmilk offered when provided by parent.

Birth to 5 Months																								
<p>Breakfast, Lunch/Supper, and Snack: <u>Breastmilk and/or iron-fortified infant formula</u></p>																								
6 to 11 Months																								
<p>Breakfast and Lunch/Supper: <u>Breastmilk and/or iron-fortified infant formula</u></p> <p style="text-align: center;"><u>*One or more of the following:</u></p> <p>Infant cereal (dry infant cereal mixed with breastmilk and/or formula) Variety of meats and poultry (cooked plain or from jar) Fish (cooked plain, boneless) Whole egg Cooked dry beans/peas (cooked plain) Cheese regular (plain, sliced thin or thin strips) Cottage cheese Yogurt</p> <p style="text-align: center;"><u>*A variety of vegetables and/or fruits:</u></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Carrots</td> <td>Applesauce</td> </tr> <tr> <td>Green Beans</td> <td>Bananas</td> </tr> <tr> <td>Mixed vegetables</td> <td>Mixed fruits</td> </tr> <tr> <td>Peas</td> <td>Peaches</td> </tr> <tr> <td>Potatoes/sweet potatoes</td> <td>Pears</td> </tr> <tr> <td>Squash</td> <td></td> </tr> </table> <p style="text-align: center;">Snack: <u>Breastmilk and/or iron-fortified infant formula</u></p> <p style="text-align: center;"><u>*One or more of the following:</u></p> <p>Bread (small pieces of bread or toast) Crackers (small pieces of unsalted plain crackers or teething biscuits) Infant cereal (dry infant cereal mixed with breastmilk and/or formula) Ready-to-eat cereal (e.g. Cheerios, Chex)</p> <p style="text-align: center;"><u>*A variety of vegetables and/or fruits:</u></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Carrots</td> <td>Applesauce</td> </tr> <tr> <td>Green Beans</td> <td>Bananas</td> </tr> <tr> <td>Mixed vegetables</td> <td>Mixed fruits</td> </tr> <tr> <td>Peas</td> <td>Peaches</td> </tr> <tr> <td>Potatoes/sweet potatoes</td> <td>Pears</td> </tr> <tr> <td>Squash</td> <td></td> </tr> </table>	Carrots	Applesauce	Green Beans	Bananas	Mixed vegetables	Mixed fruits	Peas	Peaches	Potatoes/sweet potatoes	Pears	Squash		Carrots	Applesauce	Green Beans	Bananas	Mixed vegetables	Mixed fruits	Peas	Peaches	Potatoes/sweet potatoes	Pears	Squash	
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Squash																								

*A serving of this component(s) is required when the infant is developmentally ready to accept it.

Note: This menu is based on the *NEW Meal Pattern for Infants*.



Feeding Skills Developmental Milestones for Infants and Toddlers

Feeding Skills at 4 – 6 Months

- Baby will feed in semi-reclined position
- Visually recognizes bottle
- Continues to bring hands and toys/objects to mouth
- Uses hands to pat bottle/breast during feeding
- Begins to eat puree/smooth creamy foods by sucking food from a spoon
- Child should demonstrate a good coordination of suck and swallow
- By 6 months, child will swallow strained foods
- Recognizes the bottle or breast

Feeding Skills at 6 – 8 Months

- Eating in more upright positions
- Tongue can lateralize/move toward cheeks
- Mouthing and munching spoon, toys and biter biscuits
- Holds own bottle
- Drinking from a cup held for child
- Eating mashed, soft table foods (potatoes, carrots, fruits, etc.) with creamy, lumpy texture
- Drooling less except for teething
- Bite and release observed
- Moves food around in mouth using tongue, bites and chews toys

Feeding Skills at 8 – 12 Months

- Sitting upright during meals
- Biting and chewing foods voluntarily
- Eating finger foods with pureed meats
- Meats should stay one consistency below vegetables and fruit child is eating
- Controlled sustained bite
- Developing a rotary chew pattern
- Finger feeds self
- Holds spoon during meals
- Moves food around in mouth using tongue, bites and chews toys
- Finger feeds self, chews food

Feeding Skills at 12 – 18 Months

- Eating table foods, but meat chopped/cut up very small
- Lips closed during chewing
- Appetite decreases during this time resulting in food refusal occasionally
- Brings a spoon to mouth and turns spoon over
- Holds and drinks from a cup with some spills
- Appetite decreases, may refuse food
- Scoops food with spoon, brings food to mouth

Feeding Skills at 18 – 24 Months

- Chewing with rotary jaw movements
- Distinguishes between food and non-food items
- Gives up bottle
- Gives empty bowl or dish to an adult
- Scooping foods to feed self, with some spills
- Plays/explores foods with hands
- Holds small cups with one hand
- Plays with food
- Knows the difference between food and non-food items
- Transitions to a cup
- Develops clear food preferences

Feeding Skills at 24 – 30 Months

- Holds spoon between fingers, palm up
- May have definite food likes and dislikes
- Often the time 'picky eater' shows up
- Unwraps food
- Holds spoon
- Washes hands
- May show dislike and refuse certain foods

Feeding Skills at 30 – 36 Months

- Uses a fork to feed self
- Wipes mouth with napkin
- May reject many foods due to slower rate of growth and more mature sense of taste
- Attempts to serve self at table with spills
- Pours liquids from small containers

HUNGRY OR FULL?

FEEDING TIPS

Put your baby in a high chair and sit facing him.

Use a small, long-handled baby spoon.

Put cereal to her lips, not in her mouth, so she can use her sucking skills.

Introduce one food at a time.

Stop feeding as soon as he shows you he is full.

The amount your baby drinks or eats can vary from feeding to feeding, and day to day. Watch for signs your baby is giving you that he is hungry or full.

Don't push your baby to finish bottles or food.

Signs your baby is hungry

- Fussing and then crying
- Squirming and stretching, clenching fists
- Sucks fist
- "Roots" or turns head for breast or bottle
- Leans forward for food
- Opens mouth for spoon or even reaches for spoon

Signs your baby is full

- Stops sucking, lets go of breast or bottle
- Turns head away
- Becomes sleepy or falls asleep
- Pushes away bottle or spoon
- Closes mouth
- Loses interest in eating, starts to play

Safe Feeding for Infants

During the first year of life, eating is constantly an adventure. Baby can rapidly move from breast milk/formula to trying his/her first table foods. Plus, babies use their mouths to learn about their world, so many non-food items also find their way into little mouths. Due to all of the action these mouths see, choking is an inherent danger. Following are a few tips for keeping your baby safe:

- Until age 4, avoid foods that can block the airways such as: peanut butter, hot dogs, popcorn, whole grapes, raw carrots, raisins, nuts, hard candies or toffees and chewing gum.
- Provide safe finger foods such as bananas, well-cooked pasta and vegetables, o-shaped low-sugar cereals (such as Cheerios).
- Keep items such as coins, buttons, balloons, safety pins, barrettes, and rocks out of your child's reach.
- Follow age recommendations on toys, especially those with small parts, and make sure toys are in good repair.
- Be vigilant. Small children put many things in their mouths. A watchful adult is often the best defense.



Health Safety & Sanitation

It is critical that anyone who cares for young children – whether at home or in a child care setting – be aware of the special risks of foodborne infection faced by infants and toddlers. Centers for Disease Control and Prevention (CDC) data tell us that children under 4 years old are 4.5 times more likely to acquire bacterial infections from food compared to adults aged 20-49 years. Child care providers that handle food must actively promote a safe food service environment by following good hygiene and food safety practices.

The below information is provided as guidance from Department of Health and “Fight Bac!”.

Remember to always follow state or local health department and child care licensing requirements.

Bacteria and viruses can be located just about everywhere. Bacteria and viruses can be found on your hands, nose, mouth and eyes. Some beneficial bacteria live inside our bodies and keep us healthy. Many bacteria are opportunistic, meaning they are normally harmless, but may pose a threat if they are outside their natural environment. Bacteria and viruses can also be harmful when the opportunity for infection is available, such as with a weakened immune system. Since bacteria and viruses are so common and easily picked up, having good personal hygiene is essential in preventing their spread. This is especially important for people who prepare food, because there are many types of bacteria that can cause foodborne illnesses.

What does it mean to practice good personal hygiene in the kitchen?

It is very important for everyone, especially child care providers working with food, to have a good personal hygiene to prevent contaminating food with harmful microorganisms. Proper handwashing is the most important aspect of personal hygiene. Hand washing signs must be posted in each hand washing facility and bathroom. Personal hygiene means promoting good sanitary practices, which includes:

- Wash hands properly, frequently, and at appropriate times
- Use disposable towels or air driers for drying hands
- Cough or sneeze into disposable tissues only and wash hands afterwards
- Wash hands after touching face or hair
- Avoid coughing or sneezing onto food
- Avoid handling food if you're ill or if you have a skin infection that could come into contact with food
- Cover all superficial cuts with bandages and disposable gloves
- Restrain hair by using a hairnet or hat
- Remove jewelry from hands or wrists before handling or preparing food
- Keep fingernails clean and trimmed
- Wear single-use gloves
- Wear clean outer clothing



Wash hands using the following method:

- Wet hands and forearms with warm, running water and apply soap
- Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds
- Rinse thoroughly under warm, running water
- Dry hands and forearms thoroughly with either a single-use paper towel or an air dryer
- Use a paper towel to turn off the water and to open the door when exiting the restroom

An alcohol-based hand sanitizer is NOT a substitute for hand washing. Hand sanitizers are only effective if hands are not visibly soiled. Hand sanitizers may be used in combination with hand washing when hands are washed first and dried following the steps above.

Cleaning and Sanitizing

Dirty or contaminated utensils and equipment can transfer contamination to food causing foodborne illness. To prevent this, utensils, food preparation equipment, and contact surfaces should be washed, rinsed, and sanitized at least once every 4 hours.

This can be done:

- In a 3-compartment sink
- In a mechanical dish machine
- In a clean-in-place procedure for large pieces of equipment



- A test kit or other device that accurately measures the concentration of the solution shall be available and used when chemicals are used for sanitization. Follow the your local child care licensing/health department instructions regarding the use of chemicals for cleaning and sanitizing food contact surfaces and equipment

Storage

- Hot foods should be promptly placed into a Cambro® unit or electric warmer after proper temperatures are verified.
- Cold foods should be immediately placed in refrigerators after proper temperatures are verified.
- Keep all storage areas clean.
- Store all food and supplies at least 6 inches off the floor.
- Keep food in original containers or labeled containers approved for food storage. All food should be labeled the component name and delivery date.
- Check products for damage or spoilage, and discard any that show signs of damage or spoilage.
- Dry storage areas should be maintained at 50°F-70°F.

Separate

Cross-contamination can occur:

- When foods come into contact with raw animal products or their juices.
- When foods come into contact with contaminated equipment, hands, or non-food sources such as garbage.

You can prevent cross-contamination by:

- Following good personal hygiene and handwashing.
- Separating raw animal foods from foods that are ready to be eaten during receiving, storage, and preparation.
- Ensuring that foods which are ready to be eaten are not prepared with raw animal products on the same cutting board, using the same knife or utensils, or without washing hands.
- Storing foods that are ready to be eaten above raw animal products in the refrigerator.
- Maintaining a fresh bucket of cleaning solution and a fresh bucket of sanitizing solution in the work area so that cleaning and sanitizing can be done easily. Use test strips to ensure the concentration of the sanitizing solution is at the appropriate level.
- Storing chemicals in a separate area away from food, preferably in a locked room or cabinet.



Cook

When using food thermometers:

- Check food temperatures with clean, sanitized, and calibrated thermometers.
- Clean and sanitize thermometers before and after each use. Wash the stem of the thermometer and sanitize by dipping the stem into sanitizing solution or wiping with a sanitizing wipe. Allow to air dry.
- Measure the internal temperature of food by inserting the thermometer into the thickest part of the food, being sure to cover the sensor. Wait for the indicator to stabilize and read temperature.
- Record time and food temperatures on a production record or on a separate cooking and reheating log (you must record temperatures on every copy of the daily delivery receipts).
- Calibrate thermometers at least weekly or if they are dropped.

Safe Minimum Cooking Temperatures Charts

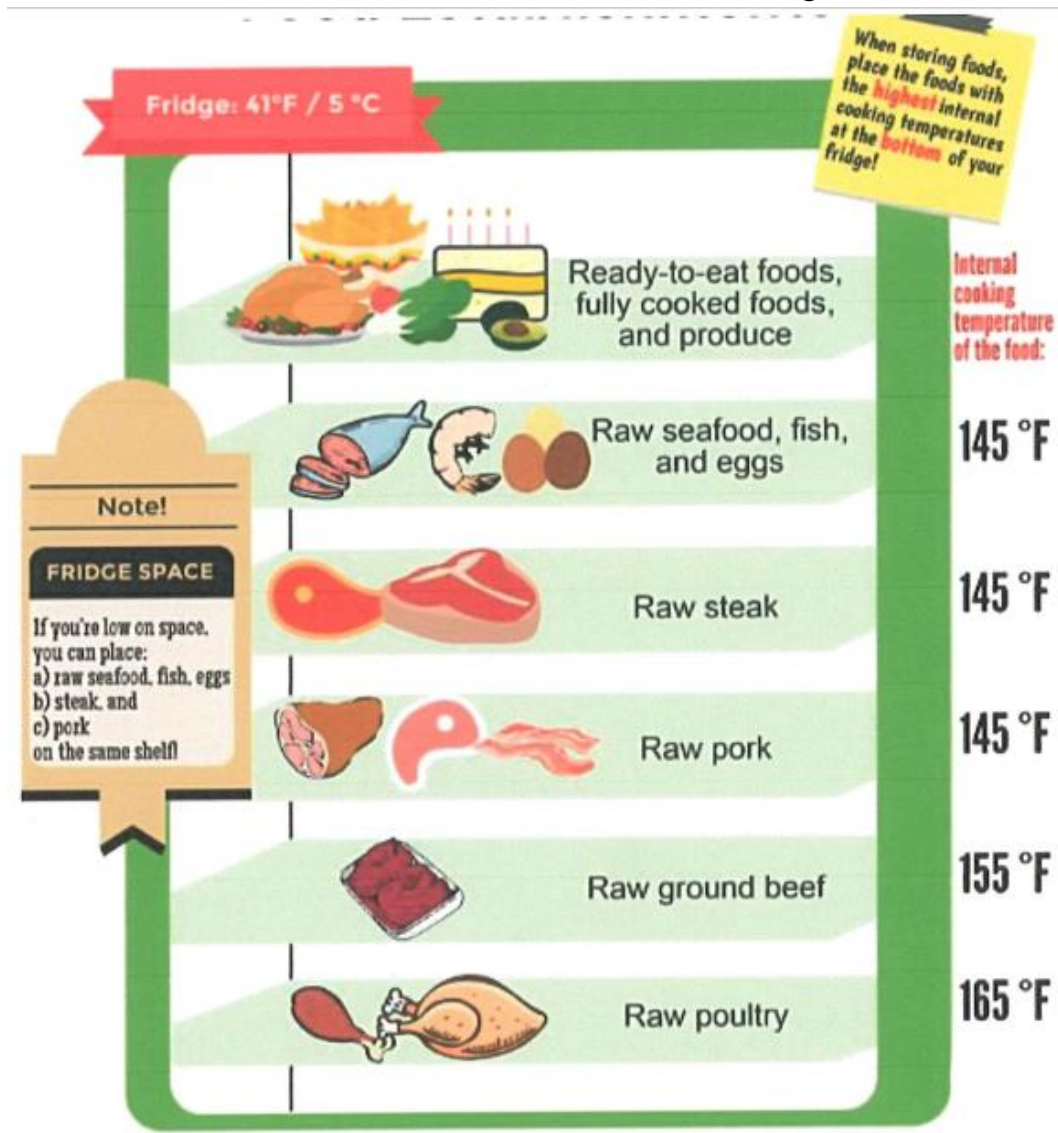
Food	Type	Internal Temperature (°F)
Ground meat and meat mixtures	Beef, pork, veal, lamb	160
	Turkey, chicken	165
Fresh beef, veal, lamb	Steaks, roasts, chops Rest time: 3 minutes	145
Poultry	All Poultry (breasts, whole bird, legs, thighs, wings, ground poultry, giblets, and stuffing)	165
Pork and ham	Fresh pork, including fresh ham Rest time: 3 minutes	145
	Precooked ham (to reheat) Note: Reheat cooked hams packaged in USDA-inspected plants to 140°F	165
Eggs and egg dishes	Eggs	Cook until yolk and white are firm
	Egg dishes (such as frittata, quiche)	160
Leftovers and casseroles	Leftovers and casseroles	165
Seafood	Fish with fins	145 or cook until flesh is opaque and separates easily with a fork
	Shrimp, lobster, crab, and scallops	Cook until flesh is pearly or white, and opaque
	Clams, oysters, mussels	Cook until shells open during cooking

Chill

- Temperature Danger Zone
 - The FDA Food Code has identified the temperature danger zone as 41°F to 135°F. This means that cold foods must be kept at 41°F or below and hot foods must be kept at 135°F or above. It is important to limit the amount of time that foods served cold or hot are in the range of 41°F to 135°F.
 - Discard food held in the temperature danger zone for more than 4 hours.
 - Refrigerated storage areas should be maintained at 41°F or below.
 - Frozen storage areas should be maintained at 0°F to -10°F.
 -

- Preparing Cold Food
 - Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut fruits, to 41°F or below before combining with other ingredients.
 - Prepare food in small batches so that ingredients are not at room temperature more than 30 minutes before cooking, serving, or returning to the refrigerator.
 - Thaw Frozen Foods:
 - In the refrigerator at a temperature at or below 41°F
 - By submerging under clean, drinkable, cold running water
 - In a microwave (and use immediately) As part of the cooking process (frozen patties, nuggets, pizza, lasagna, chili, soup)

Safe Food Placement in the Refrigerator



Cold Food Storage

These storage guidelines for home-refrigerated foods will keep them from spoiling or becoming dangerous to eat. The guidelines for freezer storage are for quality only. Frozen foods remain safe indefinitely.

Product	Refrigerator (40°F)	Freezer (0°F)
Eggs		
Fresh, in shell	3 to 5 weeks	Don't freeze
Hard cooked	1 week	Don't freeze well
Liquid Pasteurized Eggs, Egg Substitute		
Opened	3 days	Don't freeze well
Unopened	10 days	1 year
Deli and Vacuum-Packed Products		
Egg, chicken, ham, tuna & macaroni salads	3 to 5 days	Don't freeze well
Hot Dogs		
Opened package	1 week	1 to 2 months
Unopened package	2 weeks	1 to 2 months
Luncheon Meat		
Opened package or deli sliced	3 to 5 days	1 to 2 months
Unopened package	2 weeks	1 to 2 months

Luncheon Meat		
Opened package or deli sliced	3 to 5 days	1 to 2 months
Unopened package	2 weeks	1 to 2 months
Bacon & Sausage		
Bacon	7 days	1 month
Sausage, raw — from pork chicken, turkey & beef	1 to 2 days	1 to 2 months
Hamburger & Other Ground Meats		
Hamburger, ground beef, turkey, veal, pork, lamb & mixtures of them	1 to 2 days	3 to 4 months
Fresh Beef, Veal, Lamb & Pork		
Steaks	3 to 5 days	6 to 12 months
Chops	3 to 5 days	4 to 6 months
Roasts	3 to 5 days	4 to 12 months
Fresh Poultry		
Chicken or turkey, whole	1 to 2 days	1 year
Chicken or turkey, pieces	1 to 2 days	9 months
Seafood		
Lean fish (flounder, haddock, halibut, etc.)	1 to 2 days	6 to 8 months
Fatty fish (salmon, tuna, etc.)	1 to 2 days	2 to 3 months
Soups & Stews		
Vegetable or meat added	3 to 4 days	2 to 3 months
Leftovers		
Cooked meat or poultry	3 to 4 days	2 to 6 months
Chicken nuggets or patties	3 to 4 days	1 to 3 months
Pizza	3 to 4 days	1 to 2 months



Principles of Cooling

Cooling is a critical control point

Safe cooling requires rapidly cooling foods enough to prevent microbial growth. Cooling too slowly allows pathogens to grow and contributes to foodborne illness. School nutrition staff must know, monitor, and document proper temperatures and times for cooling food.

Time and temperature guidelines

Use a calibrated food thermometer to monitor temperatures while cooling food. Document temperatures and times in a log. Prepare food that must be cooled early enough to allow staff to be present to monitor cooling and take corrective action when needed. Food that does not meet these time and temperature guidelines must be discarded.

- Hot food must be cooled from 135 °F to 70 °F within 2 hours.
- Food must be cooled from 135 °F to 41 °F within a total of 6 hours.
- Food at room temperature must be cooled to 41 °F within 4 hours.

Use one or more of these cooling methods

Using one or more cooling method outlined in the *Food Code* can help safely cool foods to the proper temperatures. These methods include:

- Place food in shallow pans. Food should be no more than 2 inches deep.
- Separate food into smaller or thinner portions depending on what foods you are cooling. For example, pour soups into smaller containers, and slice roasts into smaller slices.
- Use rapid cooling equipment and active cooling methods, such as ice water baths and/or chill sticks. When high volumes of food are processed, use a blast chiller whenever possible.
- Stir the food in a container placed in an ice water bath. Monitor and refresh ice as it melts.
- Use containers that facilitate heat transfer such as metal.
- Pre-chill ingredients and containers used for making bulk items such as salads.
- Loosely cover or uncover pans if protected from overhead contamination. Place cooling food on top shelf of freezer.

Please note: Infants and children must not be allowed in food preparation areas. Any employee with a communicable disease, a respiratory illness, an acute gastrointestinal illness (diarrhea and/or vomiting), or open wound shall be excluded from working in any area of food service.



Sanitizing Your Thermometer:

Proper sanitation of thermometers is imperative to avoiding cross-contamination and keeping food safe for young children.

Below are steps to clean and sanitize bi-metal pocket thermometers:

1. Wash the thermometer by hand in hot soapy water; do not immerse it in water.
2. After washing and rinsing the thermometer, sanitize it by hand using an alcohol based sanitizing wipe.
3. Thermometers should be washed, rinsed, and sanitized on a daily basis. The sheath should also be washed, rinsed, and sanitized regularly to ensure cleanliness.
4. Use an alcohol based sanitizing wipe between measuring the temperatures of different foods to clean the thermometer stem and avoid cross-contamination of foods.
5. Store the thermometer in the sheath to keep the stem clean and maintain safety as some thermometer probes can be sharp.

Monitoring and Oversight

Family Central is dedicated to developing and maintaining open communication and cooperative relationships with center staff while also identifying any areas of noncompliance. Family Central will work with providers to help correct any problems and provide additional training or technical assistance when necessary.

Sponsoring organizations must review each provider three times per year. These reviews are unannounced and will include a minimum of 2 observations of a meal service. Reviews are made during normal hours of operation and monitors making such reviews will show photo identification that demonstrates that they are employees of Family Central, Inc.

Any issues of non-compliance will be discussed with the provider during their review summary. Any findings must be corrected and will be revisited by the monitor within 30 days.



**CHILD CARE FOOD PROGRAM
PROVIDER REVIEW FORM
(For Sponsor Use)**

Provider: _____ This Review: **New** 1st 2nd 3rd **Follow-up**
 Provider Address: _____ Reviewer: _____
 Phone Number: _____ Date of Last Review: _____ Date of Last Follow-up: _____
 Hours of Operation: _____ to _____ Failed 5-Day Test Last Review: **Y N**
 Days Approved: **S M T W TH F S** Serious Deficiency Last Review: **Y N**
 Holiday Care: **Y N** If Yes, Type of Serious Deficiency: _____

Refer to detailed instructions before completing this report.

Tier Level of Home	License #: Expiration Date:	Licensed Capacity:	Meals Approved to Claim:						Date of Review:	Unannounced <input type="checkbox"/>	Arrival Time:
			B	MS	L	AS	S	ES			
			Meal Observed:								
			B	MS	L	AS	S	ES		Announced <input type="checkbox"/>	Departure Time:
			Non-Meal Review <input type="checkbox"/>								
Children in Attendance (List of Enrolled Children Attached)		Date of Enrollment	Provider's Own Child (✓)	DOB	Inf. (✓)	1-2 (✓)	3-5 (✓)	6-12 (✓)	Present (✓)	Claimed (✓)	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

RECORD KEEPING/ELIGIBILITY REQUIREMENTS	YES	NO	N/A	COMMENTS
1. The provider claims only approved meal types.				
2. The provider operates within its licensed capacity/ratios.				
3. Copies of current, complete, and accurate Enrollment Forms and Child Participation Forms (or combination forms) are on file with the provider for all enrolled children.				
4. The provider maintains on file a signed copy of the Sponsor-Provider Agreement.				
5. The provider retains program records for the current fiscal year plus the prior three years (or number of years on program if less than three years).				
6. If a Tier I home, the provider is claiming their own child(ren) only when other children are present and the provider is income eligible.				
7. If a Tier II home, the sponsor has offered to collect income statements from parents.				
PHYSICAL ENVIRONMENT/FOOD AND NUTRITION	YES	NO	N/A	COMMENTS
8. The provider, staff, and children wash their hands properly, frequently, and at appropriate times.				
9. Food is obtained from approved sources that meet federal and state health standards.				



10. Refrigeration units are maintained at 41° F or below and freezers are maintained at 0° F or below.				
PHYSICAL ENVIRONMENT/FOOD AND NUTRITION (Cont'd.)	YES	NO	N/A	COMMENTS
11. Cleaning supplies are stored separately from food.				
12. There is no evidence of rodent or insect infestation.				
13. Prepared food is stored in clean, covered containers that are clearly labeled and marked with date of preparation.				
MEAL OBSERVATION	YES	NO	N/A	COMMENTS
When observing a meal, answer all questions in the following section. If a non-meal review, answer questions marked with an asterisk (*) and mark all others "N/A".				
14. Posted Menu:	Observed Meal: <input type="checkbox"/> Same as posted menu			
15. The observed meal was served at the proper time.				
16. The weekly Menu Planning Worksheet is up-to-date.*				
17. The observed meal corresponds to the posted menu.				
18. The observed meal contains all required components, served in the required quantities. If no, list any missing and/or inadequate components:				
19. If applicable, parent notes and/or medical statements are maintained on file authorizing menu substitutions.*				
20. All the meals in the posted weekly or monthly menu meet the minimum CCFP meal pattern requirements.* Refer to Meal Pattern and Menu Review Guidance.				
21. Meals eaten away from the site and claimed for reimbursement adhere to all CCFP meal requirements.*				
22. Ready-to-eat cereal products served contain no more than 6 grams of sugar per dry ounce.*				
23. At least one grain serving per day, across all eating occasions, is 100% whole grain or whole grain-rich.* This is also clearly identified on posted menu.				
24. Grain-based desserts are not served as part of a reimbursable meal.*				
25. Juice is served no more than once a day.*				
26. Flavored milk is not served to children under 6 years of age.*				
27. If served, flavored milk is fat-free (skim) milk or low-fat (1%) and served only to children 6 years and older.*				
28. Low-fat (1%) or fat-free (skim) unflavored milk is being served to children age 2 and older and unflavored whole milk is served to children age one.*				
29. If using commercially processed/main dish combination foods, the provider follows regulatory guidelines.*				
30. The provider complies with all applicable infant-feeding requirements.*				
31. An accurate meal count is recorded daily.*				
TRAINING AND MONITORING	YES	NO	N/A	COMMENTS
32. Provider has attended required sponsor training.				
33. Issues of non-compliance noted on previous reviews have been fully and permanently corrected.				
CIVIL RIGHTS	YES	NO	N/A	COMMENTS
34. The WIC flier and Building for the Future letter are conspicuously posted or distributed to parents.				
35. The provider allows equal access to its site and provides meals regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.				



36. If the provider advertises, the non-discrimination statement and complaint procedures are included in any provider advertisements regarding the CCFP.

CIVIL RIGHTS (Cont'd.)

37. Race and ethnicity data are collected

38. If any civil rights problems are identified in questions #34-37 above, please provide an explanation. If no problems are identified, leave this section blank or write "N/A".

5-DAY TEST (see instructions)

39. DAY OF REVIEW – MEAL COUNTS: Meal count on day of review: _____

- Check if planned non-meal review. This section is N/A. Skip to 5-Day Reconciliation (questions #42-44).
- Check if meal review was planned, but no children are present. Conduct review as non-meal review for all other questions EXCEPT this section. Complete question #39 using a meal count of zero (0) and answer questions #40 & 41.

Record meal counts for the same meal type observed on the day of the visit for each of the previous 5 consecutive meal service days. Use meal counts from prior weekend days if doing a weekend review.

$$\boxed{} + \boxed{} + \boxed{} + \boxed{} + \boxed{} = \boxed{} \text{ Divided by } 5 = \boxed{} \text{ Average } \times .85 = \boxed{}$$

Meal Count Total

Dates: _____

40. Is the number of meals served on the day of the review equal to or greater than 85% of the average? Yes _____ No _____
 If "Yes", provider "passed" the 5-Day test. If "No", obtain an explanation:

41. If #40 was answered "No," was the explanation provided adequate? Yes _____ (Provider "passed" 5-Day Test)
 No _____ (Provider "failed" 5-Day Test; CAP and follow-up are required)

5-DAY RECONCILIATION (see instructions)

Date	Enrollment Total	Attendance Total	Total Meal Counts					
			Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack

42. Do any meal counts for the five consecutive days reviewed exceed the documented enrollment or attendance for those days? Yes _____ No _____

Note: If meal counts, enrollment records and attendance records cannot be reconciled, monitor should expand review to include specific children. A meal disallowance and/or a Notice of Serious Deficiency may be necessary.

REVIEW SUMMARY	YES	NO	N/A	COMMENTS
43. The provider has a good understanding of program rules.				
44. Is a disallowance required?				
45. Is a Corrective Action Plan (CAP) required?				



46. Is a Follow-Up Review required?				
47. Is a Notice of Serious Deficiency required?				

ITEM #	COMMENTS

A Corrective Action Plan (CAP) addressing the deficiencies identified above must be received by the sponsor by close of business on _____. The CAP must describe those actions being taken to correct the deficiencies and the date by which each deficiency will be corrected.

Training Materials Provided: _____

Provider Signature: _____ Date _____

Sponsor Signature: _____ Date _____

Sponsor's Second Party Check: _____ Date _____



Corrective Action Plans

What is a Corrective Action Plan?

A Corrective Action Plan is required as a result of issues of non-compliance found during a monitoring visit or during the claim process. Corrective Action Plans ensures the provider understands what they are doing wrong and documents the center’s plan for improvement and permanent correction.

What does an effective Corrective Action Plan look like?

An effective Corrective Action Plan addresses the following:

- **What?** What process and/or procedure will be implemented to correct the findings?
- **Who?** Who is going to be responsible for implementing and complying with the process and/or procedures? (Name and Title)
- **How?** How will the program ensure that the processes and/or procedures are followed consistently in order to prevent future findings?
- **When?** When will the process and/or procedure be implemented?
- **Where?** Describe the location or new information will be explained to appropriate staff (such as at the next staff meeting) and/or new forms will be maintained.

Due Date: _____	Name of Provider: _____		
Sponsor Fax #: _____		Page ____ of ____	
<p>Child Care Food Program CORRECTIVE ACTION PLAN (For Sponsors of Day Care Homes)</p>			
DEFICIENCY	CORRECTIVE ACTION	INDIVIDUAL RESPONSIBLE	IMPLEMENTATION DATE
PROVIDER _____ DATE _____			
Sponsor Use Only			
SPONSOR REPRESENTATIVE _____ DATE _____		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
4/2009		D-067-01	



Meal Disallowances

A center may have meals disallowed if program rules and regulations are not followed. The following are some examples of reasons meals would be disallowed:

- 1) Exceeding the license capacity
- 2) Not following the meal pattern
- 3) Inadequate portions
- 4) Serving Outside of Approved Meal Hours

Child Care Food Program MEAL DISALLOWANCE (For DCH Sponsor Use)

Provider's Name: _____ Telephone #: () Ext.: _____	Name (if different) and Address of Home: _____ _____ _____
--	--

Date of Review: _____

Deficiencies:

Total Number of Meals Disallowed: (if all meals on a day are disallowed, specify "all")

# Breakfasts	Date(s)
# Lunches/Suppers	Date(s)
# Snacks AM/PM	Date(s)

Signature of Sponsor Representative

Date(s)

I understand that the meals identified above are not eligible for reimbursement and must not be included on the meal count worksheet for the month in which the deficiency occurred.

Signature of Provider

Date(s)

MEAL DISALLOWANCE CLAIMS PROCEDURE

- ◆ The Meal Count and Attendance Worksheets submitted will be reviewed for accuracy to ensure that disallowed meals are not claimed.
- ◆ If disallowed meals are claimed, this will lead to a Notice of Serious Deficiency.

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D-053-02



FOLLOW-UP REVIEW (For Sponsor Use)

Date of Follow-up Review: _____ Date of Initial Review: _____

Name of Facility: _____	
Type of Follow up: (circle) office visit / mail / fax / on-site / desk review	CAP received? (circle) Y or N
<u>DEFICIENCY(S)</u>	<u>FOLLOW-UP REVIEW COMMENTS</u>
<p><u>If Follow-Up is performed as a result of a Disallowance or other deficiencies:</u></p> <p>Check One (<input checked="" type="checkbox"/>)</p> <p><input type="checkbox"/> The facility has corrected the deficiency(s) and maintained compliance with their Corrective Action Plan (CAP). Future reviews will determine if the deficiency(s) have been fully and permanently corrected.</p> <p><input type="checkbox"/> The facility has <u>not</u> corrected the deficiency or complied with their CAP and a Notice of Serious Deficiency will be issued.</p>	
<p>An additional Follow-Up Review will be performed:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><u>If Follow-Up is performed as a result of a Notice of Serious Deficiency:</u></p> <p>Check One (<input checked="" type="checkbox"/>)</p> <p><input type="checkbox"/> The facility has corrected the deficiency(s) and maintained compliance with their Corrective Action Plan (CAP), and future reviews will determine if the deficiency(s) have been fully and permanently corrected.</p> <p><input type="checkbox"/> The facility has <u>not</u> corrected the deficiency and a Notice of Proposed Termination and Proposed Disqualification will be issued.</p>	
<p>Is the review closed?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
Facility Representative: _____	Date: _____
Sponsor Representative: _____	Date: _____
Sponsor's Second Party Check: _____	Date: _____

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11/03/01



Serious Deficiencies (Termination for Cause)

Termination for cause can occur when it is determined that the child care facility has committed one or more of the following serious deficiencies.

- a. Submission of false information on CACFP applications and/or required forms;
- b. Submission of false claims for reimbursement;
- c. Simultaneous participation under more than one sponsoring organization;
- d. Non-compliance with the current CACFP meal pattern;
- e. Failure to keep required records;
- f. Conduct or conditions that threaten the safety of a child(ren) in care, or the public health or safety (imminent threat to health and safety);
- g. A determination that the day care home has been convicted of any activity that occurred in the last seven years and that indicated a lack of business integrity;
- h. Failure to participate in training; or
- i. Any other circumstance related to non-performance under the agreement

Once a provider has been determined to be seriously deficient, it cannot avoid going through the serious deficiency process, whether by withdrawing an application or by terminating its agreement “for convenience.”

If a provider has not fully and permanently corrected the serious deficiencies identified in the Serious Deficiency Notice the agreement will be terminated.

If you choose to voluntarily terminate your agreement after receiving a serious deficiency the provider will be disqualified from future CACFP participation. If disqualified, the provider will be placed on the National Disqualified List. While on the list, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP sponsor or child care facility or any federally funded program. You will remain on the list until such time as the State agency determines that the serious deficiencies have been corrected or until 7 years after your disqualification. However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the list until the debt has been repaid in full.




QUICK TIPS

TO ENROLL A CHILD: Click +Add Child. Complete all required fields with an asterisk (*) and click “Next”. Create “Primary Guardian” contact information. Complete all required fields with an asterisk (*). Enter the days in care and participating meals then click “Enroll/Print”.

** The parent AND child care provider must sign and date the enrollment form. **

Fax the enrollment form to: 954-724-4067 within 3 business days and mail the original to:


**Family Central, Inc.
819 NE 26TH Street
Child Care Food Program
Fort Lauderdale, FL 33305**

TO VIEW CHILDREN: From the side menu bar click “Home” then “My Kids”. On the top right corner, click the orange wheel . Select “Infants” and “Non-Infants” to view all children enrolled.

TO SCHEDULE MONTHLY MENUS AND/OR VIEW WHAT MEALS HAVE ALREADY BEEN SCHEDULED: From the side menu bar, click “Meals” then “Schedule Menus”. Select “Non-Infants” at the top of the calendar. Click the day you’d like to schedule meals for. Select the required components under each meal you are approved to serve. To choose a Master Menu, click the green “Menus” box (if you know the Master Menu #, you can click “Search” on the top right corner). After entering all of the meals for that day, click “Save”.

TO PRINT WEEKLY SCHEDULED MENUS: From the side menu bar, click “Reports”. From the drop down box select “Menu Planning” then “Scheduled Menus”. Select the date range for the week you’d like to print. Select “Run”. Once the menu displays, click “Print”.

TO RECORD MEALS AND ATTENDANCE: From the side menu bar, click “Meals” then “Enter Meal”. Select “Infants” or “Non-Infants” then select the meal you’d like to enter. The scheduled menu will appear. Click on each child’s name who was in attendance for that meal. Their name will highlight in green when selected. Then click “Save”.

TO CLAIM A SCHOOL AGE CHILD FOR LUNCH ON A SCHOOL DAY: complete all of the above. When selecting the child’s name, click the  icon and select the reason the child is present on a school day.



TO VIEW THE MEALS AND RECORDED ATTENDANCE: From the side menu bar, click “Calendar”. Select “Meals” at the top of the screen. The first letter of the meals that have been recorded will appear on each day (Ex: **B L P**). To view the meal you served and children recorded for that meal, select the letter of the meal you want to view.

TO REPRINT AN ENROLLMENT: From the side menu bar, click “Reports”. From the drop down box select “Child” then “Child Enrollment” then select the child’s name. Click “Run” then “Print”.

TO WITHDRAW A CHILD: From the side menu bar, click “My Kids”. Select the child you want to withdraw. Click the red “Withdraw” button. Select the date the child withdrew and then click “OK”.

TO SUBMIT A CLAIM: At the end of each month, from the side menu bar, click “Food Program”. Then click “Send to Sponsor”. Scroll to the bottom of the page and click the box agreeing to the Terms and Conditions. Then click “Send”. After the claim is sent, the system will automatically change to the next month.

TO CHANGE LANGUAGE: Above the side menu bar, click the three grey wheel icon. From the drop down box, select your preferred language.

TO REVIEW YOUR CLAIMED SUMMARY AND ERROR REPORT: From the side menu bar, select “Reports”. From the drop down box select “Claim Statements” then “Claim Summary and Error”. Select the month you’d like to view. Click “Run”.

FOR PRACTICING PURPOSES ONLY

Visit www.kidkare.com

Login ID: 083654321

Password: gbtru8nt

Once you receive your own Provider login, disregard this account.



Meal Recordings and Unlock Procedures

Per the CHILD CARE FOOD PROGRAM SPONSOR-PROVIDER AGREEMENT (Section II.B) you are required to record meal counts by the end of the day for that day's meal services. Providers are responsible for recording meal and attendance information daily by 11:59 pm. If meals are not recorded by 11:59pm you are subject to meal disallowances and/or corrective action plan.

If you are unable to record meals by 11:59 pm due to technical difficulties (computer/internet issues) you must record all meals on the Temporary Claim Form and report it immediately to the hotline for your county.

FOOD PROGRAM HOMES HOTLINE

Broward: (954) 724-7554
Miami Dade: (786) 363-5120
Palm Beach: (561) 514-3390

Per Federal Child Care Food Program Regulations meals must be recorded daily.

As a courtesy, Family Central will unlock the Provider up to three (3) different occasions per contract year (Oct-Sept).

Once you are unlocked you will receive a notification by email. You may need to hit the REFRESH button or log completely out of KidKare and log back in, in order to record past meals.

When unlocked, you may only record meals for the approved day(s). **DO NOT MAKE CHANGES TO ANY OTHER DAYS.**

Providers are responsible to verify that all meals were recorded for the previous day.

If you are experiencing long term computer/internet access problems, please contact the Quality Assurance Coordinator, Sheron Givings, to discuss the issue.

You must report all KidKare related technical issues to Minute Menu Provider Support for resolution at 972-671-5211. Please take note of any error messages received prior to contacting.

Pre-recording Meals is not allowed and may result in a serious deficiency. Prerecorded meals will be disallowed!