

ANNUAL CHILD AND ADULT CARE FOOD PROGRAM TRAINING (CACFP)



Fiscal Year 2026 - 2027



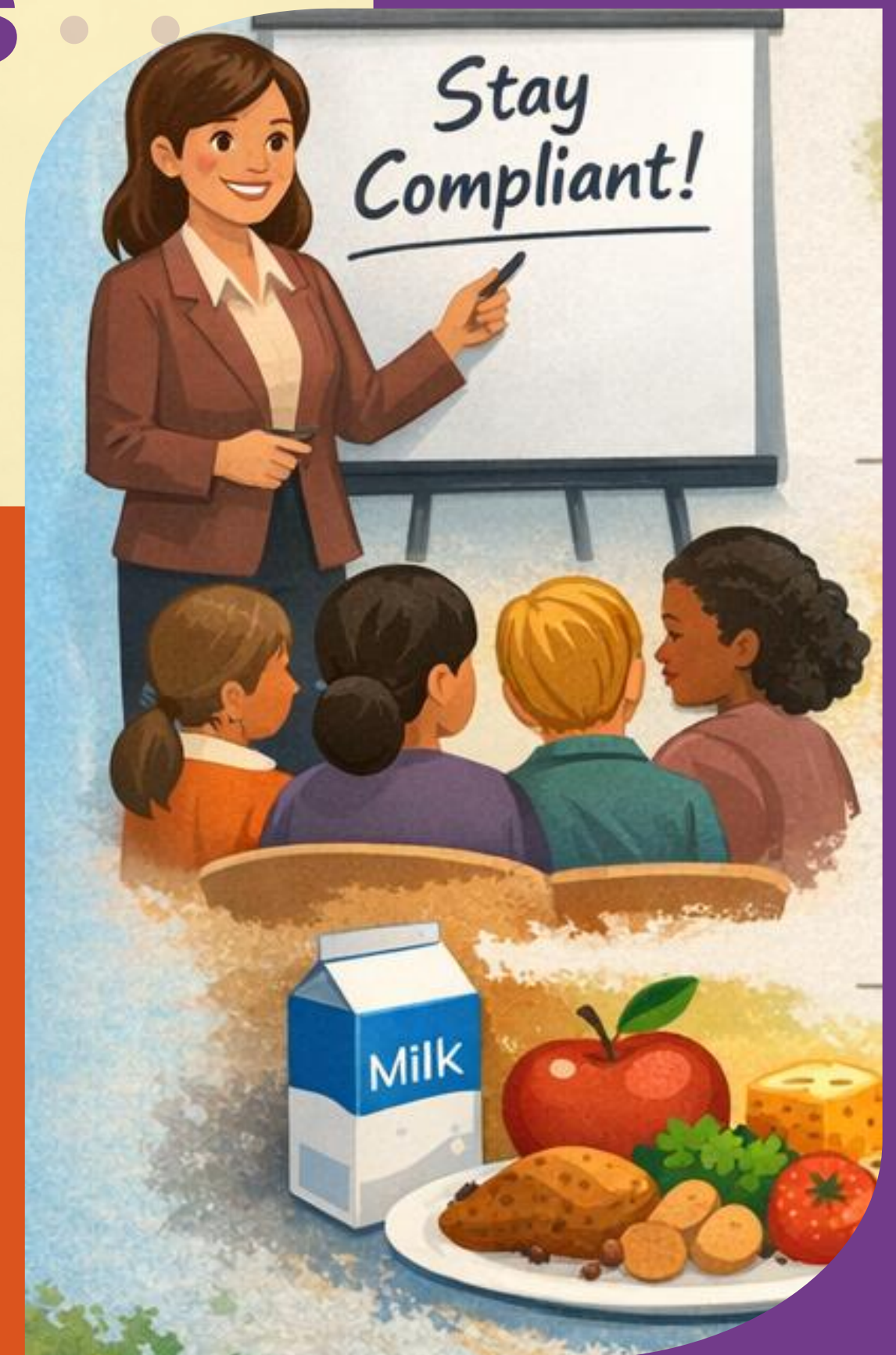
Training Requirements

CACFP regulations require that all providers receive a yearly training to discuss material that is critical in remaining in compliance with the CACFP.

The training will be based on the following topics:

- Meal Pattern Requirements
- Milk Requirements
- Monitoring Visits
- Serious Deficient Process/Training
- Meal Count/ Attendance/ Menu Recording
- Review / Submission/ Claim Processing
- Standards Agreement/Rules and Regulations
- License Capacity
- Nutrition Topics
- Food Safety and Sanitation
- Civil Rights
- WIC

Although you are probably fully aware of each area, it is important that each provider is confident in their knowledge of the program and to remain in compliance with regulations.



Feeding Infants

Reminders

Encourage and Support breastfeeding:

- Providers may receive reimbursement for meals when a mother comes to the daycare and breastfeeds her child.
- From 0 through 5 month old, only breastmilk and/or formula are required to be served.
- Providers can claim meals if parent supplies formula/breast milk

Developmentally appropriate meals:

- At age 6 months solid foods are to be gradually introduced, as developmentally ready.

More Nutritious Meals:

- It is recommended that you offer a Veggie and/or Fruit at snack time for infants 6 through 11 months.

Click [HERE](#) for more information on Feeding Infants.



Infant Feeding

Best Practices

As a best practice, the CACFP encourages you to offer a quiet, private area that is comfortable and clean for the mother to breastfeed her baby. As a CACFP provider, you will still receive reimbursement for meals and snacks when the mother has provided pumped breastmilk or has breastfed her baby at your child care site even after the child's first birthday.

Requirements

- Formula provided must always state "Iron Fortified."
- If a child cannot have an iron-fortified formula, we must have a medical statement on file.
- On the initial enrollment, Provider must specify which house formula he/she provides and which Iron Fortified Formula parent provides or Breast Milk.



Click [HERE](#) for more information on Feeding Infants.



Infant Meal Pattern

- Breast milk or IFIF, or portions of both, must be served. Serving breast milk, when available, is considered a best practice for infants from birth through 11 months.
- All infant formula must be FDA-regulated and iron-fortified with 1 mg of iron or more per 100 calories of formula.
- A serving of this component is required once an infant is developmentally ready for solid foods. A combination of different food items within the component is allowed.
- Fruit and vegetable juices, including 100% juices, are not allowed for infants.
- All infant cereals must be iron-fortified (IFIC).
- Grains must be one of the following: enriched meal/flour or whole grain-rich. Ounce equivalent serving sizes are used to determine the quantity of creditable grains. For more sample serving sizes on credible infant Grains, refer to the Feeding Infants Using Ounce Equivalents for Grains Worksheet.
- Yogurt must contain no more than 12 grams of added sugars per 6 ounces. Refer to the Yogurt Sugar Limit Slide.
- Grain-based desserts and refined grains do not count towards meeting the Grains component requirement.
- Breakfast cereals must be whole-grain-rich, fortified, or enriched, and contain no more than 6 grams of added sugar per dry ounce (no more than 21 grams of added sugars per 100 grams of dry cereal). Refer to the Cereal Sugar Limit Wallet Slide and the WIC Cereal List.

Ages Birth Through 5 Months

Breakfast, Snack, Lunch & Supper Meal Patterns		
Milk	4-6 fl oz	breastmilk ¹ or formula ²

Ages 6 Months Through 11 Months

Breakfast, Lunch & Supper Meal Patterns		
Milk	6-8 fl oz	breastmilk ¹ or formula ²
Grains or Meats/Meat Alternates	0-½ oz eq	infant cereal ^{2,3} or
	0-4 tbsp	meat; fish; poultry; whole egg; tofu; tempeh; cooked dry beans, peas and lentils; or
	0-2 oz	cheese or
	0-4 oz	cottage cheese or yogurt ⁴ or soy yogurt ⁴ or
		a combination of the above ⁵
Fruits/Vegetables	0-2 tbsp	vegetable or fruit or a combination of both ^{5,6}
Snack Meal Patterns		
Milk	2-4 fl oz	breastmilk ¹ or formula ²
Grains	0-½ oz eq	bread ^{3,7} or
	0-¼ oz eq	crackers ^{3,7} or
	0-½ oz eq	infant cereal ^{2,3} or
	0-¼ oz eq	ready-to-eat breakfast cereal ^{3,5,7,8}
Fruits/Vegetables	0-2 tbsp	vegetable or fruit or a combination of both ^{5,6}

Click [HERE](#) for more information on CACFP Meal Patterns.

Feed Babies on Demand

Feed a baby when he or she shows signs of hunger:

- Makes sucking noises
- Sucks on hands, fingers, toes
- Reaches for a bottle
- Rooting

***Crying is a late sign of hunger**

Breastfeeding On-Site

- Offer mothers a clean, comfortable, and quiet place to breastfeed her baby
 - Small room
 - Corner of a classroom
 - Office
- The space may include:
 - A pillow
 - A foot stool
 - A comfortable chair

Reading Signs of Fullness

Stop feeding when you see one or more of these signs:

- Stops sucking or slows down sucking
- Falls asleep
- Turns head away
- Seals lips together
- No longer pays attention during the feeding

What if a Baby is Still Hungry?

Talk to the baby's parents.
You can:

- Encourage them to bring in a back-up supply of breastmilk.
- Ask if they would like you to offer iron-fortified infant formula to their baby.



Choking Hazards

- ✓ Avoid serving small, sticky, or hard food that are difficult to swallow
- ✓ Prepare foods to the right shape, size, and texture to lower choking risks
- ✓ Cut foods into small pieces no larger than ½ inch or short thin slices or strips
- ✓ Always sit and watch babies and young children at mealtime to make sure they do not choke

Top Choking Hazards

- ✓ Hotdogs & Sausages
- ✓ Whole Grapes & Cherry Tomatoes
- ✓ Candy / Taffy/ Gum
- ✓ Popcorn
- ✓ Raw Hard Vegetables & Fruits



Meal Pattern

- **Whole Grains Are Required Daily:** At least one serving of grains per day must be "whole grain-rich."
- **Fruits and Vegetables are Separate Components:** Lunch and supper require a separate fruit component and a separate vegetable component, rather than allowing fruits and vegetables to be interchanged.
- **Strict Added Sugar Limits:** Grain-based desserts are not allowed, and yogurts must contain no more than 12 grams of added sugars per 6 oz.. while breakfast cereals are limited to 6 grams of added sugars per dry ounce.
- **Milk Requirements by Age:** Children aged 1 must be served unflavored whole milk, while children aged 2 through 12 must receive unflavored low-fat 1% or fat-free milk.
- **Meat Alternate for Breakfast:** You may substitute the entire grains component with a meat/meat alternate (e.g., eggs, yogurt) up to three times per week at breakfast.

BREAKFAST Serve Milk, Vegetables and/or Fruits, Grains*

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetables, Fruits or Both	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains*	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

* Meats and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week.

LUNCH/SUPPER Serve All Five Meal Components

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	1/2 cup	3/4 cup	1 cup	1 cup*
Vegetables	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruits	1/8 cup	1/4 cup	1/4 cup	1/2 cup
Meats/Meat Alternates	1 oz eq	1 1/2 oz eq	2 oz eq	2 oz eq
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

* A serving of milk is not required at supper meals for adults.

SNACK Select Two of the Five Meal Components

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	1/2 cup	1/2 cup	1 cup	1 cup
Vegetables	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Fruits	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Meats/Meat Alternates	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq

oz eq = ounce equivalents
Refer to USDA FNS Exhibit A Grains Chart for further guidance on grain serving sizes.

Milk Requirements

Milk is required at Breakfast, Lunch and Dinner



Newborn - 11 Months

**Breastmilk or Iron-Fortified
Infant Formula**

- ✓ Fluid Milk must be offered at each meal.
- ✓ Fluid milk may be offered as one of the two required meal components at snack; however, the other required meal component must not be a beverage.



12 Months - 23 Months

**Unflavored
Whole Milk**

- ✓ At breakfast and snack, fluid milk may be offered as a beverage, on cereal, or both.
- ✓ At lunch and supper, fluid milk must be offered as a beverage.



2 Years - 13 Years

**Unflavored
Fat-Free, Low -Fat 1% Milk,
Reduced Fat 2% Milk, Whole
Milk**

For more information on milk, click [**HERE**](#).

Milk Requirements

Milk is required at Breakfast, Lunch and Dinner

A milk substitution form is needed in CACFP whenever a child cannot consume fluid cow's milk due to a medical, dietary, or religious reason, requiring a non-dairy substitute. A written request (often a parent note) is required for nutritionally equivalent non-dairy milk, while a medical statement is needed for non-equivalent items.

[Click here for the Milk Substitution Form](#)

REMINDER

Oat, Almond, Rice and Coconut milks are NOT CREDITIBLE and can only be served with special diet medical statement and medical need.

Nutrient Requirements for Fluid Milk Substitutes/Non-Dairy Beverages

Nutrient	Per Cup (8 fl oz)
Calcium	276 milligrams
Protein	8 grams
Vitamin A	500 International Unit
Vitamin D	100 International Unit
Magnesium	24 milligrams
Phosphorus	222 milligrams
Potassium	349 milligrams
Riboflavin	0.44 milligrams
Vitamin B-12	1.1 micrograms

[81 Federal Register 24375, April 25, 2016]

For more information on milk, click [HERE](#).

Whole Grains

CACFP requires that at least **one whole grain rich item be served at least once a day.**

If you only serve one meal or snack per day, then grains served must be whole grain rich.

What is **Whole Grain-Rich?**

Foods that contain 100% whole grains or at least 50% whole grains and the rest are enriched.



The food is listed as “whole wheat,” “entire wheat,” or “graham”



The food is found on any state agency’s WIC approved whole grain food list



The food has an FDA-approved whole grain health claim



The food meets criteria listed in the Rule of Three



Click **HERE** to access more info on Grains.

Identifying Whole Grain-Rich

1 Food is labeled as Whole Wheat.

If the packaging has “Whole Wheat” anywhere on the package (not just Whole Grain), then look no further. This product is considered whole grain-rich and is credible.



2 FDA Statement

One of the following FDA statements are included on the labeling:

“Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers.”

“Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease.”



3 The Rule of Three

A whole grain is listed as the first ingredient (or the second after water) and the next two grain ingredients are creditable which include whole grains, enriched grains, bran, and germ. Otherwise known as the rule of three.



Click [HERE](#) to access more info on Grains.

Identifying Whole Grain-Rich

Most Common Grains	Less Common Products	Non-Credible Grains
Brown / Colored Rice Muesli Oats & Oatmeal Whole Grain Barley Whole Grain Cereals Whole Grain Cornmeal Whole Corn Tortillas Whole Grain Crackers Whole Wheat Pasta Whole Wheat or Whole Grain Bread, Pita, Buns and Rolls Whole Grain Noodles Whole Grain Tortillas	Amaranth Buckwheat Bulgur (Cracked Wheat) Millet Quinoa Sorghum Teff Triticale Whole Rye Wild Rice	All Purpose Flour Bread Flour Cake Flour Corn Grits Corn Starch Couscou Enriched Self-Rising Flour White Rice Unbleached Flour Vegetable Flours Wheat Starch White Flour

 *Tip: Always read the label when buying processed options.*

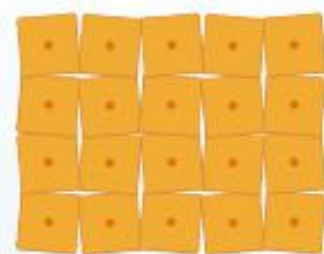


Whole Grains

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 ¼" by 1 ¼") = 1 oz. eq.



5 woven whole-wheat crackers
(1 ½" by 1 ½") = 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 ¼" by 1 ½"*, 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 ½ oz. eq., which equals about...
Popcorn		¼ pita or 14 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**		1 ½ cups or 14 grams
		7 twists or 11 grams

Grain-Based Desserts in the Child and Adult Care Food Program

Kids need the vitamins, minerals, and other nutrients in foods such as fruits, vegetables, whole grains, low-fat dairy, and lean protein foods. Too often, kids are filling up on foods high in added sugars and low in nutrients.

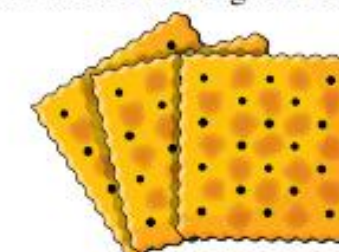
As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.

What Are Grain-Based Desserts?

The chart below lists some common grain-based desserts:



Grain-Based Desserts (Not Reimbursable in the CACFP):	Not Grain-Based Desserts (Reimbursable in the CACFP):
• Brownies • Cakes, including coffee cake and cupcakes • Cereal bars, breakfast bars, and granola bars • Cookies, including vanilla wafers • Doughnuts, any kind • Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies • Gingerbread • Ice cream cones • Marshmallow cereal treats • Pie crusts of dessert pies, cobblers, and fruit turnovers • Sweet bread puddings • Sweet biscotti, such as those made with fruits, chocolate, icing, etc. • Sweet croissants, such as chocolate-filled • Sweet pita chips, such as cinnamon-sugar flavored • Sweet rice puddings • Sweet scones, such as those made with fruits, icing, etc. • Sweet rolls, such as cinnamon rolls • Toaster pastries	• Banana bread, zucchini bread, and other quick breads • Cereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortified • Combread • Crackers, all types • French Toast • Muffins • Pancakes • Pie crusts of savory pies, such as vegetable pot pie and quiche • Plain croissants • Plain or savory pita chips • Savory biscotti, such as those made with cheese, vegetables, herbs, etc. • Savory bread puddings, such as those made with cheese, vegetables, herbs, etc. • Savory rice puddings, such as those made with cheese, vegetables, etc. • Savory scones, such as those made with cheese, vegetables, herbs, etc. • Teething biscuits, crackers, and toasts • Tortillas and tortilla chips • Waffles



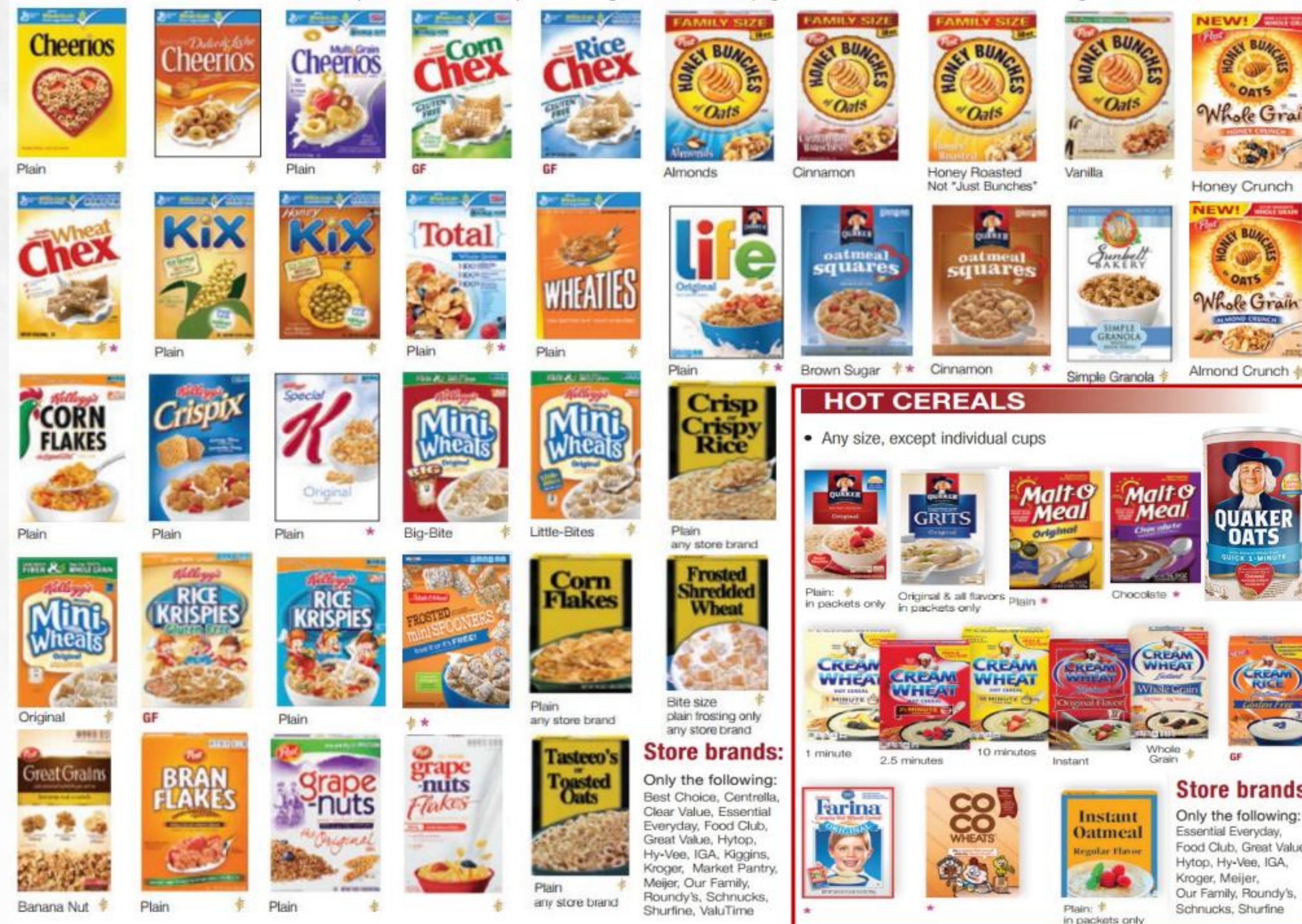
Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.

Click [HERE](#) to access more info on Grains.

Approved Cereals

Breakfast Cereal cannot contain more than 6 grams of added sugar per dry ounce.

To determine if your cereal is credible click [HERE](#)



Serving Meats & Meat Alternates at Breakfast

Breakfasts in the Child and Adult Care Food Program (CACFP) include milk, vegetables and/or fruits, and grains. You can also serve meats and/or meat alternates instead of grains at breakfast **up to 3 times per week**.

Here's how to include meats or meat alternates as part of a reimbursable breakfast:

- Substitute 1 ounce equivalent of meats/meat alternates for 1 ounce equivalent of grains.

Ounce equivalents are a way to measure amounts of food. In the CACFP, 1 ounce equivalent of a meat or meat alternate is equal to 2 tablespoons of peanut butter, ½ of a large egg, or 1 ounce of lean meat, poultry, or fish. If you want to serve meats/meat alternates at breakfast more than 3 days a week, you must offer them as additional foods, which do not count toward a reimbursable breakfast.

	Ages 1 - 2 years and 3 - 5 years	Ages 6 - 12 years and 13 - 18 years	Adults
Minimum amount of meat/ meat alternates required when served instead of grains at breakfast	½ ounce equivalent	1 ounce equivalent	2 ounce equivalents
Meat/Meat Alternate	is equal to:	is equal to:	is equal to:
Beans or peas (cooked)	⅛ cup	¼ cup	½ cup
Natural or processed cheese	½ ounce	1 ounce	2 ounces
Cottage or ricotta cheese	⅛ cup (1 ounce)	¼ cup (2 ounces)	½ cup (4 ounces)
Eggs	¼ large egg	½ large egg	1 large egg
Lean meat, poultry, or fish	½ ounce	1 ounce	2 ounces
Peanut butter, soy nut butter, or other nut or seed butters	1 tablespoon	2 tablespoons	4 tablespoons
Tofu (store-bought or commercially prepared)	⅛ cup (1.1 ounces) with at least 2.5 grams of protein	¼ cup (2.2 ounces) with at least 5 grams of protein	½ cup (4.4 ounces) with at least 10 grams of protein
Yogurt (including soy yogurt)	¼ cup of yogurt (2 ounces)	½ cup of yogurt (4 ounces)	1 cup of yogurt (8 ounces)

NOTE: When you serve beans and peas as a vegetable, they cannot also count as a meal alternate in the same meal.

Meat & Meat Alternates

Required component at Lunch and Dinner

- ▶ You can serve a meat or meat alternate as a standalone item, such as eggs, yogurt, cottage cheese, turkey sausage, and ham.
- ▶ As a best practice, choose foods that are lower in saturated fat and sodium. Meat and meat alternates can be served together, such as eggs (a meat alternate) and ham (a meat).
- ▶ Meat and meat alternates can also be served in a dish mixed with other foods, such as apple slices spread with peanut butter, yogurt topped with fruit, or a tofu scramble with vegetables.

Items That May Be Creditable With Proper Documentation

Some commercial food items containing M/MA may not be listed in the FBG; however, they still may be creditable with proper documentation, such as a Child Nutrition (CN) label or Product Formulation Statement (PFS). Examples of these foods are:

✓ Combination foods, such as pizza, corn dogs, chicken nuggets, and meat sauce

✓ Dried meat, poultry, and seafood

Note: Foods listed in the FBG are creditable in CNP. A limited number of combination foods are listed in the FBG (e.g., beef stew, chili, fish sticks), so check the FBG first!

✓ Luncheon meat that is not listed in the FBG

✓ Turkey bacon/sausage that is not listed in the FBG

✓ Pepperoni

✓ Hummus



Foods Not Creditable as Meats/Meat Alternates

✗ Canned, pressed luncheon meat (potted/deviled)

✗ Ceviche or home pickled fish

✗ Cream Cheese/Neufchatel Cheese

✗ Egg yolks only; egg white only; liquid egg substitutes

✗ "Imitation" Cheese & Cheese "products"

✗ Frozen yogurt, yogurt bars, probiotic drinks

✗ Nut flour

✗ Peanut butter "spreads" (a mixture of peanut butter and other ingredients)

✗ Pig's feet and ham hocks

✗ Pork bacon and imitation bacon products/salt pork/scrappe

✗ Powdered cheese (such as in boxed macaroni and cheese)

✗ Tofu, silken or soft, added to smoothies or baked into desserts for texture/nutrition enhancement

Click [HERE](#) for more information on crediting MMAs.

Approved Yogurts

Yogurts must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugar per ounce)



Yoplait

- Original Blueberry (low fat)
- Original Harvest Peach (low fat)
- Original Strawberry (low fat)
- Original Strawberry Banana (low fat)
- Original Vanilla (low fat)
- Plain (fat free)



Dannon*

- Plain (nonfat, lowfat, or whole)
- Vanilla (low fat or whole)



WinCo Foods*

- Plain (nonfat or whole)



Great Value

- Plain (nonfat)



Essential Everyday

- Plain (nonfat or lowfat)



Lucerne*

- Peach (lowfat)
- Plain (nonfat or whole)



Berkeley Farms

- Peach (lowfat)
- Plain (lowfat)
- Strawberry (lowfat)
- Vanilla (lowfat)

*Additional yogurts may be credible!

Click [HERE](#) on information on how to determine yogurt credibility

- ✓ Creditable yogurt can be served frozen.
- ✓ Homemade yogurt is not creditable due to food safety concerns.
- ✓ Drinkable yogurt is not creditable.
- ✓ Soy yogurt that meets the sugar limit is creditable.

Fruit & Vegetables

Lunch & Supper

- Vegetables and fruits are separate meal components.
- A vegetable and a fruit, OR two different vegetables must be served. Two fruits cannot be served.

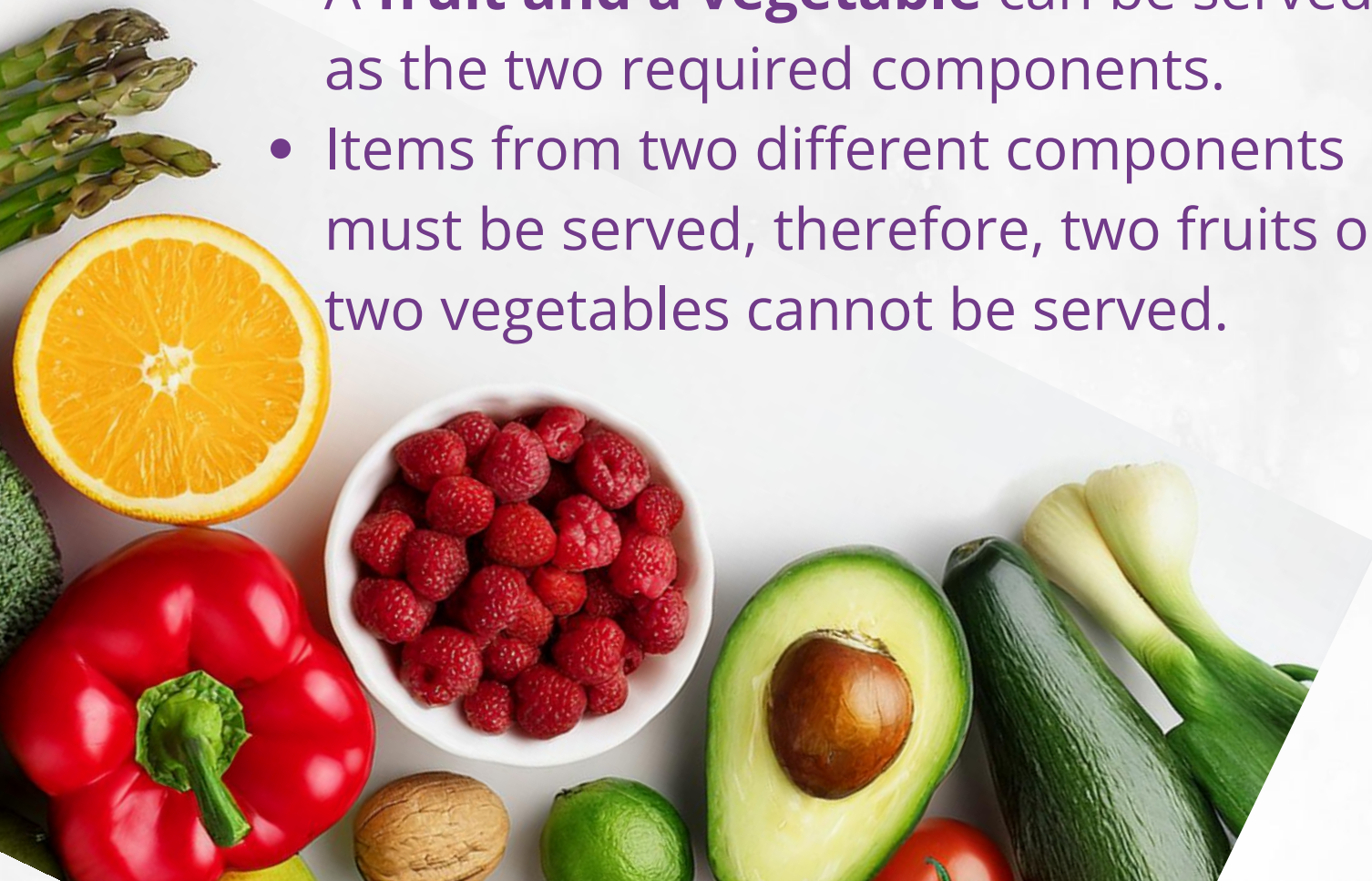
Lunch & Supper			
Allowed	Allowed	Not Allowed	Not Allowed
Chicken Carrots Broccoli WG Bun 1% milk	Chicken Carrots Apples WG Bun 1% milk	Chicken 2 servings of Carrots WG Bun 1% milk	Chicken Kiwi Apples WG Bun 1% milk

Snack

- A **fruit and a vegetable** can be served as the two required components.
- Items from two different components must be served, therefore, two fruits or two vegetables cannot be served.

Snack		
Allowed	Not Allowed	Now Allowed
Kiwi Carrots	Carrots Celery	Strawberries Bananas

100% Fruit Juice may only be served at one meal or snack per day, even if snacks and meals are served to different groups of participants.





Combination Foods

Combination dishes may be credited for only one or two meal pattern components. This is to ensure children do not go hungry when a dish is disliked.

Below are some commonly served combination foods:



Tacos

MEAT: Ground Turkey

GRAIN: Tortilla



Sandwich

MEAT: Ham

GRAIN: Wheat Bread



Casserole

MEAT/ALT: Black Beans

GRAIN: WG Noodles
***Must serve a 2nd vegetable**



Homemade Pizza

MEAT/ALT: Mozerella Cheese

GRAIN: WG Pizza Dough



Homemade Soup

MEAT: Chicken

VEGETABLE: Carrots
***Must serve a 2nd vegetable**

Processed Foods vs. Home-Made

As a suggested alternative to using Store-Bought Combination Foods, we would like you to consider evaluating your current menus and opt for preparing homemade meals and snacks. The benefits of homemade foods are:

- More nutritious
- Less expensive
- Fewer preservatives - less sodium, fat, sugar
- Taste better - more appealing to children
- Creates opportunities to involve children in meal planning and preparing

Children may enjoy combination foods and many of the commercially prepared ones can be made from scratch. Some examples include:

- Homemade pizza – minis pizza, bagels, English muffin, pita or bread thin pizza
- Homemade Chicken or Fish Nuggets, sticks, strips, shapes or bites
- Homemade Soups, Chili and stews
- Burritos, quesadillas and tacos
- Homemade Lasagna and casseroles

The infographic is divided into two main sections: 'PROCESSED FOOD' on the left and 'HOMEMADE FOOD' on the right, separated by a central 'VS' icon. The 'PROCESSED FOOD' section features images of potato chips, a can of soda, instant noodles, and cookies. Below these images are four red circular icons with corresponding text: a box icon for 'High in added sugar, salt and unhealthy fats', a flask icon for 'Contains artificial ingredients, preservatives and additives', a battery icon for 'Low in essential nutrients and fiber', and a sad face icon for 'May increase risk of obesity, diabetes, heart disease and other health problems'. The 'HOMEMADE FOOD' section features an image of a bowl of chicken, rice, and vegetables. Below this image are four green circular icons with corresponding text: a leaf icon for 'Made with real, whole ingredients', a plant icon for 'Rich in vitamins, minerals and antioxidants', a shield icon for 'Supports a strong immune system, healthy weight and better energy', and a smiley face icon for 'Helps reduce risk of chronic diseases and supports long-term health'. In the center, between the two sections, is a green heart icon with the text 'CHOOSE HOMEMADE. CHOOSE A HEALTHIER YOU.' At the bottom, a green banner with a leaf icon reads 'REAL INGREDIENTS. REAL BENEFITS. REAL HEALTH. Make it homemade.'

PROCESSED FOOD
Convenient, but comes at a cost.

HOMEMADE FOOD
Made with care, full of good choices.

VS

CHOOSE HOMEMADE. CHOOSE A HEALTHIER YOU.

REAL INGREDIENTS. REAL BENEFITS. REAL HEALTH. Make it homemade.

- High in added sugar, salt and unhealthy fats
- Contains artificial ingredients, preservatives and additives
- Low in essential nutrients and fiber
- May increase risk of obesity, diabetes, heart disease and other health problems

- Made with real, whole ingredients
- Rich in vitamins, minerals and antioxidants
- Supports a strong immune system, healthy weight and better energy
- Helps reduce risk of chronic diseases and supports long-term health

Don't Forget Water



Under the CACFP meal pattern for children, you **may not** serve water instead of milk at meals. However, water may be served at the table along with the milk.



Ensure water is available throughout the day



Infants usually do not need to drink plain water until they are at least 6 months old. Once an infant has started eating solid foods, small amounts of plain, fluoridated water may be offered to the infant in a cup.



Monitoring Visits

The Day Care Home will be monitored, announced or unannounced, at least three **(3) times a year**. During this visit your monitor will observe children, meals, and records. Your monitor will also provide training and answer any questions you may have. In the event that only the assistant is available, the assistant must be trained and have access to all records. Failure in record keeping can result in a meal disallowance and corrective action.

Provider **MUST** notify the sponsor when day care will be closed by using calendar in KidKare or calling the office at extension 131.

Notifying the sponsor avoids the chance that the Monitor will arrive for an unannounced visit and find no one at home. Meals normally claimed during that day would then be disallowed and provider may be found as serious deficient.

If during a review your monitor observes less children than what is normally claimed, the provider may be subjected to an escalated review that may include parent contact and loss of meal privileges.



Draggable Events

✚ Provider Closed For Business

✚ Away From Home

✚ Provider Open On Holiday

NOTE: In order to delete an event, you must click on the existing event on the calendar to open the Event Editor.

Record Keeping

- ✓ We will ask to see physical menus during visits if your menu is not up-to-date in KidKare. Failure to produce documentation can result in meals being disallowed.
- ✓ Records MUST be entered DAILY for attendance and menus.
- ✓ Providers must keep signed copies of child enrollments. Copies must be signed by parent and provider. Sponsor must have a copy on file.
- ✓ It is the provider's responsibility to keep and save copies of all records for a period of 3 years PLUS the current year.
- ✓ Meal Pattern Substitution forms must be on file if medical condition requires changes to the meal pattern requirements.
 - ➔ If condition can be accommodated within the meal pattern requirements, a parent note is sufficient.



Seriously Deficient Warnings



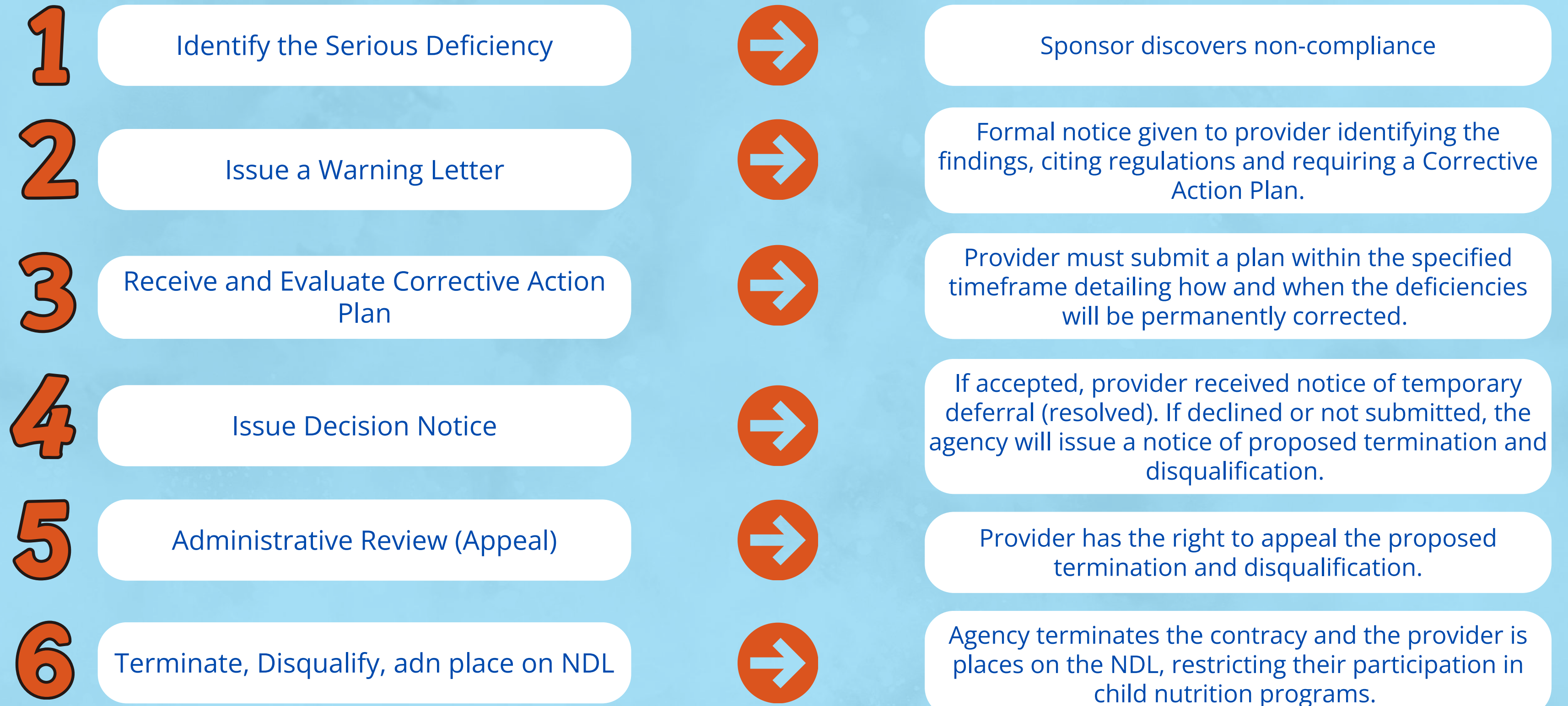
You could be found **Seriously Deficient** for:

- Menus and/or Attendance are not up to date
- Failure of retention of records
- Not notifying the sponsor when the child care is closed
- False Claiming
- Claiming children not in attendance
- Pre Claiming
- Not meeting meal pattern requirements
- Over capacity
- Failure to complete an annual online training
- Not following Meal service times
- Altering records after review
- Missing enrollments
- The meal observed was different from what was claimed
- Failure to notify the sponsor of license status



Seriously Deficient Warnings

Six Steps of the Serious Deficiency Process:

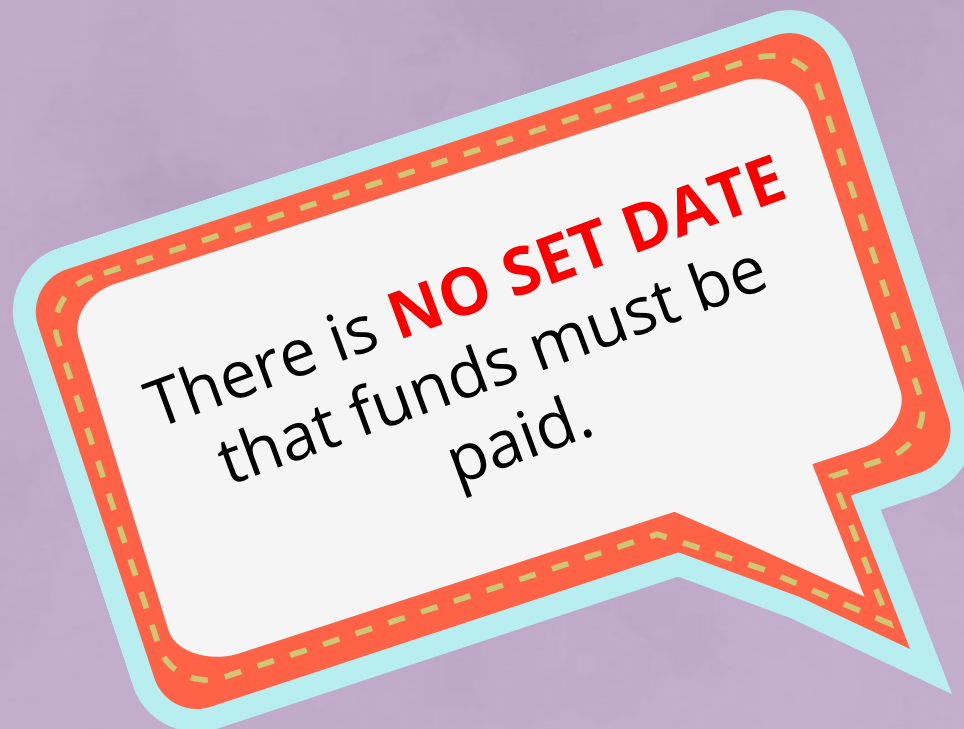


Submitting Claims

Claims **MUST** be submitted by the 5th of the following month.

- Review for Accuracy
- Keep daily records in KidKare
- If you are unable to input daily records, submit your digital or handwritten tracking documents for meals and attendance to SFCS at the end of the month, once all meals have been documented in KidKare
- Claiming and receiving reimbursement for children not in provider care is **fraud and will result in being declared Seriously Deficient with the Department of Social Services and funds to be retracted.**

Claims for the month of:	Due in office by 5pm on:	Will be paid in the month of:	Late claims received by:	Will be paid in the month of:
January	February 5	March	February 25	April
February	March 5	April	March 25	May
March	April 6	May	April 27	June
April	May 5	June	May 25	July
May	June 5	July	June 25	August
June	July 6	August	July 27	September
July	August 5	September	August 25	October
August	September 7	October	September 25	November
September	October 5	November	October 26	December
October	November 5	December	November 25	January 2027
November	December 7	January 2026	December 28	February 2027
December	January 5, 2027	February 2027	January 26, 2027	March 2027



Claiming Whole Grains

CACFP requires that whole grain/wheat be claimed at least once a day.

If a whole grain is not served, the lowest reimbursement meal/snack will be disallowed.

How to avoid this disallowance?

Menus Delete Save

Dinner + Create MyMenu

Meat/Alternate Chicken (021)

Bread/Alternate Macaroni Noodles (540)

Is this whole grain-rich? Yes No

Vegetables Squash (132)

Fruit/Vegetable Broccoli (107)

Milk Milk 1% over 2 yrs/whole under 2 yrs (7)

Select **“YES”** only when Whole Wheat/Grain is served.

Common Errors

Our goal is for all providers to receive the best benefit and reimbursement possible. The best way to reach that goal is by eliminating common errors and disallowances.

-  **Error #46 A child was claimed but is under “pending or unknown status.”**
 *Solution: Send signed enrollment form to our office within 5 days of the child’s enrollment in the food program.*
-  **Error #75 A child was served after the child’s enrollment form expired.**
 *Solution: Submit updated enrollment form before the child’s enrollment expiration date. KidKare notifies you of upcoming expiration dates or if a child's enrollment has expired.*
-  **Error #91 School Aged Child Served a Meal When Child Should have Been in School**
 *Solution: When claiming a school aged child for AM Snack or Lunch mark “School Out” or “Sick” by clicking the 3 lines next to the child’s name.*
-  **Error #110 A child’s enrollment file indicates the child does not normally attend given meal.**
 *Solution: If you have a child who's hours have changed when he/she is in your care, or their current enrollment form doesn't state all the meals he/she is present for: print a new enrollment form, have the parent hand write the changes, sign, date, and submit the form to our office.*

Post Menu Sample

It is a best practice according to USDA requirements for Family Day Care Homes (FDCHs) to have a planned menu available and posted for all parents and guardians to view.

(meal patterns referenced in [Title 7, Code of Federal Regulations \(7 CFR \), Section 226.20. Per 7 CFR, Section 226.105\(e\)\(10\).](#))



Menus must clearly list:

- Specific food components for each meal.
- Document all menu substitutions. For example, if broccoli is listed on the menu but carrots were substituted, this substitution must be documented on the menu.
- Clearly show **date, month, and year**.

Breakfast 1% or fat-free milk Oatmeal Diced apple	Breakfast 1% or fat-free milk Whole-wheat bagel Egg omelet Blueberries	Breakfast 1% or fat-free milk Waffles Peaches
Snack Strawberries Vanilla yogurt Water	Snack Broccoli/cauliflower florets Cottage cheese ranch dip Water	Snack Pretzel rods Cheddar cheese cubes Water
Lunch/Supper 1% or fat-free milk Hot turkey sandwich on whole-wheat bread Green beans Plum	Lunch/Supper 1% or fat-free milk Cod fillet Brown rice Garden salad Cantaloupe	Lunch/Supper 1% or fat-free milk Chicken breast Whole-wheat roll Mashed potatoes Cherries

Menu templates can be found **HERE**, online or you may create your own.

Printing Enrollment Forms

How to Print an Enrollment Form in KidKare

1. Log into KidKare

Visit www.kidkare.com and log in with your username and password.

2. Go to the “Children” Tab

From the left-hand menu, click on the “Children” tab.

3. Select the Child

Click on the name or initials of the child whose enrollment form you need to print.

4. Click “Enrollment Form”

Under the child’s photo, click on the “Enrollment Form” link to open and print the form.

5. Make Any Necessary Changes by Hand

*If needed, you can write in updates directly on the printed form. Please use blue or black ink.

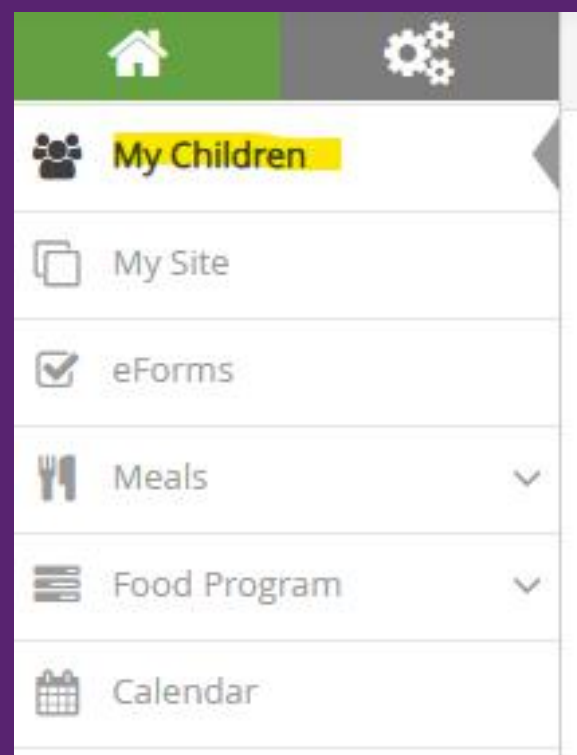
6. Submit the Form

Return the completed form to SFCS by mail, email, or drop-off. Email to:

Foodprogramenrollmentforms@solanofamily.org

7. Repeat for Each Child

Follow steps 1–6 for each child requiring an enrollment form.



Marking Closed Days

1. Log into KidKare

Visit www.kidkare.com and log in with your username and password.

2. Click on "Calendar"

In the left-hand menu, click on the "Calendar" tab.

3. Locate draggable events:

Once the calendar loads, be sure the button "Provider" is highlighted in blue. You will see a section on the righthand side labeled "Draggable Events" and a list that includes closed for business, open on holiday and off-site meal.

4. Drop and Drag

To mark a day when your daycare is closed or you have no children in attendance, click and drag "Closed for Business" to the specified date(s). (Follow the same steps for other events like off-site meals or being opened on a holiday.)

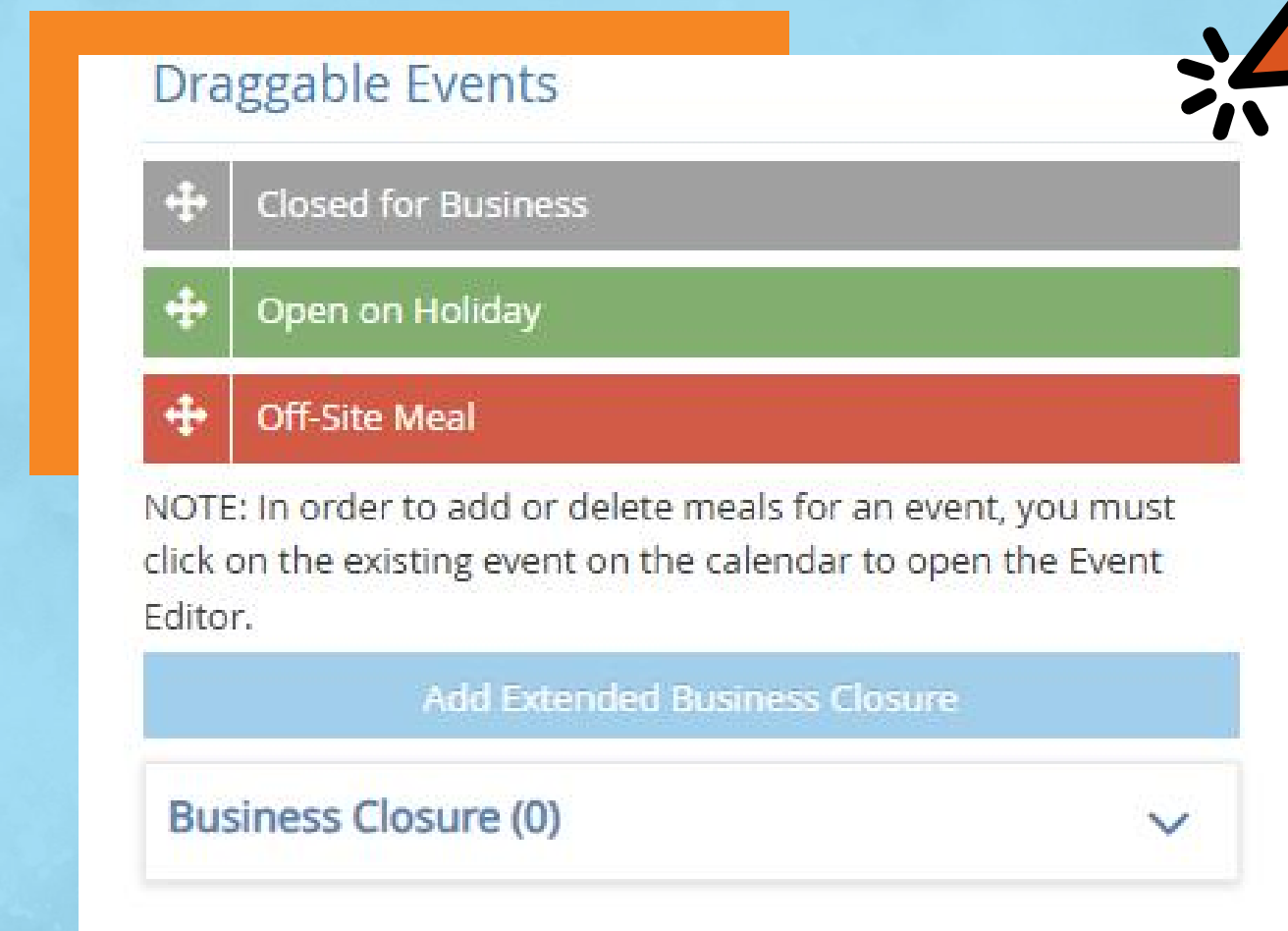
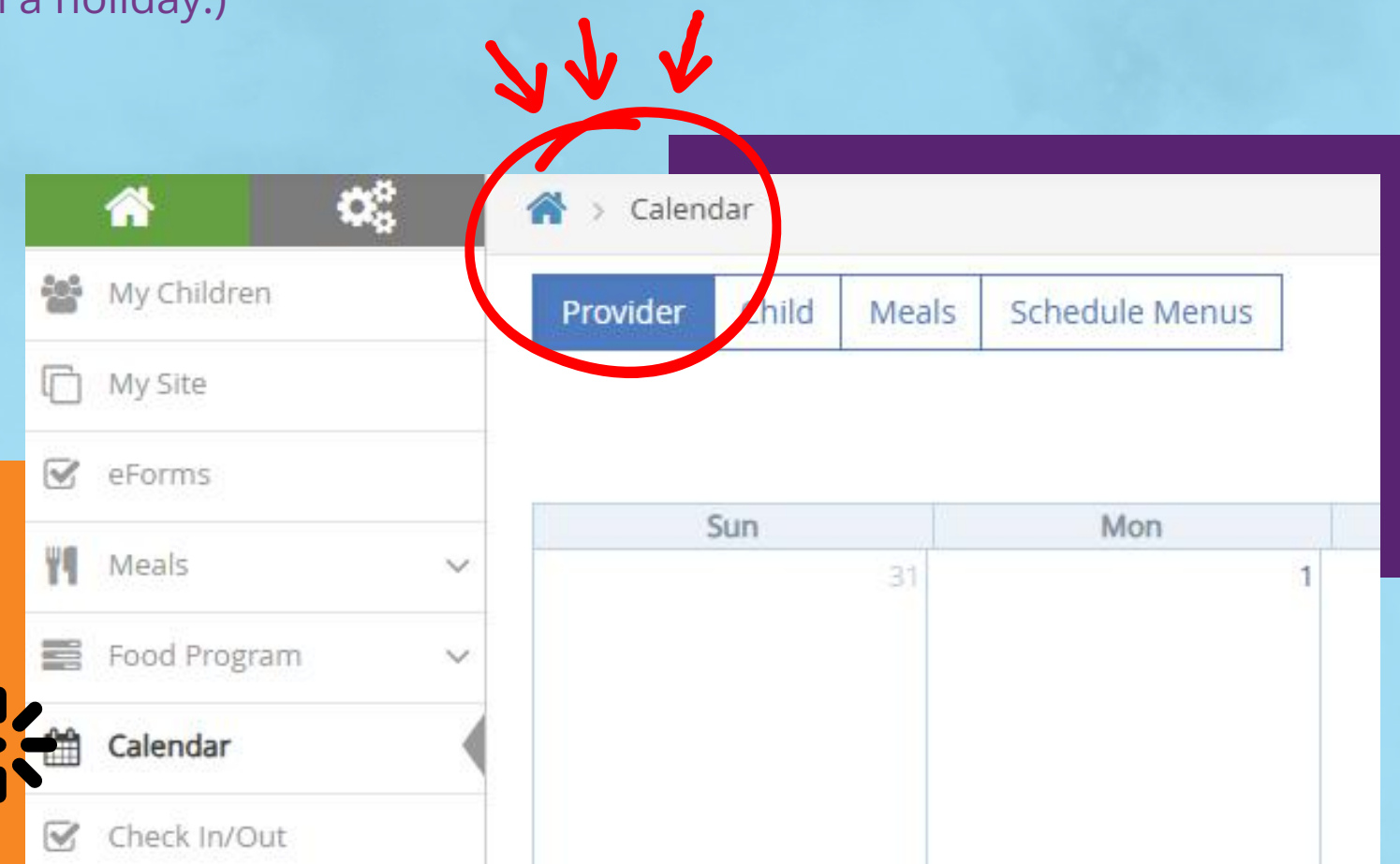
5. To delete an event

Click on the specified event on the day and a box will appear. Click "delete". To edit an event, click the specific event and the same box will appear. If you will only be closed for a few meals unclick the meals you will be in the facility. (Closed meals will appear in blue.)

6. Confirm

Ensure the closed days are correctly reflected on the calendar.

**As per your sponsor agreement you are to notify the office when your daycare will be closed, when you have no children in attendance or when you are serving a meal off-site (ex. field trips). Not alerting the office to closures or off-site meals can result in serious deficiency. Using your KidKare calendar is the best way to alert us of these events.*



Review of Rules and Policies

Returning Children

When a child has been withdrawn and returns to your care, call the office to have the child reinstated

DO NOT RE-ENROLL THE CHILD. The child is still in the system and just needs to be reactivated.

Recording Meals

- Daily record keeping is mandatory.
- Reimbursement is for **2 main meals and 1 snack or 2 snacks and 1 main meal per child.**

Meal Times

- Breakfast before **9:00 AM.**
- AM Snack between **9:00 AM - 11:00 AM.**
- Lunch starting after **11:00 AM and ending by 1:30 PM.**
- PM Snack between **1:30 PM - 5:00 PM.**
- Dinner between **4:00 PM and 7:00 PM.**
- Meals must be served at scheduled meal times. Snacks may be served between main meals **if at least two (2) hours** are between the main meal and the snacks. **There must be at least (3) hours** between meal service when no snacks are served.



Meals must be prepared and served at the licensed child care facility in order to be claimed.

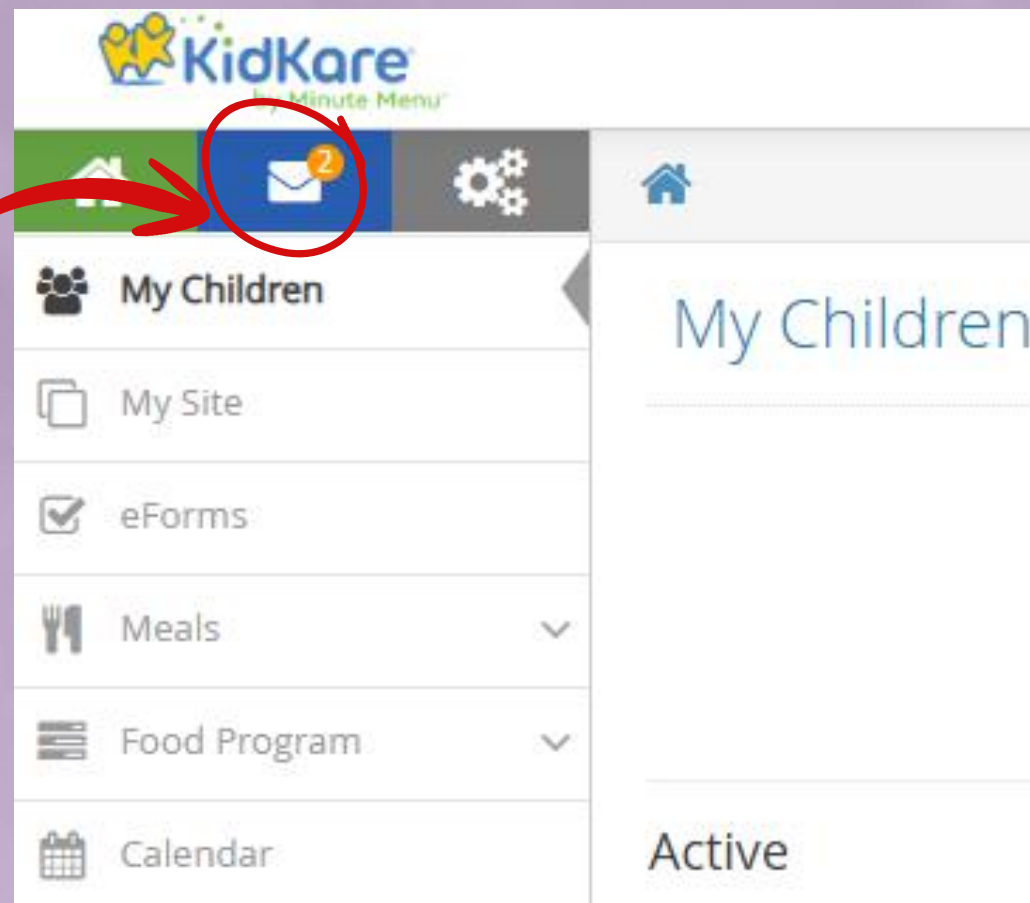
Meals that are prepared, delivered, or served at another location —*including fast food or restaurant meals* —are not eligible for reimbursement, as the creditable components cannot be accurately measured.

Important Messages & Notifications

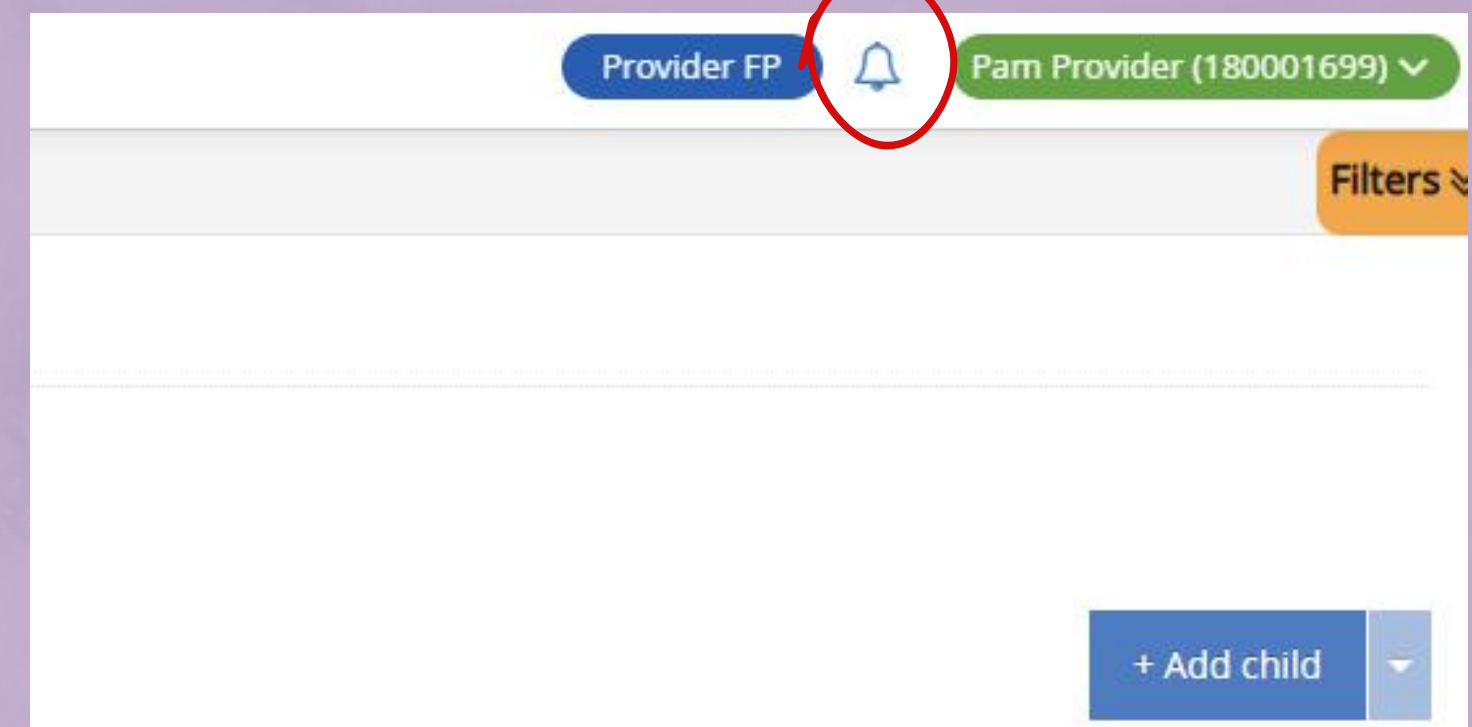
We regularly send important messages to your mailbox in KidKare.

To avoid delays in your refunds, it is important that you check these messages daily

Messages



Notifications



Schedule Changes

Take Attendance:

Baby, Boss	5 y	
		
		
		

Whenever there is a change in the hours of care for a school-age child, you must notify the sponsor by calling or emailing. Additionally, you need to send an updated enrollment form with handwritten changes, signed by both the parent and the provider. When a child transitions to kindergarten or school age, you must update their enrollment form to include their school information.

Providers must remember to check off "Sch Out" or "Sick" anytime the school age child is out of school and in your care.

Stay within
your capacity
requirements

REMEMBER! ↑



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



EDMUND G. BROWN JR.
GOVERNOR

**CAPACITY REQUIREMENTS
FAMILY CHILD CARE HOMES**

**SMALL
FAMILY CHILD CARE HOME**

4 infants ONLY
(Newborn to 2 years)



OR

6 children



No more than 3
May be infants



OR

8 children



No more than 2
May be infants



AND

2 school-age children



One at least age 6
One enrolled and
Attending Kindergarten

- ✓ Landlord permission required
- ✓ Parent notification required

**LARGE
FAMILY CHILD CARE HOME**



12 children

No more than 4 infants
(Newborn to 2 years)



With a qualified assistant
14 years of age or older



OR

14 children



No more than 3 infants



2 school-age children



One at least age 6
One enrolled in and
Attending Kindergarten

With a qualified assistant
14 years of age or older



- ✓ Landlord permission required
- ✓ Parent notification required



State of California

Department of Social Services

Facility Number:

Effective Date: 02/28/2022

Total Capacity: 8

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the Department of Social Services hereby issues

this License to

to operate and maintain a

FAMILY DAY CARE HOME

Name of Facility

This License is not transferable and is granted solely upon the following:

MAX. CAP: 6 - NO MORE THAN 3 INFANTS OR 4 INFANTS ONLY. CAP 8 - NO MORE THAN 2 INFANTS, 1 CHILD IN KINDERGARTEN OR ELEMENTARY SCHOOL AND 1 CHILD AT LEAST AGE 6.

Client Groups Served:

CHILDREN / INFANT

Complaints regarding services provided in this facility should be directed to:

CCLD Regional Office

Kevin Gaines
Deputy Director,
Community Care Licensing Division

Cheno Acosta
Authorized Representative of Licensing Agency

POST IN A PROMINENT PLACE

Home Daycare License

The provider must notify the sponsor of any changes to the provider's child care license. If you move, the provider's food program account will be paused until it's relicensed at the new address.

This may include:

- License capacity increase or decrease
- Name change
- Address change

Failure to notify may place provider on Seriously Deficient Status.

Meal Benefit Form

Claim your own Children

A Meal Benefit Form enables a provider to claim meals for their own child, a foster child, or a residential child under the age of 13, or a special needs child of any age, if provider meets the California Department of Education's income eligibility requirements listed below:

- **Income Eligibility:** Your household must qualify for free or reduced-price meals (Tier I) based on income or specific assistance programs.
- **Non-Resident Child Present:** You can only claim your own children (including adopted children, foster children, or grandchildren in the home) if at least one other unrelated child is in care during that meal service.
- **Age Limit:** Generally, children must be under age 13. Special needs children can be claimed up to any age.
- **Documentation:** You must submit an enrollment form and income eligibility form for your own children, which must be renewed annually.

Click [HERE](#) to
download form

Income Eligibility Guidelines

The scale below is for determining the participant's eligibility category for federal meal reimbursement if they are not recipients of any of the previous programs. Participants from households with total gross incomes at or below the following levels may be eligible for Tier I reimbursement rates.

Rates Effective July 1, 2026 - June 30, 2027

Household Size *	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$29,526	\$2,461	\$1,231	\$1,136	\$568
2	\$40,034	\$3,337	\$1,669	\$1,540	\$770
3	\$50,542	\$4,212	\$2,106	\$1,944	\$972
4	\$61,050	\$5,088	\$2,544	\$2,349	\$1,175
5	\$71,558	\$5,964	\$2,982	\$2,753	\$1,377
6	\$82,066	\$6,839	\$3,420	\$3,157	\$1,579
7	\$92,574	\$7,715	\$3,858	\$3,561	\$1,781
8	\$103,082	\$8,591	\$4,296	\$3,965	\$1,983
For each additional family member, add:	\$10,508	\$876	\$438	\$405	\$203

Medical Statement

When is a Medical Statement needed:

- A medical statement is required for non-dairy substitutions due to a disability that does not meet the nutritional Form standards of cow's milk such as Almond Milk and Rice Milk. The medical statement must be completed and signed by a licensed physician, nurse practitioner or physician's assistant.
- A medical statement is required when a child cannot tolerate 1% or fat free milk.
- Food Allergies (Contact your monitor for food allergies guidance) This form is used by parents/guardians to have a medical authority prescribe special meals or accommodations during meals.

[Click HERE to
download form](#)

Methods for Healthy Cooking

How a food is cooked can make a difference in how healthy it is. Try some of the cooking methods below instead of deep-fat frying. Cooking with oils instead of butter or lard can be better for heart health.



Roast, Bake, or Broil:

Cooking foods, usually at high heat, in the oven.



Sauté, Pan Fry, and Stir-Fry:

Cooking foods with a small amount of hot oil over medium or high heat.



Grill: Cooking foods by placing them on a pre-heated metal grill, or grill pan, with high heat coming from below the food.



Parmesan Chicken Tenders give the crunch kids love, but in a healthier way.

Foods that are deep-fat fried onsite cannot count toward a reimbursable meal in the Child and Adult Care Food Program (CACFP).

- Deep-fat frying means cooking by fully covering (submerging) food in hot oil or other fat.
- “Onsite” means at your child care center, family child care home, or your child care center’s central or satellite kitchen.



Methods for Healthy Cooking

In the CACFP, deep-fat frying is defined as "**cooking by fully covering or submerging food in hot oil or other fat.**"

The term “onsite” means the children in the family child care home are served in the home.

SKIP THE SWEETS



Healthy plates need not include a sugar filled dessert at the end. As CACFP providers, we need to teach children that desserts and sweet treats should only be eaten in limited moderation on special occasions. Serve fruit instead of dessert and water instead of juice. Little bodies do not need to process the added extra sugars.

Civil Rights

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

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

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: Program.Intake@usda.gov

You must not discriminate against any child in your care on the basis of race, color, national origin, age, disability, sex, gender identity, religion, familial or parental status, or sexual orientation or any other reason.

This institution is an equal opportunity provider.

Complaints

If you wish to file a program or Civil Rights complaint of discrimination, please contact one of the following:

California Department of Social Services, CACFP Branch
744 P Street, MS 9-13-290
Sacramento, CA 95814

Phone: (833) 559-2418, or (916) 651-5400,

or

Email: CACFPCivilRights@dss.ca.gov.

or

Complete the USDA Program Discrimination Complaint Form, found online at **<http://www.ascr.usda.gov/complaint>**, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested on the form. Send your completed complaint form or letter by mail to the USO address listed above.

CACFP Resources

[WIC : USDA's Special Supplemental Nutrition Program for Women, Infants, and Children](#)

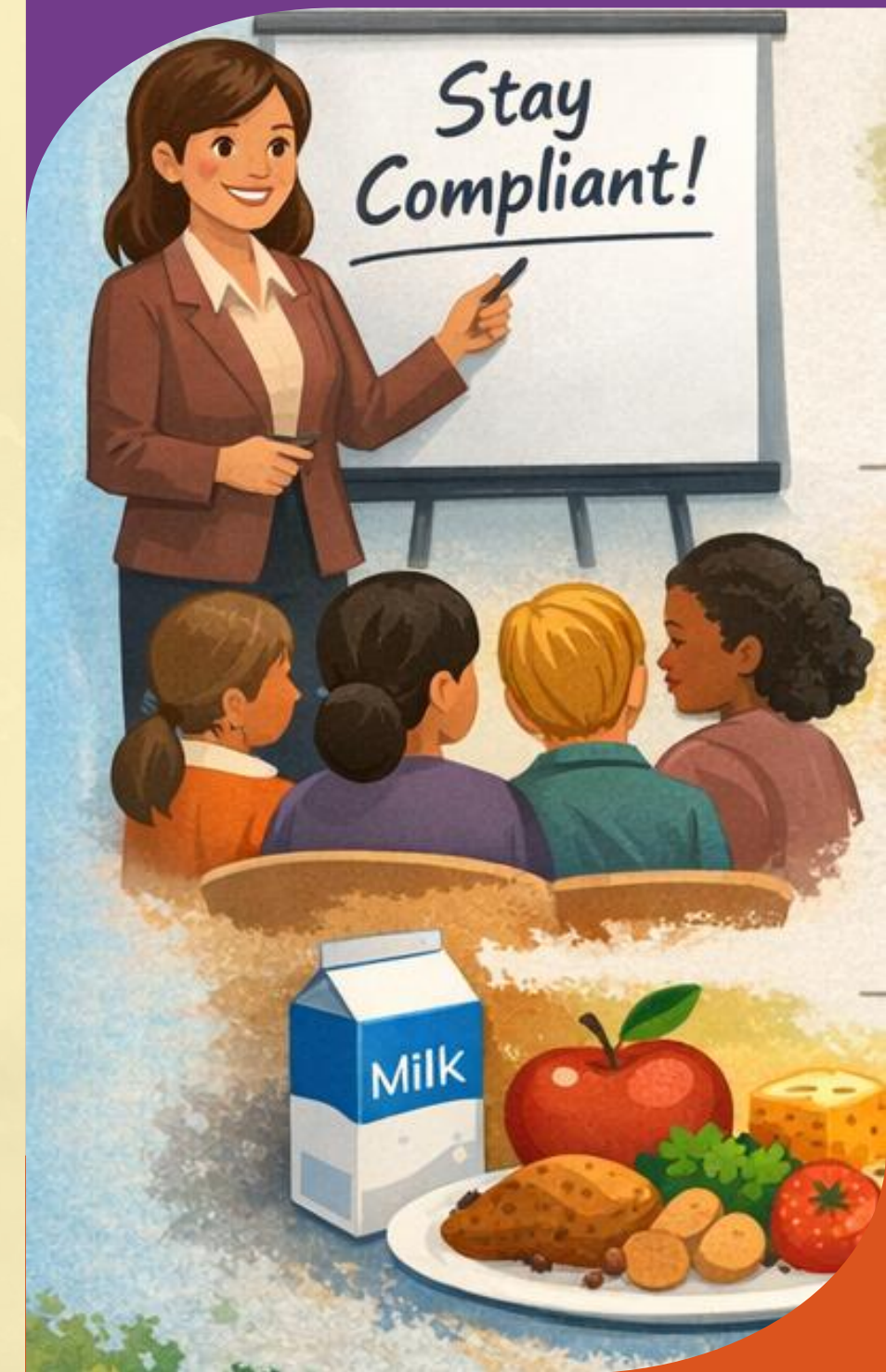
[CDSS : California Department of Social Services](#)

[USDA Food and Nutrition Services](#)

[KidKare Knowledge Hub](#)

[Institute of Child Nutrition](#)

[National CACFP Association](#)



To start the quiz, either click the link below
or scan the QR code.



Annual CACFP
Provider Quiz



<https://forms.office.com/r/DAXhZph1Sn>

