Child and Adult Care
Food Program
Discrimination Policy
And
Index

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a discrimination complaint, write USDA, Director, Office of Adjudication, Whitten Building, 1400 Independence Avenue, SW, Washington DC, 20250-9410, or call 866-632-9992 or 800-877-8339 voice and TDD (800-854-6136 for Spanish). USDA is an equal opportunity provider and employer.
# INDEX

<table>
<thead>
<tr>
<th>Subject/Title</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>About CACFP</td>
<td>4</td>
</tr>
<tr>
<td>Action for Children Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>Appeals</td>
<td>70</td>
</tr>
<tr>
<td>Audits</td>
<td>66</td>
</tr>
<tr>
<td>Changes in Your Child Care Program</td>
<td>19</td>
</tr>
<tr>
<td>Checklist for Paperwork</td>
<td>44</td>
</tr>
<tr>
<td>Checks</td>
<td>9</td>
</tr>
<tr>
<td>Claims</td>
<td>9</td>
</tr>
<tr>
<td>Combination Meals</td>
<td>60</td>
</tr>
<tr>
<td>Creditable Foods</td>
<td>48</td>
</tr>
<tr>
<td>Milk</td>
<td>56</td>
</tr>
<tr>
<td>Vegetables/Fruits</td>
<td>57</td>
</tr>
<tr>
<td>Grains/Bread</td>
<td>58</td>
</tr>
<tr>
<td>Meat/Protein</td>
<td>59</td>
</tr>
<tr>
<td>Disallowances</td>
<td>45</td>
</tr>
<tr>
<td>Sample</td>
<td>46</td>
</tr>
<tr>
<td>Forms, Instructions and Samples</td>
<td></td>
</tr>
<tr>
<td>How to Complete</td>
<td>21</td>
</tr>
<tr>
<td>Child Enrollments</td>
<td>23-26</td>
</tr>
<tr>
<td>Child Enrollment Changes</td>
<td>27</td>
</tr>
<tr>
<td>Enrollment Renewals</td>
<td>28,29</td>
</tr>
<tr>
<td>Claim Information Form (CIF)</td>
<td>30-33</td>
</tr>
<tr>
<td>Menu/Attendance Instructions and Forms</td>
<td>34-36</td>
</tr>
<tr>
<td>Infant Menu/Attendance Instructions and Forms</td>
<td>37,38</td>
</tr>
<tr>
<td>Recording a Second Serving</td>
<td>41</td>
</tr>
<tr>
<td>Multiple Child Groups for Type A Homes</td>
<td>42,42</td>
</tr>
<tr>
<td>Group Size</td>
<td>15</td>
</tr>
<tr>
<td>Head Start, Children Attending</td>
<td>13</td>
</tr>
<tr>
<td>Helpful Hints for Feeding Children</td>
<td>8</td>
</tr>
<tr>
<td>Home Visits, Requirements (successful, unsuccessful)</td>
<td>17,18</td>
</tr>
<tr>
<td>Infants on CACFP</td>
<td>47</td>
</tr>
<tr>
<td>Late Checks</td>
<td>9</td>
</tr>
<tr>
<td>Late Claims</td>
<td>9</td>
</tr>
<tr>
<td>Master Menus</td>
<td>39,40</td>
</tr>
<tr>
<td>Meal Requirements/Patterns</td>
<td>54,55</td>
</tr>
<tr>
<td>Topic</td>
<td>Page(s)</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Program Changes</td>
<td>19</td>
</tr>
<tr>
<td>Provider Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>Record Keeping</td>
<td>17,72</td>
</tr>
<tr>
<td>Reimbursement Rates (Tiering)</td>
<td></td>
</tr>
<tr>
<td>How Rates are Determined</td>
<td>10,11</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>11</td>
</tr>
<tr>
<td>Claiming Your Own Children</td>
<td>11,61</td>
</tr>
<tr>
<td>Claiming Foster Children</td>
<td>11,61</td>
</tr>
<tr>
<td>Qualifying Your Home for Tier I Rates</td>
<td>61,62</td>
</tr>
<tr>
<td>Qualifying Children for Tier I Rates</td>
<td>62</td>
</tr>
<tr>
<td>Removal from CACFP</td>
<td>67-69</td>
</tr>
<tr>
<td>Schedule for Checks</td>
<td>73</td>
</tr>
<tr>
<td>Schoolagers on CACFP</td>
<td>13</td>
</tr>
<tr>
<td>Substitute Caregivers</td>
<td>16</td>
</tr>
<tr>
<td>Training</td>
<td>65</td>
</tr>
<tr>
<td>Taxes</td>
<td>72</td>
</tr>
<tr>
<td>Weekend and Holiday Claims</td>
<td>13,14</td>
</tr>
<tr>
<td>When Can I Claim?</td>
<td>12</td>
</tr>
<tr>
<td>Who Can I Claim?</td>
<td>12</td>
</tr>
</tbody>
</table>
WHAT IS THE CHILD AND ADULT CARE FOOD PROGRAM?

1. **Money for Food**

   The Child and Adult Care Food Program (CACFP) reimburses family child-care providers for as many as two meals and one snack, or two snacks and one meal, per child, per day. United States Department of Agriculture (USDA) meal pattern requirements must be met and all required paperwork must be completed in a timely manner. Please see sections on Billing Invoices and Record Keeping in other sections of this handbook. Rates for reimbursement may vary according to a provider’s location, are set by the USDA and change annually in July.

2. **Nutritious Food**

   The Child and Adult Care Food Program (CACFP) helps make it possible for family child-care providers to provide a variety of nutritious foods like fresh fruits and vegetables, high quality protein, fresh dairy products, whole grain and enriched breads and cereals. The program is designed to enable you to feed the best foods possible to the children in your care. The Child and Adult Care Food Program allows children to experience a variety of nutritious foods as well as encouraging healthy eating habits while promoting nutritional education for children.

3. **Family Child-Care Provider Training**

   The Child and Adult Care Food Program offers family child-care providers training in nutrition for children, help in planning nutritious meals and snacks and many other useful topics. At least one training is required annually.

The Child and Adult Care Food Program is funded by the United States Department of Agriculture, and in Ohio, is administered by the Department of Education, Child Nutrition Services. Currently 13 sponsors, including Action for Children, implement the program in Ohio.
Action for Children as a Sponsor of the Child and Adult Care Food Program

The CACFP has been created by the U.S. Government to provide reimbursement to those who care for children in their home. Its existence comes from the same legislation that provides for free and reduced lunches in school, as well as similar programs in Head Start and in child care centers. The United States Department of Agriculture (USDA) is charged with administering the program nationally. This means that they establish the guidelines and policies for the program.

The USDA also is responsible for coordinating with agencies in individual States for making the program available. In Ohio, the Department of Education (ODE) oversees the CACFP through its Child Nutrition Services (CNS) section. CNS is then charged with aiding local agencies who make application to administer the program in homes. Action for Children (AFC) is one of those agencies. CNS/ODE also sets policies and guidelines for sponsors to follow. Currently, AFC serves home providers in Franklin, Delaware, Union, Licking, Madison, Pickaway, Fairfield, Marion, Morrow, Crawford, and Richland Counties.

As a sponsor of the food program, AFC is responsible for many things. As such, AFC sets procedures for smooth implementation and operation of the food program. It is our job to make your job easier, but within the rules set by the USDA and ODE. We are therefore responsible for:

1. Training providers before they begin participation in CACFP.
2. Responding to providers’ request for technical assistance and offering additional training sessions scheduled at a time and place convenient to providers.
3. Furnishing record keeping forms.
4. Using USDA/ODE methods for determining a provider’s rate of reimbursement (tiering); verifying income information supplied for tiering of providers and children and updating that information annually (this includes maintaining confidentiality). This includes making all tiering options available and supplying appropriate paperwork.
5. Paying providers the full food service rate based on the tier designation of each enrolled child for each valid claim with the approved meal type(s). Funds will not be requested for invalid claims.
6. Not charging fees to providers for CACFP services.
7. Assuring all meals claimed for reimbursement are served to enrolled children without regard to race, color, national origin, age, gender, or disability and that all meals claimed meet the meal requirements included in the CACFP.
8. Visiting each provider at least three times in a 12 month period during hours of child care operation to review meal service record, provider nutrition training and observe a meal service.
9. Verifying accuracy of provider records and meal claims using appropriate follow up procedures.
10. Setting due dates for provider claims.
11. Restricting transfers to other sponsoring organizations to the month of October, per USDA regulations.

To fulfill many of these responsibilities, AFC establishes policies and procedures to aide us in validating or verifying your claims (home visits, parent contacts/provider audits, software that matches claims and child enrollments, weekend forms, etc.), all of which are explained in this manual.

Also, we are here to assist you with understanding all the policies and procedures that come with this government sponsored program. We will assist you with resources and information to help you provide nutritious meals to children, to help you understand the “paperwork” of the program, to help stay in compliance with the rules the CACFP has established.

It is our hope that compliance with rules is never an issue. The food program does have, however, steps in place for those rare situations when a provider decides not to participate according to the policies and procedures. Corrective Action is designed to document that there is an issue of non-compliance that must be corrected to ensure continued participation. If the non-compliance is a conscious choice of a provider, they could be declared seriously deficient and possibly moved to steps taken to remove them from the program. More can be found on corrective action and serious deficiency at the end of this manual.
It is clear from the responsibilities outlined above, and those that are outlined in the next section of this manual, that Action for Children and you are partners in supplying nutritious meals to children. As partners, if we both adhere to our responsibilities, our mutual goal will be accomplished.
Responsibilities of the Family Child-Care Provider

According to Child and Adult Care Food Program regulations, the family child-care provider agrees to the following:

1. Participate in the CACFP with only one sponsoring organization at a time.
2. Be a certified family child care provider or have alternately approved according to Ohio Department of Education guidelines, or licensed for foster care; and maintain such status.
4. Serve meals to all enrolled children without regard to race, color, national origin, gender, age or disability.
5. Participate in training annually.
6. Keep daily records of
   a. the names of enrolled children who are present at that meal on the Menu/Attendance Forms
   b. the number of meals served to enrolled children at each meal/snack on Meal/Attendance Forms
   c. food served to the child-care children at each meal/snack service on Menu/Attendance Forms

   Note: Records must be completed after each meal if 13 more children are enrolled.
7. Follow the meal patterns as specified by USDA and serve food quantities in accordance with USDA guidelines. This includes offering parents of infants at least one type of iron fortified infant formula when caring for their infant.
8. Claim meals and snacks served to enrolled children, from birth up to their 13th birthday, who live in the family child-care provider’s home only if (a) total household income meets eligibility requirements and (b) at least one enrolled child, who lives outside the provider’s home is served that same meal at the same time.
9. Only claim meals actually served to enrolled children and only claim enrolled children.
10. Claim reimbursement for no more than two meals and one snack or two snacks and one meal for each enrolled child each day.
11. Serve meals to all enrolled children at no charge to parents.
12. Be sure all Menu/Attendance records are postmarked no later than the 4th, or dropped off no later than 5 p.m. on the 5th of each month, even if the 5th is on a weekend. **There are no exceptions made to this deadline.** Failure to be on time will result in an additional four to six week delay of payment. Records received after the adjustment claim has been submitted to CACFP will not be paid. This adjustment occurs on the 22nd of the month, or five days after checks/ direct deposit notices are mailed.
13. Inform the sponsoring organization, without delay, about any change in claim status including but not limited to:
   a. The names of children added or dropped from enrollment
   b. The provider or home’s certification, or approval status
   c. Provider name, address and phone number; parent name, address and phone number
   d. Income information as supplied for purposes of Tier I designation or income eligibility of own/residential children
   e. Changes in meal times, shifts, or days of operation
14. Notify the sponsoring organization in advance whenever planning to be away from the home during a meal service period.
15. Sign a new permanent agreement with Action for Children when provider’s name changes.
16. Allow representatives of the sponsoring organization, ODE Auditor of State and the U.S. Department of Agriculture to enter the provider’s home (announced or unannounced) to review CACFP operations. Visits will be made during the provider’s normal hours of operation. Visits will be made at least three times in a 12 month period with a minimum of two visits being **UNANNOUNCED.**
17. Claim Child and Adult Care Food Program reimbursement only for Program meals approved by the Department of Education on the initial provider application, or when schedules change, as updated by the family child-care provider on the Child Enrollment Form or on the Child Information Form (CIF).
18. Return claim overpayments to sponsoring organization upon request.
Helpful Hints When Feeding Children

1. **Encourage the children to try new foods!**

   Make it fun and exciting for them to try new foods. Ask them about the different tastes, smells, and textures that they are trying.

2. **Encourage the children to help!**

   Children love to be involved in everything! Make it a group project to make up meal and snack menus. Allow a child to pick his/her favorite nutritional meals and snacks for a day, this helps them to learn how to work all of the food groups into their meals.

   Encourage the children to help prepare the meal whenever possible, even if it is only helping to place cold fruit or vegetable items onto the serving plates.

3. **Keep meal time calm and relaxed**

   Mealtime should be a pleasant time to share and enjoy each other’s company. Encourage the children to share their day with each other. This may help them to learn how to share with their parents things that they did that day.

   **Never force or threaten a child to eat.**

   **Never use food as a reward or punishment.**
Common Questions and Reminders:

First of all, take a deep breath and relax. New programs can sometimes be overwhelming, but we, at Action for Children, will do all that we can to offer assistance. Here are some of the things that are most frequently forgotten by new providers.

Have I activated my Agreement for the Child and Adult Care Food Program?
Yes. When an Action for Children Specialist visits your home to begin the food program, you have completed an Agreement and all the necessary paperwork to begin. This includes enrollment forms and documentation of your eligibility, such as your county certificate or alternate approval/registration inspections.

How do I get children on the program?
When an Action for Children Specialist visits your home to begin the food program, your specialist will instruct you on how to complete child enrollment forms. We will supply you with the forms needed to enroll all the children in your care. The instructions are found later in this manual and should be kept handy for future child enrollments. We suggest that you do not give the enrollment form to the parent and ask them to fill it out and send it in. Many parents get busy and forget. Just have them fill it out during the interview!

I just can’t understand how to fill out the meals on the Menu/Attendance Form!
Your specialist is always available to help. After you begin claiming, a visit will be done within 28 days to offer Technical Assistance. The forms contain the required meal patterns for you. The color coding of the forms and food chart minimize errors. Essentially, the only Menu errors that might occur are when a food bubble is not filled in. Always double check your work. Additionally, using Master Menus minimize mistakes and makes paperwork easy because you only have one set of bubbles to fill in. Error, or adjustment, sheets are sent with your checks to allow you to see what mistakes need to be corrected.

When sending in my first claim, I must remember to have it turned in on time!
All Menu/Attendance Forms must be postmarked by the 4th of the month or dropped off at Action for Children by 5:00 pm on the 5th of each month. This does not ever change, even for weekends and holidays! When mailing a claim always use sufficient postage. AFC cannot be responsible for CODs.

When will I receive my first check?
Let’s say that your first claim month is August. You will turn in your first Menu/Attendance Form by September 5th. Your first check will be mailed around October 17th. See the reimbursement worksheet for more information. (See Page 73)

What if my claim is late?

Late claims are accepted through the 5th of the following month. Your August claim will be accepted through 5pm on October 5th. It will result in a delay of payment 4 to 6 weeks.

What if I don’t receive my check?

Occasionally a claim or check is lost in the mail. If you do not receive your check by the 22nd of the month, please call Action for Children so that we can discuss this issue. AfC will wait 10 days from mailing before issuing a new check. If your check must be reissued because of a move that AFC was not informed of, you may be responsible for the stop payment fee on the original check.

Look over the Monthly Checklist page in the Minute Menu section of this manual before turning in your paperwork. This will greatly help you avoid making any mistakes that might affect your reimbursement. (See Page 44)
OR, "HOW MUCH WILL I BE REIMBURSED ON THE FOOD PROGRAM?"

Although this USDA program is open to all children, it has at its center the feeding of nutritious meals to lower income children. The Child and Adult Care Food Program therefore has a Tiered Reimbursement to acknowledge this focus. There are two reimbursement levels. All providers start as a Tier Level II, or the lower reimbursement level, until it has been determined that all qualifications have been met for Tier I, the higher reimbursement level. An Action for Children Specialist will help you make this determination.

If a provider is determined to be Tier I qualified, he/she will receive the higher reimbursement level for all child care children.

In determining your Tier status, Action for Children will take every step allowable to secure you the higher reimbursement rate. To do so, we look at the following qualifiers, in the order they are listed. Tier I status is based on the following qualifications:

- The school (elementary, middle, high) assigned to the child-care provider’s address has 50 percent or more of the children enrolled in that school that qualify for Free and Reduced School Lunch Program. Action for Children will verify this information for the provider. This information is reevaluated every five years. If the school assignment does not qualify the provider, then AfC will review…
- U.S. Census data for low-income areas or "pockets of poverty". Action for Children will verify this information, which is reevaluated every five years. You may request, in writing, a re-determination in July of each year. If this qualifier does not move a provider to Tier I, AfC will review…
- The provider’s income. If a provider’s household income is within the guidelines listed on the white Income Eligibility Application as determined by the food program, the provider’s status can move to Tier I. All income must be verified and is held strictly confidential. This information is renewed annually in July. OR if a provider qualifies for certain benefits (food stamps), then their home may qualify for Tier I status. Verification of eligibility for this program is required. (See Income Eligibility Application Section, Page 61 and following)

Lastly, if a provider is not qualified to be Tier I eligible by any of the above means, he/she may choose to have parents of each day-care child apply for Tier I reimbursement by completing the appropriate blue income eligibility application. Individual children or families of children may qualify for the Tier I reimbursement. It is possible, therefore, to have some children that qualify for Tier I reimbursement and some children that receive Tier II reimbursement. The parents complete an IEA and return it to AfC. All income information is held in strict confidence. (See Income Eligibility Application Section, 62)

When you sign your CACFP agreement, the Action for Children specialist will tell you your Tier Status.

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<th>II</th>
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<tr>
<td>Breakfast</td>
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<td>Snacks</td>
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<tr>
<td>Lunch/Dinner</td>
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Some common questions about Tier status:

- Can I claim my own children on the CACFP?
  You can claim your own children on the food program IF you are a Tier I home, you have an enrollment and income eligibility form submitted, and, you have other “child care” children present.

- What is a residential child?
  Any child that is in your home for 48 or more consecutive hours.

- I’m Tier II, how do I get to Tier I?
  Action for Children will use school or census information in an attempt to qualify your home for the higher reimbursement rates. If those attempts do not qualify you, you may attempt to qualify by either your household income or by certain benefits. There are details on the steps to take on pages 61 to 64.

- Does my status ever change?
  If you are a Tier I status by school, that determination is made every five years. If you are a Tier I by census, that determination is made every five years. If you are Tier I by income or benefits, that determination is made every year (in July by income and benefits).

- Do I need to fill out an enrollment form for my own children?
  Yes, you will need to fill out an enrollment if you are qualified to claim your own children.

- I am also a foster parent, do I need to fill out an enrollment form for foster children?
  To participate in the food program with Action for Children as a foster parent you must be either registered with our agency or certified with the local County Department of Job and Family Services. To claim a residential foster child you will need to submit an enrollment and an income eligibility form. Details are found on pages 61 to 64. You must also have an outside “child care” child claimed at that meal.
**WHO:**

**Any Child in Care Under 13 years of age**

Meals and snacks can be claimed for children in your care when:

- the parents/guardians have completed an Enrollment Form and it is submitted to Action for Children

**Children who reside with you, the Provider**

Meals and snacks can be claimed for children who reside in the provider’s home 24 hours a day only when:

- the provider’s home meets Tier I eligibility requirements, by school or income/benefits designations, and
- an Income Eligibility Application and an Enrollment Form have been submitted, and
- at least one child care child who lives outside the home is served that same meal or snack.

**Foster Children**

Foster children under age 15 may be claimed. Meals and snacks can be claimed for foster children only when:

- you are a licensed foster home
- an Income Eligibility Application and an Enrollment Form has been submitted for the foster child, and
- at least one child care child who lives outside the home is served that same meal or snack.

**Meals for children—13 years of age or older**

- Meals can be claimed for a child with a disability through 21 years of age. The child must be enrolled in a secondary school program. A letter from a school official confirming IEP must be submitted each year for the meals to be claimed.

**When:**

**Any meals can be claimed**

The CACFP provides reimbursement for two meals and one snack OR two snacks and one meal per day, per child. These meals may include: breakfast, morning snack, lunch, afternoon snack, dinner, evening snack. When you sign your agreement with Action for Children you will indicate which meals you are willing to provide to children in your care.

**Meals for each child**

Each child is only eligible for the meals indicated on his/her enrollment form. If the child’s schedule changes such that s/he will receive different meals, you will need to indicate that on the reverse side of your Claim Information Form (CIF) and have the parent/guardian sign it.
Residential and Foster Children

Again, residential and foster children can be claimed for those meals which are also claimed for non-residential or child care children.

School Age Children and Children enrolled in Head Start

Children who are six years or older are assumed to be of school age and therefore in school. Action for Children observes the Columbus Public School calendar and its all day kindergarten. Therefore, any child who is claimed for morning (AM) snack or lunch on a Columbus Public School day will automatically be disallowed that meal where there is no explanation. Use the blanks at the bottom of the CIF to indicate exceptions to this rule: out of school ill, in a school district different from Columbus, snow days, etc. Remember, you cannot be reimbursed without this explanation.

The CACFP is funded by the USDA, which also funds the school breakfast/lunch program, the food program in Head Starts and in child care centers. A child participating in more than one of these programs, including yours, is still only eligible for two meals and one snack/two snacks and one meal per day. Let’s look at some examples:

* A child in your care is receiving free/reduced breakfast at their school. You may not claim him/her for breakfast at your home. Additionally, this child is not eligible for only one more meal that day. If they get free/reduced lunch at school, you may claim them for afternoon snack, but not dinner.

* If a child in your care attends a morning Head Start session, s/he will receive breakfast and lunch. You may only claim a snack for that child while in your care.

When enrolling a child for the CACFP in your home, be sure to ask if they participate in a nutrition program elsewhere. This will help you avoid any complications that could arise from a child being claimed for more than the allowable number of meals.

Weekends and Holidays

Action for Children is not open on weekends and certain holidays. As such, the CACFP calls for other methods to be put in place to help validate claims made on those days. In order to claim a child on weekends, the child must be approved for those days on their enrollment form. Any changes can be made to days eligible by having the parent/guardian indicate the change on the reverse of the CIF and sign it.

To claim a child on weekends and the following holidays: New Years Day, Martin Luther King Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day and Christmas Day, you must have the parent/guardian complete the weekend/holiday verification sheet and sign it. This is then turned in with your monthly claim. See the sample on the next page.

Attendance

USDA guidance requires providers to furnish a record of all children in a provider’s care each day. That record of attendance must be submitted with each claim. Therefore, you must enroll ALL children in your care into the CACFP, even if the parent does not want them to participate, chooses to bring the child’s food, is not paying for the service, etc. The child must still be enrolled, but will not participate. This also includes your own children, even if you are not eligible to claim them on the CACFP. If you are claiming your own children then they are already enrolled. If you are not eligible to claim your own children you must enroll your children who are under age six.

For scan form users you will need to complete an attendance form. This must be turned in with your claim each month. Your claim cannot be processed without it. For Web Kids users, as part of your daily records, Minute Menu will ask you to record the in and out times for the children in your care. You will go to the “daily activities” section on the top tool bar and choose “record in and out”. Complete for each child. Once this is complete you have a record of attendance. You will not need to send this with your claim as it is already stored on the server.
Complete for children in attendance for any weekend days (Saturday/Sunday) or any of the following holidays: Martin Luther King’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, New Years Day.

**MONTH:**

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<table>
<thead>
<tr>
<th>DAY</th>
<th>IN AM/PM</th>
<th>OUT AM/PM</th>
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<tbody>
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<td>31</td>
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</tbody>
</table>

**Total**

*Parents please sign and date at end of month*

Parent’s Signature: ____________________________

<table>
<thead>
<tr>
<th>Day Phone #</th>
<th>Date</th>
</tr>
</thead>
</table>
The number of children in your home at one time can sometimes be a bit confusing. We hope that this helps to make it a little clearer for you.

A family child-care provider may provide child care for no more than SIX CHILDREN AT ANY ONE TIME. In the group of six children, no more than three of these children may be UNDER TWO YEARS OF AGE. THIS IS A STATE LAW.

The number of children in your care include:
- children visiting with your child and under 18,
- neighborhood children who are playing at your home,
- any child under 18 whose care is being paid for (private or subsidy)
- foster children, and
- your own children who are under the age of six.

The only children who do not count in the quota are:

1. Your own children who are six years old or older.
2. Your relative children (as defined by county certification rules) who are at least six years through 18 years old and WHOSE CARE IS NOT PAID FOR.

Caring for infants

In the group of six children, no more than three children under the age of two may be present at any given time. There are no exceptions to this rule.

Caring for more than one shift of children

Different shifts of child care may occur in the family child-care provider’s home under the following guidelines:

1. No overlap of children that violates ratios is acceptable.
2. All times that meals and snacks are served must be listed clearly on the Menu/Attendance Forms.
3. All group size requirements must be met for each shift that care is given.
4. Providers certified with Job and Family Services must follow rules for shift care as indicated in the Ohio Revised Code for family child care providers. This includes a required six hour “shut down” in a 24 hour period.

Problems with group sizes

Currently, Ohio law only addresses small group homes, commonly referred to as “type B homes” in terms of the number of children allowed. Such violations of group size are therefore taken very seriously. When an Action for Children Specialist finds that a family child-care provider has exceeded the group size permitted, the specialist is required to contact the Department of Job and Family Services and the State Licensing Board to report the violation. When an Action for Children Specialist finds more than one family of non-relative children is cared for in a LIMITED certification home, the specialist is required to contact the Department of Job and Family Services. An observed over placement will move to declaring a provider’s program seriously deficient with a move to terminate from the CACFP for immediate danger to the health and safety of children. If you have concerns or questions about ratios, please call you specialist immediately. (See Removal Policy on Pages 67 to 69.)
Approved Substitute Caregivers

Occasionally a family child-care provider may need a substitute to care for the children to attend to a medical emergency, etc. Providers may use a substitute caregiver and receive CACFP benefits for meals **only** if the following requirements are met:

- The meals are served in the home of the approved provider.

- If a home visit occurs while the substitute caregiver is present, meals must be able to be observed and provider’s paperwork must be made available.

- **Certified Providers:** The substitute must be approved by the County Department of Job and Family Services. Providers must follow the Ohio Revised Code for substitute care.

- **Alternately Approved Providers:** The provider must have an approved provider Application/Agreement Form on file with Action for Children. In addition, substitutes must be 18 years or older and live in the provider’s home.
Home Visits

As a sponsor of the Child and Adult Care Food Program, Action for Children staff will help you in any way possible. We will visit new providers within 28 days of their contract visit to review their first claim. Depending on when you start the food program, two or three unannounced visits will be throughout the remainder of the year. **ALL VISITS, EXCEPT THE 28 DAY VISIT, WILL BE UNANNOUNCED.** Feel free to call us with any questions that you may have concerning paperwork, menu planning or nutrition.

At the home visit we will offer technical assistance regarding nutrition requirements, tips for getting children to try new foods, and ideas to help you prepare nutritious low-cost meals for the children in your care. Other providers are also available to act as mentors upon your request. There also is nutritionist on staff to assist you with any concerns or questions that you may have.

**Reporting any meal or snack time changes**

The Home Net Specialist will schedule visits according to the times listed on your Menu/Attendance Form. There is typically a 10 minute window before and after the listed meal time for a specialist to visit. Always record the correct meal and snack times. If the specialist visits at the time the meal or snack is indicated and the provider is not at home, the meal will be disallowed and corrective action may result. Another visit will be attempted within two weeks. Two unsuccessful visits where the provider is not home indicates a pattern that must be corrected immediately. As a sponsor, AfC is required to view meals and paperwork. This is a requirement of your participation. If you plan to be on a picnic with the children, or otherwise be out of your home, or, if you have no children in care, you must contact your Home Net Specialist immediately. This is a requirement of participation and is listed in federal regulations.

**Keep all paperwork up-to-date and accurate**

Please remember to fill out your paperwork daily. This includes menu/attendance sheets and “in and out” logs. If these forms are not available and current when the visit occurs, all meals with incomplete paperwork will be disallowed. Also, if Menu/Attendance Forms submitted to the office do not match what the specialist observed on the home visit, meals will be disallowed and corrective action may result. If you have 13 or more children enrolled in your CACFP program, you must record meals and attendance at the point of service, that is, at that meal.

If children are claimed that were not observed at the time of the visit, the meal will be disallowed and an audit may occur. (See Audits Page 66.)

If an approved substitute provider is in the home providing care at the time of the visit, she/he must know where the provider’s paperwork is kept and be able to show it to the specialist. The above rules remain in effect.

Copies of all paperwork: menus/attendance, enrollments, “in and out” logs must be kept by you for three years, plus the current year. Please see page 71 for more details.

**Unsuccessful visits can lead to removal from the food program.** (See Serious Deficiency Policy, Pages 67 and 69.)
We know that meal times can be hectic, so this can make visits by the Specialists sometimes inconvenient. If we all work together, we can make things go as smoothly as possible. Listed below are things that make a visit successful or unsuccessful.

<table>
<thead>
<tr>
<th>A home visit is successful if</th>
<th>A home visit is unsuccessful if</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enrolled children are present.</td>
<td>1. No one is home.</td>
</tr>
<tr>
<td>2. Menu/Attendance Forms are current (daily or point of service) and recorded on the supplied forms.</td>
<td>2. No enrolled children are present.</td>
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<tr>
<td>3. Meal observed agrees with the meal recorded on the Menu/Attendance Form.</td>
<td>3. Refused entrance into home. (Provider may be declared Seriously Deficient)</td>
</tr>
<tr>
<td>4. Children observed agrees with the children written on the Meal/Attendance Form.</td>
<td>4. More than the allowed group size of children in the home. (See Group Size Section, Page 15)</td>
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<tr>
<td>5. If another caregiver is present during the visit, they are an approved substitute caregiver and can produce the provider’s paperwork. (See approved Substitute Caregiver Section on Page 16)</td>
<td>5. Incomplete paperwork.</td>
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<td></td>
<td>6. Unable to observe a meal at the recorded meal time.</td>
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<td>7. Paperwork does not match meal or children that were observed during the visit.</td>
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<td></td>
<td>8. Substitute provider is not approved.</td>
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<td></td>
<td>9. Approved substitute provider cannot produce provider paperwork.</td>
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These are basic requirements of the USDA food program. The USDA views the above unsuccessful visit indicators as serious non-compliance and possibly indicating more in-depth issues. Providers may be asked to complete Corrective Action plans showing how they will permanently fix the issue.

If a home visit is unsuccessful, the specialist will conduct another unannounced visit, usually within two weeks. Repeated unsuccessful visits will result in losses of reimbursement and corrective action; the provider is asked to supply written documentation of how the situation will be permanently resolved within a specific time frame.

Specialists are here to assist you. Home visits are designed to assist you. Keeping your specialist informed of changes in your meal times or program, and accurately recording your meal times on your forms, will greatly minimize the chances of an unsuccessful visit.
Changes affect everything. Listed below are some reminders of things that you need to do if you have the following changes in your program. As a sponsor of the CACFP Action for Children is required to validate your claims. The following can interfere with this validation process and could cause loss or delay of reimbursement.

Provider Moves

→ Alternately Approved/Registered

If you are alternately approved and you move or are planning to move, make sure that you notify Action for Children immediately. Reimbursement stops until a new Fire and Health Inspection are completed at your new home. A new Standards inspection form must also be signed before you can begin claiming on the CACFP Program again.

→ Certified, Limited Certification, and Foster Providers

If you are certified for child care by an agency other than Action for Children, you must meet their program requirements. Notify Action for Children immediately with your new address and phone number. A new license or certificate must be supplied immediately.

New Phone Number

Notify Action for Children immediately of a change in your phone number. No notification may result in delay or loss of reimbursement.

Meal Times Change

List new meal times on your Meal/Attendance Form. It is important to keep this information accurate so that visits may be completed successfully.

Meals that are Served to the Children are Changed

If the new meals served were not "bubbled in" on the Child Enrollment Form submitted for the child, changes must be indicated on the reverse of the CIF and signed by the parent. This must be turned in with the claim to allow for the changes to be made. If you claim on line, print off the enrollment, have the parents make the changes, sign and date the form and submit to AfC.

Parents Address and Phone Number

Send change to Action for Children immediately. It is important to keep this information current so that Parent Contacts/Audits can be completed quickly and with no loss of payment to the provider. Such changes can be made on the CIF or enrollment form (for on line claimers).
The CACFP is a government sponsored program. As such, there is required paperwork. The following pages will provide instructions to explain and simplify the record keeping for which you are responsible.
GENERAL FORM INSTRUCTIONS

A few words of wisdom to share that will make completing your paperwork easy and ensure prompt processing of your claim. Please note that we are giving you everything you need to be successful.

- **ALWAYS** use a #2 pencil when filling out scannable forms! A pen or lighter lead in a pencil will **not** scan. You will experience disallowances and/or your claim will take longer to process.

- Be sure to keep a carbon copy of every scannable form you send in to Action for Children. These become your records. You can use them to understand any errors that show up on your claim (as shown on the error report you will receive with your check). Carefully tear the forms apart by gently removing the perforated strip on the left side of the form.

- Use a **quality** eraser to remove any bubbles filled in by mistake or any stray marks. The scanner will pick up stray marks or erasure marks/streaks and generate errors and delay the processing of your claim.

- Don't lose your Food Chart! Keep them in the plastic sleeve and protect them at all costs. We do not keep many extras on hand as they are expensive.

- Don't strike through or mark an "X" over areas of a form that you want to leave blank. Just leave it blank. Otherwise, an error will occur.

- **ALWAYS** sign and date your forms. Incomplete forms cannot be processed. The scanner actually verifies that there is a signature on the form.

- **NEVER STAPLE, FOLD, BEND, WRINKLE OR OTHERWISE MUTILATE A SCAN FORM!** Forms will become unscannable and will delay processing of your claim. Keep food, drink and children away from the forms. The "timing marks" along the right side of the scannable forms must be treated as sacred. Any marks or damage to timing marks will cause the form to be unscannable and will delay processing of your claim.

- **Do Not** write notes on the scannable forms, unless writing is asked for. You will be able to write notes to communicate with Action for Children on the Claim Information Form (CIF).

- Run through the monthly checklist before you mail your paperwork back to Action for Children each month. **Do Not** fold the paperwork. Use a large envelope.

- Be careful when you fill in each bubble. The scanner reads the bubbles from the center of the bubble outwards. Use a #2 pencil!!!
Take your time and be careful. It will save time, energy and money in the long run.
Parents should not take enrollments home. They should be part of your childcare program. Asking the parents to fill out the forms at the time of enrollment will help to ensure that you have what you need to put the new child on the food program. Please note: per USDA guidance ALL children in your care must be enrolled in the CACFP. This includes children whose parent refuses to participate and your own children (see step 14 below). This will keep you in compliance with civil rights requirements. Please follow each step carefully.

**ONLY USE A #2 PENCIL WHEN COMPLETING THIS FORM.**

**Step 1:** Starting in the upper left corner, fill in the provider number that was assigned to you (this number will be assigned to you after your initial contract has been completed). Fill in the corresponding bubbles.

**Step 2:** Fill in the child birth date including month, day and year. Example (06/22/05). Fill in the corresponding bubbles.

**Step 3:** Fill in the date that you started caring for this child including the month, day and year. Example (09/01/07) Fill in the corresponding bubbles.

**Step 4:** Fill in the “child’s number”, this is the number that you have assigned the child.

**Step 5:** Fill in the child’s first name. Make sure that you put one letter in each box. Continue to fill in the middle initial and then the last name (if you run out of boxes for the name you are filling in, simply fill in as much as the information as the space provided allows you to). Fill in the corresponding bubbles.

**Step 6:** Drop off and pick up times should reflect earliest and latest possible times the child can be in your care. The “times vary” option should be used sparingly.

   a. For ease of use, we suggest parents fill in all days and all meals. This way you as the provider have eliminated the possibility of making future changes due to a parents schedule changing.

   b. Parents must print their name, address, home, and work number. They must also sign and date at the bottom of the form. **THIS INFORMATION AS WELL AS THE ENTIRE FORM SHOULD BE COMPLETED IN PENCIL**

**Step 7:** IF YOU HAVE AN INFANT CHILD IN YOUR CARE-THIS APPLIES TO YOU

1) The provider must enter the name of the iron fortified formula they will supply.
2) Have the infant’s parents read the information on the back of the form. The parent should select the option that speaks to how the infant will be fed; choosing a formula option and a food option. If the parent is supplying the formula then they must specify the brand.
(Reimbursement on the CACFP based on the parent’s choices will be explained further on in this manual.)

Step 8: “School Information”; fill out what best describes the child. “HM” is for Home School and “YR” is for Year Round School. If a child in your care is not an infant and not yet enrolled in a preschool program leave this section blank. If a child in your care is in a part day preschool program (i.e. am preschool or pm preschool) please use the am kindergarten or pm kindergarten bubbles to identify when that child is at preschool.

Step 9, 10 & 11: “Race”; fill out the race(s) that best describes the child; you may choose more than one option. Also be sure to fill in the appropriate “Ethnicity” bubble. This is a USDA requirement and enrollment forms can not be processed without this information. “Relation” Fill in only one, leave blank if it does not apply to you.

Step 12 & 13: “Special Information”; fill out this section with information that best describes the child. Indicating “special diet” or “special needs” requires extra documentation submitted from the child’s physician with the enrollment form. More on that later in the manual. Use the “non-participating” bubble for any child whose parent refuses the program or your own children under ages six if you are not eligible to claim them. Use the “Private” bubble to indicate private pay children and the “DHS” bubbles to indicate county paid children.

Step 14: The parents must include their phone number.

FINALLY

Please review the parent answers:
1) Before the parent leaves for accuracy
2) Check children drop off and pick up times
3) Check meals that they will receive while they are in your care

Ask the parents to make all necessary changes before leaving your home

Go back and review each step ensuring that:
1) A #2 pencil was used and not ink.
2) All questions were answered completely and correct.
3) Ensuring bubbles are filled in completely and evenly.
4) Do not fold, staple, tape, tear or do anything that will cause damage to the enrollment.

Fill in your provider ID # (If you don’t have and ID # at the time of completing this form one will be assigned to you at a later date) at the bottom and print your name.

Send in all new enrollment forms with your menus.

After all steps are completed:
1) Keep the bottom copy for your record
2) Send the top copy in with your menus. Action for Children must have the completed top copy in order to be able to pay for the meals
**ENROLLMENT FORM**

**5. CHILD'S NAME**

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>LAST NAME</th>
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**6. CHILD'S BIRTHDATE**

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<th>Y</th>
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**3. MAX DAYS IN CARE**

<table>
<thead>
<tr>
<th>TIME</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
<th>WEEK</th>
<th>TOTAL</th>
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</table>

**4. CHILD'S SCHEDULE**

<table>
<thead>
<tr>
<th>DAYS IN CARE</th>
<th>FALL ALL YEAR</th>
<th>MEALS IN CARE</th>
<th>FALL ALL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAYS</td>
<td>TIMES IN CARE</td>
<td>TIMES IN CARE</td>
<td>TIMES IN CARE</td>
</tr>
<tr>
<td></td>
<td>EARLIEST</td>
<td>LATEST</td>
<td>TIME</td>
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<td>a.m.</td>
<td>p.m.</td>
<td>a.m.</td>
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**7. INFANTS IS THE CHILD UNDER 1 YR OLD? **

**8. SCHOOL INFO**

<table>
<thead>
<tr>
<th>SCHOOL TYPE</th>
<th>AREA CODE</th>
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<tr>
<td></td>
<td>61 4 5 5 5 1 2 3 4</td>
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</tbody>
</table>

**9. ETHNICITY**

- [ ] AMERICAN INDIAN
- [ ] NATIVE HAWAIIAN
- [ ] PACIFIC ISLANDER
- [ ] ASIAN
- [ ] WHITE
- [ ] BLACK OR AFRICAN AMERICAN
- [ ] OTHER

Parent/Guardian
Name (Please Print): Priscilla Parent
Address: 123 Main St
City: Anytown STATE: OH ZIP: 54321
Alt. Phone: (614) 555-4321

Parent/Guardian Signature: [Signature]
Date: [Date]

Please note, by signing above, you indicate that you have reviewed the information on the back of this form & the building for the future information.

---

**DESCRIPTION**

- **Enrollment Form**
- **Child's Name**
- **Birthdate**
- **Maximum Days in Care**
- **Schedule**
- **Infant Information**
- **School Information**

**Instructions**

- Use a pencil only.
- Do not fold or staple.

---

**Notes**

- Additional information may be written in the notes section on the back of this form.

---

**Manual**

Manual04 Revised 12-4-12 02/06/13 Food Manual
## Infant Enrollment Form

### 1. Provider Information
- Provider Name: [Redacted]
- Provider Phone: [Redacted]

### 2. Child's Information
- Child's Birthdate: [Redacted]
- First Day in Care: [Redacted]
- Child's Name: [Redacted]
- Last Name: [Redacted]

### 3. Child's Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Hour</th>
<th>Min</th>
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<tbody>
<tr>
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<td>9:00 AM</td>
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<td>10:00 AM</td>
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<td>11:00 AM</td>
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<tr>
<td>12:00 PM</td>
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<td>1:00 PM</td>
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<td>2:00 PM</td>
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<td>3:00 PM</td>
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<td>4:00 PM</td>
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<td>5:00 PM</td>
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<td>6:00 PM</td>
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<tr>
<td>7:00 PM</td>
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</tbody>
</table>

### 4. Meals in Care
- Breakfast: [Redacted]
- AM Snack: [Redacted]
- Dinner: [Redacted]
- PM Snack: [Redacted]
- Lunch: [Redacted]

### 5. Daycare Information
- Child's Name: [Redacted]
- Parent's Name: [Redacted]
- Daycare Phone: [Redacted]
- Provider's Name: [Redacted]
- Provider's Phone: [Redacted]

### 6. School Information
- School Type: [Redacted]
- School Days: [Redacted]
- School Times: [Redacted]

### 7. Additional Information
- Parent/Guardian Name: [Redacted]
- Parent/Guardian Signature: [Redacted]
- Address: [Redacted]
- Zip: 12345

Note: This form is to be completed by the provider and signed by the parent/guardian. It must be in color and any information specified in red ink is required. The form is due on the first day of care. The form is not valid if any required information is omitted. A completed enrollment form is required for each child. The form must be kept in the child's file.
We realize that sometimes the information on the enrollment form changes.

Parents move.

Parents change phone numbers at home or work.

Meals that were selected on the Enrollment Form change.

Hours of care that were listed on the Enrollment Form change.

If any of these things happen, you should:

**Have the parents indicate the changes on the reverse of the Claim Information Form, sign it and date it. Submit to AfC we will make the changes from there.**

**If you are claiming on line, print out the enrollment, have the parents make the changes, sign and date it; then submit the form to Action for Children.**
ENROLLMENT RENEWALS

Once a year, all enrollment forms must be renewed. You will be sent an “enrollment renewal report” in May of each year. Please follow the simple steps listed and return by June 5 of the calendar year.

Step 1) Review the renewal form making sure all children in your care are listed. If a child is not on the renewal form you will need to:
   A) Fill out a child enrollment form
   B) Follow the child enrollment form steps to ensure accuracy

Step 2) With each parent/guardian, review all information for each child. If all information is correct or no additions or missing information needs to be added, proceed to step 3. If a correction/addition needs to be made or information needs to be added:
   A) List the corrections/ note the addition/ add the missing information for each child on the Enrollment Renewal Report.
   B) Please make sure that your writing is legible. If it can’t be read, it can’t be processed, nor can changes be made.

Step 3) Have each parent sign and date the Enrollment Renewal Report on the far right side of the form. WITHOUT A SIGNATURE, A CHILD WILL BE REMOVED.

Make sure you (the provider) also sign each renewal page. WITHOUT YOUR SIGNATURE ON EACH PAGE THE ENROLLMENT RENEWAL WILL BE RETURNED.

After all parents have signed and you have signed, make a copy for your records and return the original form to Action for Children

Step 4) Please remember that all Enrollment Renewal Report forms must be turned in by JUNE 5 to be on time. Any Renewal Report Forms turned in after June 5th will be considered late and could result in loss of reimbursement.

NOTE: You can reactivate a child's enrollment, that is, give them the same ID# within the enrollment year (June 1 to May 31) after removing them by:
   1. Submitting a new enrollment form
   2. Assigning the same ID# number, as long as you haven't assigned it to another child. Remember to allow two months to ensure removal of a child.
Enrollment Renewal Report
(06/01/2009 - 05/31/2010)

Provider Name
and Address

Provider

No Child Name DOB DOE Relation Status Ethnicity Race Sex School Type School District School Name

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</thead>
</table>
| 1 | 06/14/2005 | 03/24/2009 | None | A | W | M
|   | 6:45am | 6:00pm | Days | [X] Mo [X] Tu [X] We [X] Th [X] Fr [ ] Sa [ ] Su | Parent Name
|   |          |          | Days vary: [ ] Times vary: [ ] |          | Date | Withdrawal Date
| 2 | 12/05/2006 | 03/24/2009 | None | A | W | M
|   | 6:45am | 6:00pm | Days | [X] Mo [X] Tu [X] We [X] Th [X] Fr [ ] Sa [ ] Su | Parent Name
|   |          |          | Days vary: [ ] Times vary: [ ] |          | Date | Withdrawal Date
| 6 | 01/28/2009 | 07/09/2009 | None | A | NH | W | M
|   | 7:30am | 6:00pm | Days | [X] Mo [X] Tu [X] We [X] Th [X] Fr [ ] Sa [ ] Su | Parent Name
|   |          |          | Days vary: [ ] Times vary: [ ] |          | Date | Withdrawal Date

My child is an infant, and my provider has offered to supply at least one type of iron fortified infant formula (IFIB). My provider offers this formula: Similac Isomil.
I will: [ ] Accept the formula supplied by provider 
[X] Supply my own breast milk or formula: Similac Isomil
I will also: [ ] Accept any developmentally appropriate foods offered by the provider 
[X] Supply my own foods

Note to Parent: If your child attends any type of school, school information is required.

School Type
A = A.M. Kindergarten
D = A.M. Headstart
H = Home School
K = Kindergarten
L = All Day Headstart
M = P.M. Kindergarten
P = P.M. Headstart
S = No School
Y = Year Round School

Legend
B = Breakfast
A = A.M. Snack
L = Lunch
P = P.M. Snack
D = Dinner
E = Evening Snack

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05 / 04 / 2010

Note to Parent: By signing this form, hereby certify that the information given here is true & correct to the best of your knowledge.
CLAIM INFORMATION FORM (CIF)

The CIF is a quick reference form that Action for Children will mail to each provider monthly. It contains the most updated information (as supplied by you the provider) for all currently active children in the provider’s care.

The information for the CIF is compiled from the enrollment forms submitted by the provider and then updated monthly when the provider mails in the previous month’s CIF form with their claim for reimbursement. You will receive two CIFs when beginning the program. One will serve as your master for you to track all changes made. It will serve as a reference for any lapses in receiving a new form from us. *(The month at the top of the CIF form will indicate the previous month’s claim: see sample CIF form.)*

The CIF contains the following:

- **Section 1**
  - √ Month and year (This the current claiming month)
  - √ Provider’s name, address and telephone number
  - √ Provider’s Identification Number (assigned by Action for Children)
  - √ Monitor’s Name
  - √ License Type
  - √ Tier Type
  - √ Capacity
  - √ Tier Expiration

- **Section 2**
  - √ Shift
  - √ Status (“A”=Active)
  - √ Date of Birth (DOB)
  - √ Date of Enrollment (DOE)
    - ● First day child is in provider’s care (must be within the current claim month).
  - √ Child’s Age
    - ● As of the first of the month.
    - ● If a child turns a year old during the month, begin claiming on the children’s menu on the child’s birthday.
  - √ Child’s relationship to provider (see Legend)
  - √ Special Need
  - √ Special Diet
  - √ School Level (see Legend)
  - √ Formula
    - ● Who will supply, parent or provider
  - √ Sex (Child’s Gender)
Section 3

- Number
  - Child’s identification number assigned by the provider
  - Child’s identification numbers are from 1 to 32
  - Do not use the same number for more than one child
  - Providers may skip numbers by leaving blank spaces.
  - Never assign a number until it is empty on a new CIF.

- Input information for each child
- Provider should add and assign a number for new children when enrolling a new child into their program
- Blank Spaces
  - The spaces between children are numbers that can be used at a later time

Below the list of children there is a space to write in any changes or certain information that the provider may need to tell Action for Children.

Section 4

- Holiday care
  - Indicates dates that children are in child care during holidays that most people would normally be closed, i.e., July 4th

- Children starting kindergarten/lst grade this new school year:
  - Child’s identification numbers as assigned by provider

- Children leaving your care
  - Child’s names
  - Reason for leaving care
  - Effective Date

- List number of any school age children at AM Snack and/or Lunch
  - Child’s identification number as assigned by provider
  - Reason child is out of school
  - Date child is out of school
  - Indicate first day of summer care
  - Write each month out for summer

- New Infants that have a Doctors’ Statement Enclosed
  - Give infants identification number as assigned by provider

- Provider’s signature, date and identification number are required – it gives Action for Children permission to make changes

Mail the CIF with monthly claim – make sure the month listed at the top of the CIF and claim month match.
Claim Information Form (CIF)

You must return this with your claim forms each month

Section 2

<table>
<thead>
<tr>
<th>Status</th>
<th>DOB</th>
<th>DOE</th>
<th>Age</th>
<th>Relation</th>
<th>Sp Needs</th>
<th>Sp Diet</th>
<th>Pay Source</th>
<th>School Level</th>
<th>Formula</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

Open on Holiday: Date(s): ___/___/___

Holiday(s): ___/___/___

Child(ren) now w/Doctor's Statement: ___

Children Starting Kindergarten/1st Grade: ___

Grade: ___

Children leaving your care:

Name: ___

# Last Day in Care: ___/___/___

Name: ___

# Last Day in Care: ___/___/___

List all school aged children who attended AM Snack or Lunch:

# Reason: ___

Date: ___/___/___

# Reason: ___

Date: ___/___/___

# Reason: ___

Date: ___/___/___

Section 4

Relation | School Level
---------|-------------
O - Own Children | A - A.M. Kindergarten
F - Foster Children | D - A.M. Head Start
R - Related, Non-Resident | H - Home School
N - Not Related | K - Kindergarten
H - Helps Child | L - All Day Head Start

Status
A - Active
P - Pending
W - Withdrawn

Legend

Signature: ___

Date: ___/___/___
### Claim Information Form (CIF)

#### You must return this with your claim forms each month

<table>
<thead>
<tr>
<th>Status</th>
<th>DOB</th>
<th>DOE</th>
<th>Age</th>
<th>Relation</th>
<th>School</th>
<th>Formula</th>
<th>Tier</th>
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</table>

Open on Holiday: Date(s): ___________ Holiday(s): ___________ Child(ren) now w/Doctor's Statement: #

Children Starting Kindergarten/1st Grade: # ______ Grade: ______ # ______ Grade: ______

Children leaving your care:

Name: __________________________________________ # ____ Last Day in Care: ______/____/____

List all school aged children who attended AM Snack or Lunch:

# ____ Reason: ____________________________ Date: ______/____/____

# ____ Reason: ____________________________ Date: ______/____/____

# ____ Reason: ____________________________ Date: ______/____/____

Signature: ____________________________ Date: ______/____/____

#### Legend

<table>
<thead>
<tr>
<th>Relation</th>
<th>School Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>A - A.M. Kindergarten</td>
</tr>
<tr>
<td>F</td>
<td>D - A.M. Head Start</td>
</tr>
<tr>
<td>R</td>
<td>H - Home School</td>
</tr>
<tr>
<td>N</td>
<td>K - Kindergarten</td>
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<tr>
<td>H</td>
<td>L - All Day Head Start</td>
</tr>
<tr>
<td>A</td>
<td>M - P.M. Kindergarten</td>
</tr>
<tr>
<td>P</td>
<td>N - No School</td>
</tr>
<tr>
<td>W</td>
<td>P - P.M. Head Start</td>
</tr>
<tr>
<td>S</td>
<td>Y - Year Round School</td>
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</table>

#### Status

<table>
<thead>
<tr>
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<tr>
<td>P</td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
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</tbody>
</table>
The Minute Menu system allows you to record menus and who you fed on the same sheet of paper. It is a simple process of filling in bubbles for both menus and attendance. For most providers, you will fill out a new sheet every three days, for a total of seven to eight sheets per month.

Because this new paperwork is scannable,

**ALWAYS** use a number 2 pencil! And…

**ALWAYS** take great care to not fold, bend, staple, wrinkle or in any way mutilate the forms. This will delay processing and reimbursement.

The Minute Menu system is designed to work in conjunction with the information supplied by enrollment forms; matching up what is submitted on the enrollment form, as designated by the parent, with what you claim on the menu form. If a child is “approved” for pm snack, then you will be reimbursed for pm snack. If the child is not “approved” for dinner, then you will not be reimbursed for dinner for that child.

The menus list the meal patterns down the left side of the page; indicating what food groups must be served at each meal or snack. No room for error in neglecting a food group. You still only claim two meals and one snack or two snacks and one meal per child, per day.

To fill out menus, you will first need your Food Chart. These charts are costly and provided to you in plastic sleeves for protection. We do not have extras on hand due to cost. The charts are color coded to match up with the menus. This allows for quick reference. Because most people tend to serve the same types of foods, once you use the system you will find you are able to know what numbers correspond with what foods. For example, white milk is and always will be #7.

Remember this simple rule of thumb: Mark what you serve.

Please keep in mind that the Office for Child Nutrition of the Ohio Department of Education requires you to fill out your menu daily; at each meal if you have 13 or more children enrolled.
FILLING OUT THE REGULAR MENU:

USE A #2 PENCIL ONLY! Each column represents an entire day. All sections, rows and columns are clearly labeled. You will need your food chart.

Step 1: In the lower right corner of the form, fill in your provider ID#.

Step 2: Sign and date the form. You can date it the day you start that form.

Step 3: Fill in your meal times. Remember that you must have a minimum of two (2) hours between meals and snacks.

Step 4: At the top of the form, bubble in the "menu month".

Step 5: Bubble in the day. The first line in for "tens" and the second for "ones." If you serve split meals, we suggest you fill in the days one at a time. More on split meals later. Ignore the “shift” bubble, unless you have more than 32 children enrolled. More on this later as well.

Step 6: After each meal, bubble in what you served for each meal. The "1" on top of the "2" in the first column are for "hundreds." Again, the first line is for "tens", the second line for "ones." Except for milk, all foods will have at least two digits.

Note: You can list two milks served IF the second milk is Special Provision Milk. In this case, a doctor's note must be on file. Milk is the ONLY line where you can have more than one bubble filled in.

Remember the simple rule: Mark what you serve.

Step 7: Fill in the bubbles for the children served. You will need to have your Claim Information Form handy. If you are serving a child who is newly enrolled and you have yet to turn in your enrollment, make sure that this child has been entered on your CIF. Only children one year of age or older will be claimed on this menu. If a child turns a year mid-way through the month, they simply move from the infant menu to the regular menu and claimed here.
<table>
<thead>
<tr>
<th>MINUTE MENU SYSTEM</th>
<th>REGULAR MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>12 Bagel</td>
</tr>
<tr>
<td></td>
<td>18 Kiwi</td>
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<td></td>
<td>7 Liquid Milk</td>
</tr>
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<td>AM Snack</td>
<td>AM Snack</td>
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<tr>
<td></td>
<td>16 Fry Bread</td>
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<td></td>
<td>50 Apple Cider</td>
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<tr>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td></td>
<td>37 Chicken Patties</td>
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<tr>
<td></td>
<td>17 Hamburger Bun</td>
</tr>
<tr>
<td></td>
<td>162 Cucumbers</td>
</tr>
<tr>
<td></td>
<td>227 Potato Salad</td>
</tr>
<tr>
<td></td>
<td>7 Liquid Milk</td>
</tr>
</tbody>
</table>

I hereby certify that I am not submitting or allowing any other USDA Child Care Food Program applicant, contractor, or agent to submit any false or inaccurate information in connection with the receipt of federal funds and that any such false or inaccurate information may result in the revocation of federal funds.

X. [Signature]  
DATE: [Date]

OK BY: [Signature]  
[Date]

MANUAL04 Revised 12 4 12/06/13 Food Manual
FILLING OUT THE INFANT MENU:

USE A #2 PENCIL ONLY! Each column represents an entire day. All sections, rows and columns are clearly labeled. You will need your food chart. On that chart please notice the special section for infants. Also notice that foods marked with an "*" may not be claimed for infants. These are foods deemed harmful to infants in development or they pose a choking hazard.

Step 1: In the lower right corner of the form, fill in your provider ID#.

Step 2: Sign and date the form.

Step 3: Fill in your meal times. Again, at least two hours between meals/snacks.

Step 4: At the top of the form, bubble in the "menu month".

Step 5: Bubble in the day. The first line in for "tens" and the second for "ones." If you serve split meals, we suggest you fill in the days one at a time. More on split meals later. Ignore the “shift” bubble, unless you have more than 32 children enrolled. More on this later as well.

Step 6: After each meal, bubble in what you served for each meal. The "1" on top of the "2" in the first column are for "hundreds." Again, the first line is for "tens", the second line for "ones." Except for milk, all foods will have at least two digits.

Note: Because there are different nutritional requirements for varying infant stages, you will be able to record exactly what you fed infants of different ages. This will be most obvious when recording the formula served. And it is only with the formula/breast milk that you can claim more than one on a line OR more than one type per infant age when claiming Special Provision Milk.

Remember the simple rule: Mark what you serve.

Step 7: Fill in the bubbles for the children served. You will need to have your Claim Information Form handy. If you are serving a child who is newly enrolled and you have yet to turn in your enrollment, make sure that this child has been entered on your CIF. Only children less than one year of age will be claimed on this menu. If a child turns a year mid-way through the month, they simply move from the infant menu to the regular menu and claim the child there.
**Minute Menu System**

**Breakfast**
For three month old (child #7):
- 11 Breast Milk
- 11 Provider supplied iron fortified infant formula

**AM Snack**
For three month old (child #7):
- 11 Breast Milk
- 212 Club crackers
- 56 Juicy Juice

**Lunch**
For three month old (child #7):
- 11 Breast Milk
- 213 Infant ham
- 04 Bananas
- 11 Provider supplied iron fortified infant formula

---

**Infant Menu**

**AM Snack**
For three month old (child #7):
- 11 Breast Milk
- 212 Club crackers
- 56 Juicy Juice

**Lunch**
For three month old (child #7):
- 11 Breast Milk
- 213 Infant ham
- 04 Bananas
- 11 Provider supplied iron fortified infant formula
MASTER MENUS:

Master menus are pre-planned menus (templates) that are approved by Action for Children as meeting all nutritional requirements and meal patterns. These have been developed only for regular menus, for children one year of age and older. The nutritional needs of infants are far too demanding for pre-planned templates.

When serving a Master menu, simply fill in the bubble marked "M" next to the words "master menu." Using the Master Menu chart supplied, you will fill in the corresponding master menu number for the meal you served. This number will be bubbled in the lowest, or last, "Fruit or Vegetable" section for that meal. Bubble the number as you normally would. Please review the examples on the next page.

No more bubbles to fill in for foods. Simply fill in the attendance section. You’re done.

You will receive a template of Master Menus, along with this manual, for your use. This template is periodically changed to reflect new foods and popular trends. You will be notified of any changes.

The Don’ts:
- Master Menus are not for use with infants.
- You don’t have to use them all the time; not at every meal; not every day. You can use a Master Menu breakfast, but fill in all meal components at lunch.
- Don’t forget the Master Menu bubble and attendance bubbles.
- Don’t claim more than two meals/ one snack or two snacks/ one meal per child per day.

The Dos:
- When you record your Master Menu number, make sure you are feeding the children those foods listed for that Master Menu. When your specialist visits, they record these individual foods on the visit form. Minute Menu will match up the visit form with the Master Menu you recorded. Get in the habit.
- Do fill in the Master Menu bubble.
- Do fill the Master Menu number in the last/ lowest fruit/ vegetable line for that meal.
- Do fill in the bubbles for the children served for that meal.
- Do fill in your meal times at the bottom of the menu form.
- Remember that all rules have remained the same: meal patterns, nutritional requirements; calling in for weekends and holidays, etc.
- Remember to review your new CIF for accuracy.
- Remember to review your check and disallowances. AfC needs to know of any adjustments by the 22nd.
- Review the examples on the next page.
<table>
<thead>
<tr>
<th>Time of Day</th>
<th>1st Serving</th>
<th>2nd Serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snack</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Regular Menu**

Master Menu 57
- Waffles
- Strawberries
- Milk

Master Menu 20
- Granola Bar
- Orange Juice

Master Menu 162
- Fish Sticks
- Cornbread
- Plums
- Mandarin Oranges
- Milk
USING SPLIT/SECOND SERVINGS

Procedures for claiming the same meal, served at 2 different times:

For example: 4 children arrive at your home at 7:00 am and you serve them Breakfast at 7:30. Two of the children leave at 8:00 am to go to school, and 2 more children come at around 8:15 am. You serve them breakfast at 8:30 am.

1. The first of the 2 servings is recorded just as if it were served by itself:
   ♦ Record the day in the form header
   ♦ Mark each food served for the meal
   ♦ Mark the child number for each of the children who was fed at the first serving

2. Move to the next column on the form
   ♦ Record the same date in the form header AND fill in the "Second Shift" bubble
   ♦ Leave the foods in this column blank (you have already indicated which foods were served in the first serving)
   ♦ Mark ONLY the child numbers for the children who are fed during the second serving. This includes children who were at the first serving and did not leave (These children do not need to be served again).

3. Other meals for the same date which are served only once (not a "Second Serving"), are marked in the first column, where "Second Shift" is NOT filled in.

Notice that the AM Snack and Lunch were only served once, so it was left blank in the column where "2nd Serving" was marked. Make sure you always mark single serving meals in the first column, where "2nd Serving" is not marked. Also notice that children #2 and #4 were marked as being fed both the 1st and 2nd serving. This is necessary because they did not leave; you must mark all of the child numbers for the children in your home when you record who was fed, so some children who are present for the first serving may also be marked as having been fed the second serving.

The two columns do not need to be on the same page, so don’t worry if you’re filling out the first serving in the third column on a Regular or Infant Menu.
Using Multiple Child Groups

Because of the physical size limitations of scannable forms, there are only 32 child numbers available with the Minute Menu system. However, you may have more than 32 actively enrolled children who come into your home during the month. As a result, you will need more than 32 child numbers in order to record your menus. Typically only Type A providers will have more than 32 children actively enrolled in their care at a given time. **If you find that you are running out of child ID numbers please be sure to un-enroll any children who are no longer in your care.**

Child Enrollment Forms

Because of this, Minute Menu forms split the children into Groups (also called “Shifts” on some forms) of 32. There are a total of 3 possible child Groups or Shifts. So, once you reach the 32 child limit in the 1st child Group or Shift, you will enroll the next in the 2nd Group. Using the Child Enrollment form, you would enroll a child in the 2nd child Group (or Shift) by marking the form as follows:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Child in Group: 2  
Child Number: 12  
Referred to as Child: 2-12

Claim Information Form

When you receive your printed Claim Information Form (CIF) from us each month, you will receive one page of the CIF for each Group where at least one child is enrolled. So if you have a total of 70 enrolled children, for example, you would receive three different CIF’s, one for the 1st Group, one for the 2nd Group, and one for the 3rd Group.

Regular or Infant Menu Forms

When you record a meal on the Infant or Regular Menu forms and you have served a child in the 2nd or 3rd child Groups, you must use a separate column for children in each group. So if you serve children from two groups, you will use two columns to record that single meal. If you serve children from three groups, you will use three columns.

When marking a meal where children from child Groups 2 or 3 are served, follow these steps:

1. Mark the food information in the first column used for that day’s meals, as you would normally.
2. Mark the children from Group 1 in the attendance area next to the Foods Served in the first column used for that day’s meals.
3. To mark the Attendance for children from another group, you will use the next available column. First fill in the meal date above the adjacent column (which is the same as the meal date used in the first column). Then mark the Group (or Shift) bubble that corresponds to the Group # of the children you will list as attending that meal. (Note: If the Group # bubbles
are left blank, the system assumes all children indicated in the column are for the 1st Child Group.
4. Then mark that Group’s child Attendance in the appropriate meal row in that column.
5. You only need to mark food information in the first Child Group column.
6. Remember that marking Child Group 2 or 3 in a column means that all children marked in that column must be Group 2 or 3 children. Do not use a 2nd or 3rd Group column to record meal information where no Group 2 or 3 children are served.

To better explain by example, let’s assume that you serve a Breakfast, AM Snack, and Lunch to children in your care on the 8th of the month. You serve children as follows:

<table>
<thead>
<tr>
<th></th>
<th>1-2</th>
<th>1-9</th>
<th>1-17</th>
<th>2-2</th>
<th>2-3</th>
<th>2-10</th>
<th>3-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>1-20</td>
<td>1-27</td>
<td>2-17</td>
<td>2-26</td>
<td>2-27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AM Snack**

<table>
<thead>
<tr>
<th></th>
<th>2-2</th>
<th>2-3</th>
<th>2-6</th>
<th>2-10</th>
<th>3-1</th>
<th>1-1</th>
<th>1-3</th>
<th>1-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>2-17</td>
<td>2-19</td>
<td>2-28</td>
<td>2-30</td>
<td>3-3</td>
<td>1-11</td>
<td>1-12</td>
<td>2-2</td>
</tr>
</tbody>
</table>

So you would mark the menu as follows:

Notice that no Group 1 children were served for the AM Snack on this day, and no Group 3 children were served during Lunch. Also notice that the day is indicated the same in each column used, but the Group bubble is marked in the 2nd and 3rd columns.
MONTHLY CHECKLIST

Before you send in your monthly claim paperwork to Action for Children each month, run through this checklist. Doing so will help make sure that we can reimburse you as much as you're owed and as quickly as possible.

- Is your provider number filled in on every form page?
- Is the Menu Month filled in on each Menu form page?
- Have you filled in each day with the correct date on your Menus?
- Have you filled in every item on each meal your served?
- Have you filled in “attendance” section for each meal you served?
- Did I list all of the times that meals and snacks were served with at least two hours between them?
- Did I complete an infant menu form for children under age one?
- Did I only claim days and meals for which the each child was eligible on their enrollment form?
- Have you signed all forms being submitted (menus, enrollments, CIFs)?
- Did you include your Claim Information Form (CIF) with any notes on child withdrawals, school out days or holidays, etc.?
- Did you have any new enrollments to include? Are they completely filled out and signed?
- Did you keep the carbon copies of every page for your records?
- Do I have enough postage on the envelope?
- Stack your papers in envelope this way: Enrollments, CIF, Weekend/Holiday Form, Infant Menu Forms, Regular Menu Forms
Occasionally things occur that require us to deny reimbursement for meals and snacks. This is called a disallowance.

Listed below are some of the most common disallowances:

1. No Enrollment Form was submitted and on file for a child. (See Enrollment Section, page 23.)
2. A child was claimed before the date on the Enrollment Form.
3. One or more of the following was missing: provider ID number; date not “bubbled in”; month not “bubbled in”.
4. Bubbles are not filled in completely or filled in dark enough. Mistakes not completely erased.
5. Timing marks are destroyed or interfered with.
6. Meals were claimed for the provider’s own children without a completed and approved Income Eligibility Application Form on file, or meals were claimed for provider’s own children without claiming other non-residential day-care children for the same meal or snack. (See Income Eligibility Application, page 63.)
7. Too many children were in the provider’s group size.
8. More than two meals and one snack or two snacks and one meal were claimed in one day for one child. You will be informed of this, but since you are not entitled to the reimbursement, it is technically not a disallowance.
9. Menus were missing or incomplete for meals or snacks claimed; not all components “bubbled in.”
10. Children under one year old were claimed on the regular menu and not the infant menu.
11. Meals were claimed for children that were not indicated on the Enrollment Form that was completed by the parent.
12. Morning snack or lunch was served to school-age children without a note listing the reason the children were out of school.
13. Menus/Attendance records were not up-to-date when a home visit occurred. (See Meal Attendance Forms and Menu Section, Page 34.)
14. No one was at home during an attempted home visit.
15. Substitute caregiver was not approved, or could not produce provider’s paperwork during home visit.
16. Meal Attendance Form indicated meals were claimed prior to when the meals were actually served to the children.
17. Meals were claimed for children who were not in attendance or who were not served the meal. In addition to the disallowance, an immediate audit will occur, and the provider’s participation may stop. This is considered to be a serious violation. Please be careful with your Meal/Attendance Form information so your participation can continue. (See Audit Section, Page 66 and Termination Section, Pages 67 to 69.)

You will receive notice, with your reimbursement check, of any disallowances that were made to that month’s claim. You must review this form against your copy of the claim to:
   a) understand the disallowances and correct them to avoid them in the future
   b) advise AfC of any concerns or questions immediately.

If you discover a disallowance was made in error, or you simply have a question, you must notify AfC immediately. For AfC to be able to amend your claim within USDA time frames, we must know your concerns by the 22nd of the month in which you receive your check.
Claim Summary and Errors Report

Upon receiving your claim information, we reviewed each meal to ensure appropriate nutritional and other guidelines were followed. Any problems encountered during that review have been noted below. The errors listed below have been used to deduct meals from your claim as indicated. If you have any questions about these errors, you must contact the office within 10 days from this notice.

Thank you for continuing to provide nutritious meals and snacks to the children in your care. We appreciate all your efforts.

Sincerely,

Action for Children

<table>
<thead>
<tr>
<th></th>
<th>Btk</th>
<th>AMS</th>
<th>Lun</th>
<th>PMS</th>
<th>Din</th>
<th>EVS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>53</td>
<td>0</td>
<td>65</td>
<td>79</td>
<td>28</td>
<td>32</td>
</tr>
<tr>
<td>Tier 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

7 A meal component was missing from the meal.
- 01/21/2004 - Breakfast - R - No Bread/Alternate supplied - Disallowed
- 01/21/2004 - Breakfast - R - No Vegetable/Fruit/Juice supplied - Disallowed
- 01/22/2004 - Breakfast - R - No Bread/Alternate supplied - Disallowed
- 01/22/2004 - Breakfast - R - No Vegetable/Fruit/Juice supplied - Disallowed
- 01/27/2004 - Dinner - R - No Bread/Alternate supplied - Disallowed
- 01/27/2004 - Dinner - R - No Meat/Alternate supplied - Disallowed
- 01/30/2004 - Dinner - R - No Milk supplied - Disallowed
- 01/30/2004 - Dinner - R - No Vegetable/Fruit/Juice supplied - Disallowed

8 A food number supplied on a scanable menu is not a valid food number.
- 01/19/2004 - Breakfast - R - * was bubbled-in for Bread/Alternate - Disallowed

9 At least two valid foods must be served at snacks.
- 01/30/2004 - P.M. Snack - R - Disallowed

127 Child Claimed on Weekend/Holiday
- 01/01/2004 - Breakfast - R - Battaglia, Justin (1-32) Disallowed
- 01/01/2004 - Breakfast - R - Duncan, Andre (1-6) Disallowed
- 01/01/2004 - Breakfast - R - Humphry, Delaney M(1-5) Disallowed
- 01/01/2004 - Breakfast - R - Manter, Taylor M(1-4) Disallowed
- 01/01/2004 - Breakfast - R - Pingel, John (1-3) Disallowed
- 01/01/2004 - Dinner - R - Battaglia, Brandon (1-31) Disallowed
- 01/01/2004 - Dinner - R - Whatley, Jr, Michael S(1-8) Disallowed
- 01/01/2004 - Evening Snack - R - Battaglia, Brandon (1-31) Disallowed
- 01/01/2004 - Evening Snack - R - Whatley, Jr, Michael S(1-8) Disallowed
- 01/01/2004 - Lunch - R - Battaglia, Justin (1-32) Disallowed
- 01/01/2004 - Lunch - R - Duncan, Andre (1-6) Disallowed
- 01/01/2004 - Lunch - R - Humphry, Delaney M(1-5) Disallowed
- 01/01/2004 - Lunch - R - Manter, Taylor M(1-4) Disallowed
- 01/01/2004 - Lunch - R - Pingel, John (1-3) Disallowed
- 01/01/2004 - P.M. Snack - R - Battaglia, Brandon (1-31) Disallowed
- 01/01/2004 - P.M. Snack - R - Battaglia, Justin (1-32) Disallowed
- 01/01/2004 - P.M. Snack - R - Duncan, Andre (1-6) Disallowed
- 01/01/2004 - P.M. Snack - R - Humphry, Delaney M(1-5) Disallowed
- 01/01/2004 - P.M. Snack - R - Pingel, John (1-3) Disallowed
- 01/01/2004 - P.M. Snack - R - Rubin, Alexa (1-9) Disallowed
CACFP considers a child to be an infant, that is, regulated to special diets and menus, until their 1st year birthday. Guidelines for feeding infants change according to the age of the infant. Meal patterns particular to infants birth through 11 months are indicated on the infant menu forms. As infants grow, their systems are able to handle different kinds of food. You can follow the meal guidelines to give infants the nutrition they need and in a form they can handle.

Infants under one year MUST be recorded on the “infant menu” form. Their meal/snack must contain the minimum requirement for their age. These are broken down: 0-3 months; 4-7 months; 8-11 months.

1. All infants MUST be served either breast milk or iron-fortified infant formula. **Milk is not creditable** on the CACFP for children under one year, unless there is a medical excuse. You can claim an infant if:
   A) you supply the iron-fortified formula and follow the meal patterns
   B) the parent supplies the breast milk, you serve it and follow the meal patterns
   C) the parent supplies the iron-supplied formula and you follow meal patterns (bubble #11)

To further clarify B) and C):
   1) For infants 0 through 3 months old, providers can claim reimbursement for meals containing *parent provided* breast milk or iron fortified formula served by the provider.
   2) For infants 4 through 7 months old who are NOT developmentally ready for other foods, providers can claim reimbursement for meals containing *parent provided* breast milk or iron fortified formula served by the provider.
   3) For infants 4 through 7 months who ARE developmentally ready for other foods and for infants 8 through 11 months old, providers MUST provide at least ONE of the components in at least the minimum quantities specified in the meal pattern in order for the meal to be reimbursed.

2. Infant cereal must be iron-fortified infant cereal and served until age one year. It must be spoon fed and NOT in a bottle. Cheerios are not an iron-fortified infant cereal.

3. Fruit juice must be 100 percent juice and is creditable for infants **eight months** of age and older.

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

5. Honey should **never** be served to infants under one year of age due to the risk of food poisoning. Even foods with only a small amount of honey, like graham crackers, should not be served.

6. Freeze dried soups and commercially prepared combination dinners are not creditable for infants. Commercially prepared combination dinners include junior meat and noodles, stews and other dinner-type combinations.

7. **Action for Children** must have a written note from a medical professional to verify the need for specially required foods or the elimination of certain foods. Use the nutrition release form for special dietary requirements. (Page 50.)

8. The Infant Menu form must be completed for all infant meals claimed up to the first birthday.

9. Consult your food chart for those foods that are **not** creditable for infants. The special infant foods box on the chart provides guidance on infant foods.

10. There are no acceptable combination meals for infants.
What to Serve

The United States Department of Agriculture (USDA) has developed requirements for foods to serve the children in the Child and Adult Care Food Program. These meal pattern requirements help children get the nutrients their growing bodies need. To participate in the Child and Adult Care Food Program, a family child-care provider needs to serve foods that meet these requirements at each meal and snack.

Food in the CACFP Program is classified according to the Basic 4 Food Groups. A food is said to be creditable, or allowed, based on:

1. The nutritional value of the food.
2. How the food is usually served in a meal.
3. USDA decisions about the food.

Each breakfast must include:

1 serving milk
1 serving grain or bread
1 serving fruit or vegetable

Each lunch or supper must include:

1 serving milk
1 serving meat/protein
2 or more servings of fruits and/or vegetables
1 serving grain or bread

Each snack must include:

Servings from two **different** food groups

How to Serve Meals and Snacks

Our goal is to help the children develop good eating habits and to encourage them to try new foods and to learn about the four basic food groups. Here are some guidelines that can help encourage good habits:

- Enough food must be placed on the table to offer the minimum portions of food to the children
- Some amounts of each item must be put on the child’s plate
- Encourage the children to try all foods, but never force a child to eat
- Adults should eat with the children, helping them to learn how to serve themselves and at least try all foods

Creditable Foods

The information in this booklet and on the food chart will help you to know which foods are allowed or creditable. The information refers to many commonly used foods. The food chart lists these commonly used foods, but does not list them by variety or preparation. The chart lists “generic” food stuffs. You will see cabbage on the chart, but not cole slaw. You will see cold cereal on the chart, but not Raisin Bran. Prepare your meals as you usually do. When filling out the menu, choose the appropriate food or category. You can easily avoid navigating the food chart by using the master menus you are given. These preplanned templates minimize the paperwork and supply you with ready made menus.

If the food is not listed on the food chart, it cannot be claimed.
Special Diets

There will be times when you have a child in care that is allergic to a certain food or foods. Or, they may be restricted in their diets. The CACFP recognizes these possibilities. If you have a child with dietary restrictions, contact your specialist for assistance in deciding on appropriate meal pattern substitutes.

If you have a child with special dietary needs, you will indicate that on the enrollment for that child. If the needs are discovered later, then you will make note of the change of your CIF and have the parent sign it. In both cases you will need the Nutrition Release Form (see next page). The parent and the child’s physician must complete this form and sign it. It must be on file with Action for Children.

If you have a child who cannot consume fluid milk due to *medical or other special dietary needs*, other than a *disability*, non-dairy beverages may be served in lieu of fluid milk. See bullet number 8 on page 56 for details in how to handle this particular special dietary need.

A note about Water:
Family day care homes participating in CACFP are required to make drinking water available to children, as nutritionally appropriate. Throughout the day, including at meal times, water should be made available to children to drink upon their request, but does not have to be available for children to self-serve. While drinking water must be made available to children during meal times, it is not part of the reimbursable meal and may not be served in lieu of fluid milk. Practically speaking, this means that water should be available to children. This is especially true at snacks when no other beverage is being served or in lieu of serving high calorie, high sugar drinks.
Family Child Care

Nutrition Release Form for Special Diet for Milk Substitution for Medical Disability

Name of sponsoring agency: __________________________ Telephone ________________

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Birth date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent’s Name</td>
<td>Phone:</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
</tbody>
</table>

Food(s) restricted are:

Food(s) to be substituted for restricted ones are

Parent/Guardian Signature __________________________ Date ________________

Physician Signature __________________________ Date ________________
PARENT/GUARDIAN REQUEST FOR FLUID MILK SUBSTITUTION

Parents or guardians may now request in writing that non-dairy beverages be substituted for fluid milk for their children with special dietary needs without providing statement from a recognized medical authority. However, fluid milk substitutions requested are at the option and expense of the facility/center.

The non-dairy beverage provided must be nutritionally equivalent to fluid milk and meet the nutritional standards set by the United States Department of Agriculture (USDA) for Child Nutrition Programs in order for the facility/center to claim reimbursement for the meal through the Child and Adult Care Food Program (CACFP).

A non-dairy beverage product must at a minimum contain the following nutrient levels per cup to qualify as an acceptable milk substitution:

<table>
<thead>
<tr>
<th>a. Calcium 276 mg</th>
<th>d. Vitamin D 100 IU</th>
<th>g. Potassium 349 mg</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Protein 8 g</td>
<td>e. Magnesium 24 mg</td>
<td>h. Riboflavin .44 mg</td>
</tr>
<tr>
<td>c. Vitamin A 500 IU</td>
<td>f. Phosphorus 222 mg</td>
<td>i. Vitamin B-12 1.1 mcg</td>
</tr>
</tbody>
</table>

**To be completed by Child Care Center/Provider prior to distribution of form**

<table>
<thead>
<tr>
<th>Name of Child Care Center/Provider:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This child care center/provider will provide the following non-dairy beverage which meets the USDA approved nutrient standards for a milk substitute: (list substitute(s))</td>
</tr>
<tr>
<td>This child care center/provider has chosen not to provide non-dairy beverages for the substitution of fluid milk.</td>
</tr>
</tbody>
</table>

**To be completed by Parent/Guardian**

<table>
<thead>
<tr>
<th>Child’s Full Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the medical or other special dietary need that restricts the diet of your child (why your child needs a non-dairy beverage as a milk substitute):</td>
</tr>
<tr>
<td>I request that my child is served the non-dairy beverage which meets the USDA approved nutrient standards for a milk substitute that is provided by the center/provider as indicated above.</td>
</tr>
<tr>
<td>I am aware that the center is not providing a non-dairy beverage for the substitution of fluid milk. I will provide a non-dairy beverage for my child that meets the meets the USDA approved nutrient standards for a milk substitute as stated above.</td>
</tr>
<tr>
<td>I will provide a non-dairy beverage for my child that does not meet the USDA approved nutrient standards for the substitution of fluid milk. I understand that the center cannot claim meals that require milk unless I get written statement from a recognized medical authority.</td>
</tr>
</tbody>
</table>

| Signature of Parent/Guardian: | Date: |

**NON-DISCRIMINATION STATEMENT:** This explains what to do if you believe you have been treated unfairly. “In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”
# CHILDREN'S FOOD CHART

## MEAT & MEAT ALTERNATES

<table>
<thead>
<tr>
<th>BEEF</th>
<th>TURKEY</th>
<th>EGGS</th>
<th>BREAD &amp; BREAD ALTERNATES</th>
<th>CRACKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Beef Franks *</td>
<td>55 Turkey</td>
<td>110 Egg *</td>
<td>01 Bagel</td>
<td>60 Graham Crackers *</td>
</tr>
<tr>
<td>02 Beef Ground</td>
<td>50 Turkey Breast</td>
<td>120 Peanut Butter &amp; SN</td>
<td>02 Biscuits</td>
<td>61 Melba Toast</td>
</tr>
<tr>
<td>03 Beef Liver</td>
<td>51 Turkey Franks *</td>
<td>121 Peanut Butter &amp; Meat Alternate *</td>
<td>04 Bran Muffins</td>
<td>64 Other Crackers</td>
</tr>
<tr>
<td>04 Beef Lunchmeat</td>
<td>52 Turkey Ground</td>
<td>122 Corn Dog Wrap *</td>
<td>05 Bread Sticks (Soft Only)</td>
<td>62 Saltine Crackers</td>
</tr>
<tr>
<td>05 Beef Rib</td>
<td>53 Turkey Ham</td>
<td>123 Chow Mein Noodles *</td>
<td>06 Corn Dog Wrap</td>
<td>63 Snack Crackers</td>
</tr>
<tr>
<td>06 Beef Steak</td>
<td>54 Turkey Lunchmeat *</td>
<td>124 Corn Dog Wrap</td>
<td>07 Corned Beef *</td>
<td>65 Wheat Crackers</td>
</tr>
<tr>
<td>07 Beef Stix *</td>
<td>55 Turkey Lunchmeat</td>
<td>125 Cheeseburger</td>
<td>08 Roast Beef</td>
<td>66 Zwieback</td>
</tr>
<tr>
<td>08 Brisket</td>
<td>56 Goat</td>
<td>126 Milk</td>
<td>09 Brisket</td>
<td>67 Brown Rice</td>
</tr>
<tr>
<td>09 Beef Liver</td>
<td>57 Lamb</td>
<td>127 Hot Dog Buns</td>
<td>10 Corned Beef</td>
<td>68 Rice Pudding SN</td>
</tr>
<tr>
<td>10 Corned Beef</td>
<td>58 Veal</td>
<td>128 Hush Puppies *</td>
<td>11 Roast Beef</td>
<td>69 RICE</td>
</tr>
<tr>
<td>11 Roast Beef</td>
<td>59 Other Meat</td>
<td>129 Italian Bread</td>
<td>12 Chicken</td>
<td>70 Brown Rice</td>
</tr>
<tr>
<td>12 Chicken</td>
<td>60 Other Meat</td>
<td>130 Oatmeal Bread</td>
<td>13 Chicken Franks *</td>
<td>71 Brown Rice</td>
</tr>
<tr>
<td>20 Chicken</td>
<td>61 Blackened Beans</td>
<td>131 French Toast *</td>
<td>21 Chicken Nuggets</td>
<td>72 Brown Rice</td>
</tr>
<tr>
<td>21 Chicken Nuggets</td>
<td>62 Baked Beans</td>
<td>132 Fry Bread</td>
<td>22 Chicken Patties</td>
<td>73 Brown Rice</td>
</tr>
<tr>
<td>22 Chicken Gizzard</td>
<td>63 Bean Soup</td>
<td>133 Hamburger Buns</td>
<td>23 Chicken Liver</td>
<td>74 Brown Rice</td>
</tr>
<tr>
<td>23 Chicken Liver</td>
<td>64 Black Beans</td>
<td>134 Hawaiian Bread</td>
<td>24 Chicken Lunchmeat</td>
<td>75 Brown Rice</td>
</tr>
<tr>
<td>24 Chicken Lunchmeat</td>
<td>65 Blackened Beans</td>
<td>135 Hot Dog Buns</td>
<td>25 Chicken Nuggets</td>
<td>76 Brown Rice</td>
</tr>
<tr>
<td>25 Chicken Nuggets</td>
<td>66 Blackened Beans</td>
<td>136 Hush Puppies *</td>
<td>26 Chicken Stix *</td>
<td>77 Brown Rice</td>
</tr>
<tr>
<td>26 Chicken Stix *</td>
<td>67 Blackened Beans</td>
<td>137 Italian Bread</td>
<td>27 Chicken</td>
<td>78 Brown Rice</td>
</tr>
</tbody>
</table>

## OTHER MEATS

- 60 Goat
- 57 Lamb
- 58 Veal
- 59 Other Meat

## BEANS / LEGUMES / PEAS

- 62 Baked Beans
- 63 Bean Soup
- 64 Black Beans
- 65 Blackened Beans
- 66 Blackened Beans

## MILK

- Fluid Milk ONLY, no powder mixes
- 1 Buttermilk
- 2 Eggnog

## NUTS / SEEDS

- 140 Nuts *
- 141 Seeds *

## ORANGE JUICE

- 142 Orange Juice

## GRAINS

- 138 Granola
- 139 Rice Pudding
- 140 RICE

## CRISPS

- 141 Cheese Puffs

## CRACKERS

- 142 Crackers

## SODA

- 143 Soda

## DESSERT ITEMS

- 51 Brownies (no frosting) BR/SN
- 52 Brownies (frosting) BR/SN
- 53 Cookies SN
- 54 Cookies (frosting) BR/SN
- 55 Cookies (frosting) BR/SN
- 56 Granola, Cereal Bar BR/SN

## OTHERS

- 110 Pretzel - Hard *
- 111 Pretzel - Soft

## ACTION FOR CHILDREN

**THE SOURCE**
For Child Care and Early Learning Services

**FORM#** 112FDCH
**EFFECTIVE AUGUST 2007**

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### VEGETABLES
- Fresh, Frozen, Canned, Dried
- Artichokes
- Asparagus
- Avocado
- Bamboo Shoots
- Beets
- Broccoli
- Carrots
- Cauliflower
- Celery
- Corn
- Cucumbers
- Eggplant
- Jicama
- Mixed Vegetables
- Mushrooms
- Okra (fresh)
- Olives
- Onions
- Parsnip
- Peppers, Green / Red / Etc.
- Pickles
- Plantain
- Pumpkin
- Rhubarb
- Rutabagas
- Salsa
- Sauerkraut
- Spinach
- Sprouts
- Squash
- Baby Beans
- Black Beans
- Great Northern Beans
- Green / Yellow Beans
- Lentils
- Lime Beans
- Mung Beans
- Navy Beans
- Other Beans
- Pinto Beans
- Red / Kidney Beans
- Refried Beans
- Soybeans
- Wax / Yellow Beans

### FRUITS
- Fresh, Frozen, Canned, Dried
- Apples
- Applesauce
- Apricots
- Bananas
- Blackberries
- Blueberries
- Boysenberries
- Cantaloupe
- Cherries
- Cranberries / Sauce
- Dates
- Figs
- Grapefruit
- Grapes
- Guava
- Honeydew Melon
- Jello with Fruit
- Kiwi
- Mandarin Oranges
- Mangoes
- Mixed Fruit
- Nectarines
- Oranges
- Papaya
- Peaches
- Pears
- Persimmons
- Pineapple
- Plums
- Prunes
- Raisins *
- Raspberries
- Star Fruit
- Strawberries
- Tangarines
- Ugli Fruit
- Waldo Salad
- Watermelon

### JUICE (100% Fruit Juice Only)
- 8 Months or Older
- Fresh, Frozen, Canned
- Apple Cider (Pasteurized)
- Apple Juice
- Carrot Juice *
- Cherry Juice
- Grape Juice
- Grapefruit Juice *
- Juicy Juice

### CHILDREN'S FOOD CHART

### INFANT FOOD CHART

#### INFANT MEAT & EGGS
- Cooked Dry Beans / Peas
- Infant Beef
- Infant Chicken
- Infant Egg Yolk
- Infant Ham
- Infant Lamb
- Infant Turkey
- Infant Veal
- Unprocessed Cheese

#### INFANT CEREALS
- Infant Barley Cereal
- Infant High-Protein Cereal
- Infant Mixed Cereal
- Infant Oatmeal Cereal
- Infant Rice Cereal

#### INFANT BREADS
- Bagel
- Biscuits
- Croissants
- English Muffin
- Flat Bread
- French Bread
- Hamburger Buns
- Italian Bread
- Oatmeal Bread
- Pilot Bread
- Pita Bread
- Pumpernickel Bread
- Rolls
- Rye Bread
- Tortilla
- Wheat Bread
- White Bread

#### INFANT FORMULA
- Breast Milk or Powder Supplier
- Iron Fortified Infant Formula
- Special Provision Milk (Dr's Statement Required)
- Parent Supplied Formula

#### INFANT CRACKERS
- Animal Crackers - Plain
- Cheese Crackers
- Club Crackers
- Graham Crackers - No Honey
- Hi Ho / Ritz Crackers
- Oyster Crackers
- Rye Crisp
- Saltine Crackers
- Soda Crackers
- Teething Biscuit
- Wheat Crackers
- Zwieback

---

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# Child Care Food Program

## FOOD CHART

<table>
<thead>
<tr>
<th></th>
<th>AGE 1 and 2</th>
<th>AGE 3 thru 5</th>
<th>AGE 6 thru 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluid Milk</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Juice or Fruit or Vegetable</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Bread or Bread Alternative or Cereal: cold, dry, or hot cooked</td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td></td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td></td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td><strong>SNACK</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluid Milk</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Select 2 out of</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>4 components</td>
<td>Meat or Meat Alternative or Yogurt</td>
<td>1/2 ounce</td>
<td>1/2 ounce</td>
</tr>
<tr>
<td></td>
<td>4 oz</td>
<td>6 oz</td>
<td>8 oz</td>
</tr>
<tr>
<td>Bread or Bread Alternative</td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Cereal: cold, dry, or hot cooked</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td></td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td><strong>LUNCH/SUPPER</strong></td>
<td>Fluid Milk</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>Meat or Poultry or Fish or Yogurt or Cheese or Egg or Cooked Dry Beans and Peas or Peanut Butter or other Nuts or Seed Butters Nuts and/or Seeds Vegetable and/or Fruit (2 or more) Bread or Bread Alternative</td>
<td>1 ounce</td>
<td>1 1/2 ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td></td>
<td>1 ounce</td>
<td>1 1/2 ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td></td>
<td>4 oz</td>
<td>6 oz</td>
<td>8 oz</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>1/4 cup</td>
<td>3/8 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td></td>
<td>2 tablespoons</td>
<td>3 tablespoons</td>
<td>4 tablespoons</td>
</tr>
<tr>
<td></td>
<td>1/2 ounce</td>
<td>3/4 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td></td>
<td>1/4 cup</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td></td>
<td>total</td>
<td>total</td>
<td>total</td>
</tr>
<tr>
<td></td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
</tbody>
</table>

**Points to Remember:** Keep Menu Records  
Each child must be served the required amount of each food group at all meals  
Use only 100% juice
# The Child Care Food Program
## Infant Menu Pattern

<table>
<thead>
<tr>
<th>Meal</th>
<th>Birth through 3 months</th>
<th>4 months through 7 months</th>
<th>8 months through 11 months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>Breast/Formula 4-6 fl oz Breast Milk or Formula</td>
<td>4-8 fl oz Breast Milk or Formula</td>
<td>6-8 fl oz Breast Milk or Formula</td>
</tr>
<tr>
<td></td>
<td>Infant Cereal (Iron Fortified) 0-3 Tbsp.</td>
<td>2-4 Tbsp.</td>
<td>1-4 Tbsp.</td>
</tr>
<tr>
<td></td>
<td>Fruit and/or Vegetable</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Snack</strong></td>
<td>Breast/Formula 4-6 fl oz Breast Milk or Formula</td>
<td>4-6 fl oz Breast Milk or Formula</td>
<td>2-4 fl oz Breast Milk Formula, or Fruit Juice</td>
</tr>
<tr>
<td></td>
<td>Whole Grain Bread or Crackers 0-1/2 slice Bread or 0-2 crackers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch/Supper</strong></td>
<td>Breast/Formula 4-6 fl oz Breast Milk or Formula</td>
<td>4-8 fl oz Breast Milk or Formula</td>
<td>6-8 fl oz Breast Milk or Formula</td>
</tr>
<tr>
<td></td>
<td>Infant Cereal (Iron Fortified) 0-3 Tbsp.</td>
<td>2-4 Tbsp.</td>
<td>And / Or 1-4 Tbsp. Meat, fish, poultry, egg yolk or cooked dry beans or peas, or 1/2-2 oz. Cheese or 1-4 oz cottage cheese, cheese food, or cheese spread</td>
</tr>
<tr>
<td></td>
<td>Meat, Fish, Poultry, Egg Yolk</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fruit and/or Vegetable 0-3 Tbsp.</td>
<td>1-4 Tbsp.</td>
<td></td>
</tr>
</tbody>
</table>
Milk is an excellent source of protein, riboflavin, Vitamin D, calcium, and phosphorus. It helps build strong bones and teeth. In the Child and Adult Care Food Program only liquid milk is creditable. Breakfast, lunch and supper include a serving of milk. Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored. Whole milk is suggested for children between one and two years of age, though 2% is acceptable. Children over two years of age must be served low fat or fat free milk. Whole or 2% milk is not creditable for children age two and up. Other foods that are usually considered a milk product (like cheese, cottage cheese, and yogurt) are in the protein/meat group for the Child and Adult Care Food Program.

Important Things to Know About the Milk Group:

1. Milk must be served as a beverage at breakfast, lunch, and supper to be credited toward the milk group.
2. Milk may not be served for snacks when juice is served as the only other food group.
3. Reconstituted dry milk does not meet USDA requirements for liquid milk and cannot replace it in the meal pattern.
4. Liquid, evaporated, or dry milk used in preparing soups, pudding, baked products, and other foods may not be counted as meeting the milk requirements.
5. Milk should be fortified with vitamins A and D. Read the label to be sure it has been fortified.
6. Cocoa, cocoa mix, hot chocolate, or milk shakes must be made with liquid milk, that is, homemade, or they will be disallowed.
7. Always list the milk you serve. If it isn’t listed, we cannot pay for this meal.
8. Children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, non-dairy beverages may be served in lieu of fluid milk. Non-dairy beverages must be nutritional equivalent to milk, and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D and other nutrients to levels found in cow’s milk. The nutritional equivalent an acceptable milk substitution, per cup, is as follows: Calcium 276 mg; Protein 8 g; Vitamin A 500 IU; Vitamin D 100 IU; Magnesium 24 mg; Phosphorus 222 mg; Potassium 349 mg; Riboflavin .44 mg; Vitamin B-12 1.1 mcg. The challenge is that most labels will not list this in detail and documentation from the manufacturer will be needed. Practically speaking, what does this mean? This is for a special dietary need or medical need. Examples include: milk allergies, cultural or religions reasons, a vegan diet. Parents or guardians may request in writing non-dairy milk substitutions, as described above, without providing a medical statement. The written request must identify the medical or other special dietary need that restricts the diet of the child. Use the form on page 51. Fluid milk substitutions requested by the parent/guardian are at your option and expense. You can choose not to supply the non-dairy milk substitute, in which case you cannot claim the meal. You can claim the meal if you supply the substitute or the parent does. You can request the parent supply the non-dairy substitute. You can claim the meal if you adhere to the following:
   - a written request from the parent/guardian for the non-dairy substitute is on file,
   - you have documentation on file that the non-dairy substitute to be provided meets all of the nutrient levels as detailed above (you may request this from the parents),
   - and all other required meal components for children over I year of age are supplied by you.
For medical disabilities you must supply the substitute food or milk. You would use the form on page 50. What is a medical disability? From 7 Code of Federal Regulations 15b(3): “Handicapped person” means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Further explanation is supplied by the USDA. If you have a question, please contact your specialist.
Vegetables and fruits are an excellent source of vitamins, minerals, and fiber. Many are especially high in vitamins A and C. Most vegetables and fruits are very, very low in fat and salt. Children should be gently encouraged to try a wide variety of these foods. Vegetables and fruits that are high in fat are avocado, olives and those that are fried or made with heavy cream sauces.

Remember this simple rule: Fresh is best. Fresh fruits and vegetable contain the most nutrients and vitamins. Frozen vegetables/fruits are second best, followed by canned. Fruits and vegetables will lose nutrients in cooking and processing.

**Breakfast must include one serving of a vegetable or fruit. Lunch and supper must include two servings from this group.**

**Important Things to Know About Vegetable and Fruit Group:**

1. A fruit or vegetable from this group must be fresh, frozen, canned or dried fruit or vegetable.
2. 100 percent fruit or vegetable juices are allowed.
3. When juice is served with a snack, milk cannot be the only other component served.
4. Home canned fruits and vegetables are **not** allowed.
5. Cooked dry beans, peas and lentils, and canned pork and beans may be counted as a vegetable or as a meat alternate, but not both in one meal or snack.
6. Canned, reconstituted soups that contain vegetables (minestrone, tomato, tomato with rice, and/or vegetables and vegetables) are allowed. One cup equals ¼ cup of vegetables.
7. Canned, reconstituted soups such as bean, lentil, and split pea are allowed. One cup of this type of soup equals ½ cup of vegetables.
8. Be sure to list all fruits and vegetables served. If they are not listed, we cannot pay for this meal.
Grains and Breads

Grains and breads are good sources of B vitamins and iron. They are also a good source of fiber if they are made from whole grains. Grain and breads are an excellent source of energy. Foods in this food group include breads, rice, pasta and cereals. Nuts and seeds and are not in this food group. Most grains and breads are low in fat and sugar. Sometimes people add a lot of fat (butter or margarine) and sugar (jams and jellies) to these foods. Some foods in this group, like cookies, doughnuts, pie crust and pastries, have been made with a lot of fat and sugar. Try to serve more low fat, low sugar foods. These are healthier for the children and your family.

To be creditable on the CACFP, foods in this group must be whole grain, bran or germ and/or enriched meal. Consult your labels to be sure.

**Important Things to Know About Grains and Breads:**

1. Grains and breads must contain whole grains or enriched flour or meal. They must be labeled “whole grain,” “enriched,” or “fortified.”

2. Grains and breads must be served as a bread, pasta, or cereal in the meal, not just as an ingredient, such as flour in pudding or as thickening in gravy.

3. Grains and breads must be served as a part of the main dish for **BREAKFAST, LUNCH AND SUPPER.** If they are served as part of the dessert, they are not creditable in meals, even if they are enriched.

4. Offer a variety of cereals each week for breakfast. Serving cereals low in sugar is recommended and should be served only twice a week.

5. Some grains and breads can be served for breakfast or snacks but not for lunch or supper. When enriched or whole grain flour is the main ingredient in coffeecake, doughnuts, gingerbread, rice cakes, toaster pastry or pop tarts and granola cereal, they can be served for **BREAKFAST OR SNACKS.** These foods are high in sugar and fat and should be served only occasionally (no more than twice a week).

6. Some grains and breads can be served for snacks but not for breakfast, lunch or supper. When enriched or whole grain flour is the main ingredient in bars, bread pudding, cookies, cereal bars, granola bars, and rice pudding, they can be served for **SNACKS.** These foods are high in sugar and fat and should be served only occasionally (no more than twice a week).
Meat and meat alternatives are high in protein, B vitamins and iron. They include animal products like beef, pork, chicken, turkey, and fish. Cheeses, yogurt and eggs are also considered a meat alternative in the Child and Adult Care Food Program. The meat alternate group also includes vegetable foods like dried peas, beans, and peanut butter. This group is needed for growth and good health. Try to select foods from this group that are low in fat and salt. Foods to serve only occasionally, because they are high in fat, include ribs, sausage, hot dogs, fried meats, bologna, salami, and high fat cheeses. Foods to serve only occasionally, because they are high in salt, include sausages, pickled or corned meats, luncheon meats, beef jerky, ham, and hot dogs.

Each lunch and supper must include a serving from the meat or protein alternative group.

**Important Things to Know About the Meat Group:**

1. Meat or protein must weigh at least one-fourth ounce to be credited as a part of a meat serving. Additional protein must be served to complete the meat requirement.

2. Natural cheese and pasteurized processed cheeses are acceptable meat alternates. One ounce of natural or processed cheese food or spread equals one-half ounce of meat alternate.

3. Cooked dry beans or peas, and canned pork and beans may count as either the meat/meat alternative requirement or the vegetable/fruit requirement, but not both in the same meal.

4. Peanut butter may count as a meat alternate. Peanut butter must always be served with another food from the meat group at lunch and supper. For example, a peanut butter sandwich could be served with a hard cooked egg, a slice of cheese, or a cottage cheese salad to complete the meat requirements.

5. Home canned foods, game, and tofu cannot be used on the Child and Adult Care Food Program because they have not been inspected.

6. With few exceptions, products must be 100 percent meat. For commercially canned and frozen combination foods to be creditable. (beef stew, chili, pizza, pot pies, ravioli, etc.) the amount of cooked lean meat/meat alternate per serving must be documented by a CN label or a product analysis sheet signed by an official of the manufacturer.
Combination Meals

Only two parts of a combination meal can be used for a meal

Here are a few examples of combination meals:

Spaghetti with Meat Balls:
- Spaghetti can count as a bread
- Meatball can count as a meat
- Spaghetti sauce can count as a vegetable

You must choose only two of these items to list on your menu.

Taco:
- The taco shell can count as a bread
- The taco meat can count as a meat serving
- The lettuce, tomatoes, etc., can count as a vegetable serving

You must choose only two of these items to list on your menu.

Pizza:
- The pizza crust can count as a bread
- The meat toppings can count as a meat service
- The pizza sauce can count as a vegetable

You must choose only two of these items to list on your menu. An additional serving from one of these three food groups must be served also.

These are only a few examples—if you have more questions, please call your Specialist.
TIERING GUIDELINES
WHAT YOU NEED TO DO

What do I need to do for my situation?
Review the following list of circumstances to determine the specific steps to take and the forms to complete. You will always need and Income Eligibility Application (IEA) for each situation. If you are filling it out, it will be white in color. If a parent is filling it out, it will be blue in color. A sample form follows these situations. Your specialist is always able to assist you.

CLAIMING RESIDENTIAL (in your home for more than 48 consecutive hours) OR FOSTER CHILDREN (from an agency)

I am currently qualified for Tier I rates because of school or census data and I wish to claim residential children on the CACFP
(Note: you must be qualified at Tier I rates to claim your own children; if not Tier I, see next page)

1. You need to fill out the enclosed "Income Eligibility Application" (white form). Fill out:
   a. Part 1 - Check box #2: "Provider requesting meals for own….."
   b. Part 2 - Children's Information (include Benefit information if applicable). If no benefit applies goes to part 3.
   c. Part 3 - If qualifying by income (no benefit information given in Part 2), Monthly Income for all household members (ALL HOUSEHOLD MEMBERS WHO SHARE INCOME AND EXPENSES)
   d. Part 4 - Provider's signature, SSN, address and phone number.
2. You send in to Action for Children:
   a. Completed income eligibility form
   b. Completed enrollment form, if you've not already done so

This will qualify your own/residential enrolled children for Tier I reimbursement if income or benefit guidelines are met.

I wish to claim foster children on the CACFP
(Note: a foster child is one that is placed with you by an agency. This is not a child for whom you provide child care and who is a foster placement with the parent.)

1. You need to fill out the "Income Eligibility Application" (white form).
2. Fill out:
   a. Part 1 - Check box #3: "Provider requesting meals for foster….."
   b. Part 2 - Foster children's information (name, age, birth date, place check mark in box)
   c. Part 3 - Personal Income of Foster Child
   d. Part 4 - Provider's signature, SSN, address and phone number.
3. You send in to Action For Children:
   a. Completed Income Eligibility Application
   b. Complete enrollment form, if you've not already done so

This will qualify the enrolled foster child/ren for Tier I reimbursement if income or benefit guidelines are met. Please note that you yourself DO NOT need to be a Tier I provider to claim a foster child.

BECOMING TIER I BASED ON YOUR INCOME OR BENEFITS

I am currently qualified for Tier II rates because of school or census data, but I would like to qualify for Tier I rates

1. You need to fill out the "Income Eligibility Application" (white form).
   a. Part 1 - Check box #1: "Provider requesting Tier I status…"
   b. Part 2 – If applying by benefit, enter your appropriate benefit name and number (Food Stamps or OWF only) OR
   c. Part 3 – If qualifying by income, Monthly Income for all household members

MANUAL04 Revised 12 4 12 02/06/13 Food Manual  61
2. **You send in to Action For Children:**
   
a. Completed Income Eligibility Application
   
b. **Proof of income:**
      i. Food Stamp or OWF qualification with beginning and ending date, benefit name and case number if completing part 2
      OR
      ii. 1040A and 1040C forms (child care income must be included) if completing part 3.

This will qualify all enrolled children in your care for Tier I reimbursement levels if income or benefit guidelines are met.

**I am currently qualified for Tier II rates because of school or census data, but I would like to qualify for Tier I rates AND claim residential children**

1. **You need to fill out the "Income Eligibility Application" (white form).**
   
a. Part 1 - Check boxes #1 and #2
   
b. Part 2 - Children's Information (include Benefit information for children and/ or self if applicable; if included, skip to part 4)
   
c. Part 3 - If qualifying by income (no Benefit information given in part 2), Monthly Income for all household members
   
d. Part 4 - Provider's signature, SSN and address

2. **You send in to Action for Children:**
   
a. Completed income eligibility form
   
b. Completed enrollment form(s), if you've not already done so
   
c. **Proof of income:**
      i. Food Stamp or OWF qualification with beginning and ending dates, benefit name and case number if completing part 2.
      OR
      ii. 1040A and 1040C forms (child care income must be included) if completing part 3.

This will qualify all enrolled children in your care for Tier I reimbursement levels **as well as** your own/ residential children if income or benefit guidelines are met.

**RECEIVING TIER I RATES BASED ON PARENT'S INCOME**

**I am currently reimbursed at Tier II levels because of school or census data, but would like to receive Tier I rates for qualifying children in my care**

1. **Parents** need to fill out the "Income Eligibility Application." It is **blue** in color.
   
a. Part 1 – Parent checks box #4: “Parent requesting child meals…”. They must also write in your name as the provider.
   
b. Part 2 - Children's Information (include Benefit information if applicable; if included, skip to part 4. Only the following benefits will qualify the child/ren for Tier I rates: Food Stamps, OWF, WIC, Healthy Start or by Income.
   
c. Part 3 - If qualifying by income (no Benefit information given in part 2), Monthly Income for all household members.
   
d. Part 4 - Parent's signature, SSN, address and phone number.

2. **Parents** then send completed income eligibility form to:
   
   Action for Children  
   USDA Food Program  
   78 Jefferson Ave.  
   Columbus, OH  43215

All information is confidential as required by law. This will qualify you for Tier I reimbursement level for the listed children if income or benefit guidelines are met. This also assumes that a current enrollment is on file for the child/ren.

*Note: If a parent is eligible for another Federal or State benefit/program that determines eligibility for that program using 185% of the federal poverty guidelines, that parent’s child may qualify for Tier I rates for the CACFP. Verification may be necessary.

*Note: Once a household is properly approved for free or reduced-price benefits, a household will remain eligible for those benefits for a period not to exceed 12 months. However, providers tiered as Tier 1 by income must immediately report any changes to Action for Children.
PART 1 – CHECK Application Type:

☐ 1. Provider requesting Tier I status by application (May only qualify through Food Assistance, Ohio Works First (OWF) or Income. PROOF OF INCOME IS REQUIRED to qualify as a Tier I provider by this application.

☐ 2. Provider is requesting meals for own/residential children enrolled for childcare. (May only qualify through Food Assistance, OWF or Income.)

☐ 3. Provider or Parent requesting meals for foster child. In certain cases, foster children are eligible for free and reduced-price meals regardless of household income.

☐ 4. Parent requesting child meals with family child care provider; (May qualify through Food Assistance, OWF, WIC, Healthy Start or Income.)

Write the name of your child care provider here: ____________________________

PART 2 – CHILD INFORMATION: Print information below for all children whose meals will be claimed on the CACFP.

BENEFIT INFORMATION: Enter the benefit program from PART 1 that automatically qualifies a child for Tier I meals. Enter the NAME and CASE or ID Number.

PRINT INFORMATION FOR ALL CHILDREN ENROLLED IN CARE

<table>
<thead>
<tr>
<th>* NAME OF ENROLLED CHILD(REN)</th>
<th>* AGE</th>
<th>* BIRTH DATE</th>
<th>CHECK IF A FOSTER CHILD (the legal responsibility of a welfare agency or court)</th>
<th>LIST EACH CHILD’S FOOD ASSISTANCE OR OWF CASE NUMBER, IF ANY. A VALID CASE NUMBER contains 10 OR 12 DIGITS. DO NOT USE SWIPE CARD NUMBER.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td>CASE NUMBER:</td>
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<td>2.</td>
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<td>CASE NUMBER:</td>
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<td>CASE NUMBER:</td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td>CASE NUMBER:</td>
</tr>
</tbody>
</table>

PART 3 – TOTAL HOUSEHOLD SIZE AND TOTAL HOUSEHOLD GROSS INCOME: List names of all household members. List all gross income: list how much and how often. If Part 2 is completed, skip to Part 4.

a. LIST NAMES OF ALL HOUSEHOLD MEMBERS INCLUDING CHILDREN LISTED ABOVE IN PART 1

b. CHECK IF NO/ZERO INCOME

c. GROSS INCOME during the last month (amount earned before taxes & other deductions) and HOW OFTEN IT WAS RECEIVED: Weekly, Every 2 Weeks, Twice a Month, Monthly, Yearly

<table>
<thead>
<tr>
<th></th>
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<td>$___<strong><strong><strong>/</strong></strong></strong></td>
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<td>$___<strong><strong><strong>/</strong></strong></strong></td>
<td>$___<strong><strong><strong>/</strong></strong></strong></td>
</tr>
</tbody>
</table>

PART 4 – SIGNATURE AND SOCIAL SECURITY NUMBER: Adult household member must sign form. If Part 3 is completed, the adult signing the form must also list last 4 digits of his or her Social Security Number or check the “I do not have a Social Security Number” box.

I certify that all information on this form is true and correct and that all income is reported. I understand that the center will get Federal Funds based on the information. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, I may be prosecuted.

* SIGNATURE OF ADULT HOUSEHOLD MEMBER

Print Name: ____________________________

Daytime Phone Number: ____________________________

Work Phone Number: ____________________________

Street / Apt: ____________________________

City / State / Zip: ____________________________

County: ____________________________

PART 5: RACIAL/ETHNIC IDENTITY (Optional): Please check appropriate boxes to identify the race or ethnicity of enrolled child (ren) : ____________________________

American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Other

Privacy Act Statement: The Richard B. Russel National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

State Distribution: Week of 6/27/2011

SNAP and TANF Children

Zero Income

Temporary Free Approval Un- Provider Tier I Residential Child Tier I Total Household

til: ____________________________ $____________________

Signature of Official

Date

MANUAL04 Revised 12 4 12 02/06/13 Food Manual 63
Families with children eligible for school meals may be eligible for free & low-cost health coverage through Healthy Start & Healthy Families. If you are interested in information from Healthy Start & Healthy Families call 1-800-324-8680 or contact the web site at: www.state.oh.us/odjfs/ohp/bcps/hshf/index.stm. Note: If you have an Ohio Medicaid Card, you are already getting this coverage.

HOW TO COMPLETE THE OHIO CACFP FAMILY CHILD CARE INCOME ELIGIBILITY APPLICATION

1. PART 1 – Mark the box that applies in PART 1. If marking box 4, enter the home care provider’s name in the space.

2. PART 2 – Enter the names of all children who will be claimed for meal reimbursement. If you are receiving benefits from programs such as Food Assistance or Ohio Works First (OWF) enter the case number. PARENTS checking # 4 in Part 1 and qualifying through other categorically eligible benefit programs (WIC, Healthy Start), enter the name for the benefit program and the case or identification number. The Family Child Care Sponsoring Organization may request additional documentation to verify participation.

3. PART 3 - Complete this part only if benefit name and case number in PART 2 are blank. Enter the names of all household members. A household is defined as a group of related or unrelated individuals who are living as one economic unit that share housing and/or significant income and expenses of its members. Income is any money received on a recurring basis, including gross earned income. Enter the gross income (amount before taxes are taken out) for the past month for each person with income. Monthly Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a Month x 24. Proof of income is required for Providers qualifying for Tier I by application (attach the documents that support the income entries).

4. PART 5 – A household member (provider, when using income to determine Tier eligibility, parent or guardian) must sign and date the form. If PART 3 is completed, the last 6 digits of your social security number must be entered. If the adult does not have a social security number, check the box that indicates they do not have one. If a valid Food Assistance or OWF case number or other eligible state identified benefit program and case or identification number is listed in Part 2, a social security number is not required. Enter the address and phone number information. REMEMBER To SIGN AND DATE THE FORM.

5. PART 6 – Complete the racial/ethnic, check the appropriate box. Parents/guardians are not required to complete this section.

REDUCED INCOME ELIGIBILITY GUIDELINES – 185%
Guidelines to be effective from July 1, 2011 through June 30, 2012
Households with incomes less than or equal to the reduced price values below are eligible for free or reduced-price meal benefits.

<table>
<thead>
<tr>
<th>HOUSEHOLD SIZE</th>
<th>YEAR</th>
<th>MONTH</th>
<th>TWICE PER MONTH</th>
<th>EVERY TWO WEEKS</th>
<th>WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20,147</td>
<td>1,679</td>
<td>840</td>
<td>775</td>
<td>388</td>
</tr>
<tr>
<td>2</td>
<td>27,214</td>
<td>2,268</td>
<td>1,134</td>
<td>1,047</td>
<td>524</td>
</tr>
<tr>
<td>3</td>
<td>34,281</td>
<td>2,857</td>
<td>1,429</td>
<td>1,319</td>
<td>660</td>
</tr>
<tr>
<td>4</td>
<td>41,348</td>
<td>3,446</td>
<td>1,723</td>
<td>1,591</td>
<td>796</td>
</tr>
<tr>
<td>5</td>
<td>48,415</td>
<td>4,035</td>
<td>2,018</td>
<td>1,863</td>
<td>932</td>
</tr>
<tr>
<td>6</td>
<td>55,482</td>
<td>4,624</td>
<td>2,312</td>
<td>2,134</td>
<td>1,067</td>
</tr>
<tr>
<td>7</td>
<td>62,549</td>
<td>5,213</td>
<td>2,607</td>
<td>2,406</td>
<td>1,203</td>
</tr>
<tr>
<td>8</td>
<td>69,616</td>
<td>5,802</td>
<td>2,901</td>
<td>2,678</td>
<td>1,339</td>
</tr>
<tr>
<td>For each additional family member, add</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>7,067</td>
<td>589</td>
<td>295</td>
<td>272</td>
<td>136</td>
</tr>
</tbody>
</table>
Family child-care providers are required to attend at least one Action for Children sponsored nutrition workshop training session per year. All training must be completed between October 1st and September 30th.

Topics may include CACFP policies and procedures, meal patterns, record keeping requirements, health and safety, menu planning, information on obesity and special diets/food allergies, label reading, as well as help with paperwork. The nutrition workshops are offered several times per year, at various locations and prior registration is required.

It is a great time to interact with other family child-care providers and share concerns and ideas.

Additional training in health and safety, child development and discipline, and communication is highly recommended.

For a training schedule listing available workshops, call the Action for Children Office, your specialist and watch for information in your checks each month.
Action for Children may, from time to time, audit a certain percentage of our providers annually. These audits are usually done on a random basis. Meals claimed for children who were not in attendance or who were not served a meal observed during a home visit are examples of situations that may “trigger” an audit. Additionally, if a specialist has concerns about a provider’s record keeping practices, they may initiate an audit.

What is the process to contact parents and complete these provider audits?

A provider will only receive a letter announcing the audit when part of the random percentage. A phone call is made at home or at work to the parent/guardian of each child that is currently enrolled in your care. All parent responses will be held in confidence. Each phone attempt will be documented, as well as successful contacts and parent’s responses. The purpose of the audit is typically two-fold:

1. To assess the parent/guardian’s satisfaction with the program and to solicit suggestions, and
2. To ensure a provider’s compliance with CACFP polices.

It is very important that you keep your child enrollment information current. Remove all children that are no longer in your care by removing them using the spaces at the bottom of your CIF. If parent/guardian’s home or work phone numbers change, put a note on your Claim Information Form indicating the new information so the audits can be completed quickly and with no loss of money to you.

Action for Children attempts to complete these audits within a few days. These parent contacts are another required means for AfC, as a sponsor, to validate provider claims on the CACFP. If we cannot verify a child, or children’s attendance in your home, AfC is not obligated to validate your claim. That is to say, that AfC will not honor any reimbursement claims that we cannot verify.

Again, keep your parent info up-to-date!

If you have any questions concerning the audit, please call your Specialist.
Removal Policy

It is our hope that no family child-care provider is removed from Child and Adult Care Food Program participation. We offer immediate technical assistance and/or corrective action to assist with any program requirement concerns.

However, occasionally we must remove providers from participation when quality of care, accuracy of the claims, or basic program requirements are not met. These removals are required by the USDA or the Ohio Department of Education, administrator of this program in Ohio.

Please feel free to call with any of your questions or concerns.
As a sponsor to the Child and Adult Care Food Program in child care homes Action for Children will do everything allowed to help providers claim nutritious meals for the children in their care. Our mission, and yours, is to provide the very best care for children in our community and the mission of the food program is to see that they are fed meals and snacks that help them to grow up healthy. Action for Children wishes to work with you to accomplish these missions and help prevent losing the food program. This is critical as the United States Department of Agriculture (USDA) mandates termination for cause for up to seven years from the food program. Once a provider is terminated they become part of a national disqualified list (NDL). Termination could be permanent if monies are owed to the USDA.

Getting to this point can be difficult. What is certain is that based on USDA rules, **preventing termination is completely within the control of the provider participant.** The choices you make in conducting your child care business and in administering the food program will, in the end, determine your longevity with this program. The USDA has established guidelines for Action for Children and you to follow. Those have been outlined earlier in this manual. Please make sure that you have read and understand them. The USDA provides **guidance,** but very few specifics on when a provider should be “terminated.” Termination from this program occurs because of one or two types of situations:

1. **failure to correct a serious deficiency in program operations**
2. **violations of health or safety rules, especially those that pose an immediate threat to the safety or welfare of children in care or to the general public**

**Failure to correct a serious deficiency in program operations.**

Participation in the CACFP is quite simple: children are enrolled; paperwork is kept current; a specialist visits at least three time each fiscal year; children are fed according to nutrition guidelines. There isn’t much more than that. With each of these steps come certain rules. Termination occurs when a person **refuses** to operate within the USDA rules. Again, it is totally within the provider’s control.

The job of the Action for Children Home Net specialist is to assist the home provider in carrying out the food program. S/he is charged with giving you the resources and reminders that insure success. Some of those reminders involve rules. The USDA labels non-compliance with a rule of the program as a “deficiency.” The specialist and the provider devise a plan of correction to resolve the issue. This plan will:

- identify the “deficiency”;
- map out the action(s) needed to correct it
- set the time line necessary to accomplish the plan

Once corrected, everyone moves on. Failure or refusal to correct a deficiency becomes a “serious deficiency” and a provider is notified of Action for Children’s intent to terminate (see “Appeals Process”).

The USDA provides some examples of “serious deficiencies”:

- misrepresentation of information on provider/sponsor agreement
- submission of false claims for reimbursement
- non-compliance with the Program meal pattern
- failure to keep required records
- inability to compete a successful visit
- non-compliance of roles outlined on provider/sponsor agreement

This is not an exhaustive list, but it does highlight some serious situations. Not following any of the rules outlined in this manual creates the need for a plan of corrective action. **Choosing to not correct the issue leads to termination from the food program.**
Violations of health or safety rules that pose a threat to children in care.
In these situations termination is immediate without the opportunity to correct the situation (see “Appeals Process” section). While the USDA does not list these types of situations it does provide guidance. In observed or substantiated situations where a child is in immediate physical or emotional danger or their health and safety is at grave risk a provider is terminated for CACFP participation without the opportunity of any corrective action. Examples include:

- The local children services agency informs Action for Children of substantiated abuse or neglect
- A specialist observes drug or alcohol use on a visit
- A minor is in charge of children on a specialist visit with no provider present
- Consistent violations of group size rules

This list is not exhaustive or all-inclusive. It does, however, suggest the types of situations that call for immediate termination. You may appeal the notice of the intent to terminate (see “Appeals Process section). Our experience has taught Action for Children that these situations occur because conscious decisions are made with disregard for the welfare of the children.

USDA rules are clear in this: Providers control their own destiny with the CACFP. Action for Children’s role is to help providers feed nutritious meals to the children in their care.
APPEALS PROCESS FOR CACFP TERMINATION

Action for Children, the United States Department of Agriculture (USDA) and the Ohio Department of Education recognize the right of all individuals to appeal termination from the Child and Adult Care Food Program (CACFP). Termination from this program occurs because of one of two types of situations:
    1. failure to correct a serious deficiency in program operations
    2. violations of health or safety rules, especially those that pose an immediate threat to the safety or welfare of children in care or to the general public

Failure to correct a serious deficiency in program operations.
A termination action is taken when there has been no attempt by a provider to follow their approved action plan to correct a serious deficiency in their program operations. When this happens the provider will receive a letter that will declare a provider seriously deficient and will include a “notice of intent to terminate.” This notice will state the nature of the situation warranting the proposed termination including a timeline of events and the provider's actions that lead up to this. Food program records may be kept during the appeals process. If the appeal is upheld, claims with valid records will be honored.

Violations of health or safety rules, especially those that pose imminent danger to children in care or the general public.
When there is a danger to the health and safety of children in a provider's care or to the general public the provider will be declared seriously deficient and receive a “notice of intent to terminate.” Providers do have the right to appeal the termination. However, all claims are considered invalid during this appeals process and food program records should not be kept during this process. That is to say that provider participation has been suspended. If the appeal is upheld, the provider may again resume making claims upon the date of the appeals decision.

Please note that situations that pose immediate danger to children include, but are not limited to: suspected/substantiated abuse or neglect, consistent violations of group size rules, unwillingness to maintain safety standards outlined in a typical fire or health department inspection.

Notification Process
In both instances providers will be notified by certified mail.

Making the Appeal
Appeals must be made to Action for Children within ten business days of receiving the “notice of intent to terminate.” Failure to do will result in loss of the right to appeal. The appeal must be made in writing and include all information, timelines and comments you wish to bring before the appeals committee. The written appeal should also include your name and signature, address, phone and the action you wish to come about as a result of the appeal. This is a closed review so it is to your advantage to make your appeal as complete and thorough as possible.

The appeals committee consists of a sub-committee of Action for Children’s current board members. Using your appeal information, Action for Children’s information and CACFP regulations the appeals committee will make a determination regarding the appeal. All appeals should be sent to:

   Michael Middendorf
   Action for Children
   Appeals Committee
   78 Jefferson Ave.
   Columbus, OH 43215
The appeals committee will meet within 45 days of receiving your appeal request. You will be notified of their decision, in writing, within two (2) weeks of their meeting.

If Action for Children’s decision is upheld the USDA, through the Ohio Department of Education, will be notified and your name will be added to the National Disqualified List. You will no longer be able to participate in the Child and Adult Food Program anywhere in the United States ever again.

We at Action for Children want to work closely with you as you care for children and provide them nutritious meals and snacks. It is our hope that you never reach the point where it is necessary to begin an appeal process, especially with the advent of the new USDA mandated National Disqualified List. Our history with the CACFP indicates that it is only those people who choose to operate outside the USDA rules find themselves in an appeal situation. As always, we at Action for Children are here to help you provide nutritious food to the children in your care.
RECORD KEEPING

According to the federal regulations for the Child and Adult Care Food Program [226.18(e)] family child care providers must maintain on file documentation of each child’s enrollment and the daily records of attendance and meals served (type and foods served). Fortunately, because of the Minute Menu system use of scannable forms and on line claims, this required record keeping is simple and easy. If you use scan forms, you have copies of enrollments and menus, which contain the information you are required to keep. On line claimers have these records kept for you on the Minute Menu web site. The Ohio Department of Education indicates that you must have available in your home the current year’s records and those from the previous year. In total, you must maintain three year’s worth of records, though records from two and three years past may be stored elsewhere. Again, this should be an easy policy to adhere to by keeping your scan form copies in a folder or binder. Please call your specialist for other ideas or for further clarification.

The Child and Adult Care Food Program does not require Action for Children to issue a statement or a 1099 at the end of the year for your tax purposes. KEEP ALL OF YOUR CHECK STUBS.

The Child and Adult Care Food Program does not require you to keep records of your food costs except for purposes of income eligibility for your own children.

However, the money you receive as reimbursement for meals may be considered income by the IRS and by the Food Stamp Program. It is very important that you keep ALL food receipts, in case you should ever need them for the IRS, the Food Stamp Program or for income eligibility for your own children.

Action for Children cannot give you advice on how to file your taxes. We will link you to tax workshops we are aware of or to the appropriate IRS publications, contacts or websites. You may call the IRS or your own tax accountant. Below are several resources that may be of help:

- IRS/Tax forms only: 1-800-829-3676
- IRS/Tax & current refund information: 1-800-829-4477
- IRS/Tax information and tax questions: 1-800-829-1040
- The Basic Guide to Family Child Care Record Keeping and The Family Child Care Tax Workbook (annual), both by Tom Copeland and published by Redleaf Press. Call for a free catalog: 1-800-423-8309 or fax 1-800-641-0115.
- You can also access more information on taxes and record keeping at redleafinstitute.org.
## SCHEDULE FOR CHECKS

**USDA Child Care Food program**

<table>
<thead>
<tr>
<th>Month Food Served</th>
<th>Return Forms Before*</th>
<th>Check Received</th>
<th>Amount Of Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Nov. 5</td>
<td>Dec. 5</td>
<td>$</td>
</tr>
<tr>
<td>November</td>
<td>Dec. 5</td>
<td>Jan. 5</td>
<td>$</td>
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*Postmarked by the 4th or dropped off by 5:00 pm the 5th.

Call your specialist at Action for Children, 224-0222, if you have any questions concerning payment.