

# **Child and Adult Care Food Program**

## **Two (2) Hours Record Keeping Training**

### **Fiscal Year 2020**

#### **(begins October 1, 2019)**

Provider Name \_\_\_\_\_ Provider # \_\_\_\_\_

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*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

*(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*

*(2) fax: (202) 690-7442; or*

*(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider. '*

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Resources: YFC - RK 2018



Clarendon Early Education Services, Inc. (CEES) is your sponsor of the Child and Adult Care Food Program (CACFP). The reimbursement you receive from the CACFP supports your ability to provide nutritious foods to your childcare. The benefits of the program are many, to receive these benefits there are record keeping requirements that must be maintained daily:

- Copies of most current child enrollment forms completed and signed by parents for all infants and children in care including participating and non-participating children.
- Menus that are planned and recorded before meal service. These menus are to be dated and posted daily or weekly for parents.
- Meal counts, by each meal type claimed, supported by child enrollment forms, recorded by the end of your business day.
- Daily attendance taken with in and out times that support your meal counts. The attendance record alone is not a meal count.

This training outlines the procedures for you to record information correctly and keep documents to comply with CACFP regulations. Failure to maintain required records may result in you being found seriously deficient in your operation of the CACFP and loss of reimbursement dollars.

Have your assistants complete this training so that they understand the obligations of CACFP record keeping. Assistants must be able to maintain and access CACFP records if you are away from the childcare home.

## **Child Enrollment Forms**

Enroll all children. *Every section of a Child Enrollment Form must be completed.* Use a child enrollment form for new or returning children, back up children enrolled in Clarendon's Food Program or to update a permanent change.

Provider number. Provider name (not a business name). Child's First & last name! Child's Date of Birth & Age. Beginning Date of Child Care. Assigned child number if using scannable Minute Menus (if no number is assigned an assigned number will be generated. KidKare and/or on-line provider's numbers are automatically assigned. Time Child Normally Attends. Time must reflect the time in/out schedule. School Age Child- time the child leaves and returns from school. If applicable school information not filled out enrollment will be returned.

- ✓ Days your child normally attends.
- ✓ The meals you request that your child receives while in care.

Is this the Day Care Provider's own child. Yes or No.

**REMEMBER – ON LINE PROVIDERS, ENROLLMENTS FOR NEW CHILDREN NEED TO BE ACTIVATED BEFORE ON LINE CLAIM CAN BE PROCESSED. NEED MANUAL ENROLLMENT NOT ON LINE ENROLLMENT.**

**Providers offer CACFP participation to all children, including infants, by giving parents the Child Enrollment Forms.**

**Parent(s) complete the Child Enrollment Forms or document their choice not to participate. You must submit and keep copies of enrollments forms.**

**Make sure that parents record the schedule on the enrollment form reflects the care the child needs. Only days, times, and meals included in the schedule are eligible for CACFP reimbursement.**

**Parent(s) sign the enrollment form after completing. If enrollment is not signed, it is not a valid enrollment.**

## Menu Recording

It is your responsibility to accurately record the food to be served to the children participating in the CACFP to meet the meal pattern **prior** to the meal service. **DO NOT RECORD ATTENDANCE PRIOR TO MEAL. Meal counts can be recorded by end of the business day.**

Post a dated menu for each day or by the week. This will make it easier for you and your home monitor during a home review.

### Scannable Menus aka Minute Menu System:

- Bubble your provider number
- Bubble menu month
- Days of the week - **DO NOT BUBBLE 2<sup>ND</sup> SERVING OR GROUP**
- You need NOT fill in **Daily Attendance**
- Bubble in which meal **Whole Grain Rich (WRG)** will be served
- Bubble in **child number** that you assigned. **Remember if you change a child number meals may be disallowed.**
- ✓ Fruits and vegetables are now separate meal components.
- ✓ A vegetable serving is required at lunch and/or supper
- ✓ Tofu maybe credited as a meat/meat alternate, must be firm and extra firm with 5g of protein per 2.2 oz. and easily recognizable to children
- ✓ Yogurt is limited to 23 grams of sugar per 6 ounces
- ✓ At least one serving of bread/grains per day must be 100% whole grain rich
- ✓ Be sure to code as whole grain rich WGR or on menus

### DON'T FORGET TO SIGN AND DATE THE MENUS

#### Food Reminders

Grain-based desserts are **no longer creditable**: cookies, cake, pop-tarts, granola bars, dessert piecrust, doughnuts, etc.—including homemade dessert items. These items will no longer be available on KidKare food choices.

Fluid milk served to children must be unflavored. Children age 1-2 years are required to be served whole, unflavored milk. Children age 2 and older are required to be served 1% low fat or fat-free skim unflavored milk. Children 6 and old can be served flavored milk.

Breakfast cereals may contain no more than 6 grams of sugar per dry ounce

Graham crackers and animal crackers **are still creditable**. Limit use of these sweet crackers to no more than two (2) time per week and serve at snack only.

**To:**

**From:**

**Date:**

**Subject:**

**Child Nutrition Program Operators**

**Robert M. Leshin, Director**

**Office for Food and Nutrition Programs  
(FNP)**

**May 10, 2018**

**Choking Prevention Policy: Nutrition for  
Young Children (Under the age of four)**

**Based on guidance from the USDA\*, foods that pose the highest risk for choking are foods that possess the following characteristics: "round, tube-shaped, small, hard, thick and sticky, smooth, slippery, or**



*easily molded to stick to the airway." In order to align with Massachusetts state licensing and USDA's recommendations, FNP's policy restricts the serving of the following foods to children under four years of age:*

- \* Hot dogs, sausages, sausage links or similar processed food items*
- \* Grapes, cherries, melon balls, or cherry and grape tomatoes*
- \* Specific berries - kiwi, raspberries, blackberries, goji berries*
- \* Peanuts, nuts, and seeds (for example sunflower or pumpkin seeds)*
- \* Peanut butter and nut butters*
- \* Dried fruit such as raisins or cranberries*

*There are many items that are not included in the above list, which may still pose a choking hazard due to their shape or texture. FNP asks CNP operators to consider the aforementioned characteristics when feeding children under the age of four; and alter any food items that may pose a risk. CNP operators shall alter food items so that they can be served in manageable bites, no larger than a nickel in size, to pre-school age, toddlers and infant age groups.*

*\* <https://fns-prod.azureedge.net/sites/default/files/supplementA.pdf>*

### Infant Menu Recording **CACFP benefits must be offered to infants.** **(Children under 1 year old)**

Providers are required to offer parents of infants iron fortified infant formula (IFIF). You decide what formula to offer.

**Providers: You must write the name of the formula your childcare offers on child enrollment forms for all infants.**

Parents decide whether to accept the formula you offer or to supply breast milk or a different iron fortified infant formula.

Two infant age groups: 0-5 months, 6-11 months

Only breastmilk or iron fortified infant formula required for infants 0-5 months

If a mother breastfeeds, her child at the family childcare home this meal is reimbursable. Document on your infant menus "directly breastfed"

Solid food should be introduced around 6 months, **when the infant is developmentally ready**

Fruits/vegetables and a bread/grain are now required at snack when the infant is having solid foods

100% juice and cheese foods/spread are no longer creditable infant foods

Whole eggs and yogurt are creditable infant meat/meat alternates

Yogurt cannot contain more than 23 grams of sugar per 6 ounces

Commercially prepared infant dinners, fruit desserts, and combinations of different components (such as meat and fruit) are not creditable





Record solid foods only when the infant is developmentally ready to be served at **every meal, not when introducing food**

When the infant is developmentally ready, all required food components must be served

When talking with parents or guardians about when to serve solid foods to infants in care, the following guidelines from the American Academy of Pediatrics can help determine if an infant is developmentally ready to begin eating solid foods:

- The infant is able to sit in a high chair, feeding seat, or infant seat with good head control;
- The infant opens his or her mouth when food comes his or her way. He or she may watch others eat, reach for food, and seem eager to be fed;
- The infant can move food from a spoon into his or her throat; and
- The infant has doubled his or her weight and weighs about 13 pounds or more
- Parents can provide only one creditable meal component to a reimbursable meal
- Remember to include infants in your meal counts

## Meal Counts/Attendance

**Each day's meal counts must be recorded by the end of the business day.**

Complete the "bubble sheet" meal count/attendance form for paper claims.

Record in KidKare or use a Weekly Attendance Worksheet.

**Meal counts/Attendance may not be recorded before you serve meals.** For example, you cannot complete/enter meal counts for the day when children first arrive.

**Attendance logs, showing in and out times for children are *not* a substitute for meal count records.** Attendance records are used to validate your meal counts.

Meal counts are compared during claims processing to each child's enrollment data, your license capacity, and any documentation/findings from home reviews before reimbursement.

### Meal count recording:

Monthly meal count form (bubble sheet) must be clearly completed. The bubbles must be completely filled, using #2 pencil, to ensure credit.

Incorrect child enrollment numbers cause a delay in processing your claim, when using the meal count form for claims.

Meal counts in KidKare are recorded when you Enter Meals.

If you cannot enter your meal counts daily in the computer, use KidKare worksheets to record meal counts by the end of each business day.

**Claim each child for no more than 3 meal services per day of which 1 meal must be a snack. You may claim a maximum of 2 meals and 1 snack OR 2 snacks and 1 meal per child.**

**Document when claiming a school age child when school is closed or when a child is too sick to go to school and in your care.** KidKare providers do this using *No School* or *Sick* codes. Paper claimers submit a CIF.

Always make sure that you are operating within your Department of Early Education and Care (EEC) license capacity and that your meal counts are within your license capacity.

Use a CIF to update information for a claim month. **Do not include child schedule information about a future month.**



## **Use the CIF for:**

Withdraw children who have left your care.

Explain a reason you are **temporarily** claiming a child outside the schedule we have on file.

List school age children in care when school is closed or children are not in school because of illness.

Update any changes to your scheduled meal times.

Note any other information that may affect your claim.

A new child enrollment form must be completed for any permanent changes to a child's schedule.

**Back up children – If a child is enrolled with CEES the name of the provider and provider number that you are doing back up for is required along with time in care, days of the week, meals being served and how long you will be doing back up for.**

**If a child you are, doing back up for IS NOT enrolled with CEES then a new enrollment completely filled out by the parent and signed by the parent must be completed.**

**KEEP COPIES OF ALL OF YOUR ENROLLMENTS.**

## **Changes to your Early Education and Care (EEC) License**

**You must send us a copy of any new license and/or license letter for you and/or an assistant as soon as you receive a copy to avoid delay in your reimbursement.**

## **Home Reviews**

You will receive at least three (3) Home Reviews during the fiscal year. Two (2) Reviews per year are required to be unannounced and at a meal service. Per your permanent agreement, authorized CACFP personnel may review your records and meal service during the hours your program is open.

***The meal service times we have on file must reflect the beginning of your scheduled meal services.***

Your monitor plans reviews according to your schedule. *You are responsible for notifying CEES field trip line (781) 275-2720 ext. 113 or you may contact your home monitor in advance whenever you and the children will be away from home during a scheduled meal time. **Notify CEES field trip line (781) 275-2720 ext. 113 in advance if you will be on vacation or closed for any reason.*** These notifications will eliminate your monitor traveling to your home to find you are not there. These notifications will be entered into the "Provider Calendar".

Your adherence to meal service times and closure notifications allows CEES to monitor your participation in the CACFP as per your Permanent Agreement.

### ***What you can expect during Home Reviews:***

Your monitor will observe your meal service, including hand washing and meal preparation, at least twice during unannounced Home Reviews each year.

During your home review, your monitor checks all records supporting your claims. If the review is conducted within the first week of the month, you will be asked for the copies of the previous month claimed. **Menus, meal count records, and attendance records not available at the time of a home review will result in meal disallowances.**

Your monitor uses your daily attendance records to validate and reconcile your meal counts. *Children recorded as absent on the home review form are not eligible for reimbursement on those days*

CEES supplies you with a record keeping calendar each year that you can use to meet this requirement. The KidKare program has an *In/Out Time* feature that allows you to keep daily attendance records.

### During a Home Review, your monitor will:

- See your daily or weekly dated menu(s) posted.
- View parent signed copies of most current Child Enrollment Forms for all children in your childcare.
- Review current month's menus, recorded **prior** to meal service, and verify that the meal observed matches your menu.
- Review current meal counts/attendance recorded daily, by the end of each business day.
- View a copy of CACFP Permanent Agreement.
- View a copy of current fiscal year Annual Enrollment Status Update.
- Check that the "Building for the Future" poster is in view for parents.
- See licenses posted for you and current assistants working in your childcare.
- Check your kitchen and food storage areas for general sanitation.
- Check the temperature of your thermometers in refrigerators and freezers used for childcare.
- Check for expiration dates of refrigerated and dry storage foods.
- Record all the children's names present. Children that are present and claimed are validated during claims processing. Children listed as absent are not eligible for reimbursement for the observed meal.
- Reconcile the past 5 days' meal counts to your attendance records and enrollment information.
- Record any assistants present.
- Verify that you are within your license capacity.
- Observe either 1% or fat-free milk being served to children over age 2, and whole milk to children ages 1-2, if part of meal service. Observe that whole grain rich and whole grains are being served as set forth by USDA regulations.
- Give you technical assistance or corrective actions on any menu or other CACFP compliance issues.
- Answer questions and provide resources as needed.
- Check that you are current on CACFP training requirements.
- Ask if you have specific training needs.
- Ask you to check information recorded, including attendance information, is accurate, before signing the Home Review Report.

### Documents to Display/Keep on File

The "**Building for the Future**" poster must be displayed in each home so parents are aware that the home is receiving federal assistance for serving meals, which meet the nutrition requirements established by USDA. Clarendon Early Education Services, Inc. has provided the poster for you.

#### **You must also display:**

Your daily or weekly dated menu, time in/out meal count/attendance

Your childcare license

License/approval of all assistants who are working in your childcare

The following documents must be on file for immediate review by your monitor, or representatives from the Department of Elementary and Secondary Education Office for Food and Nutrition Programs (FNP), and/or the U.S.



Department of Agriculture (USDA). These records must be kept in the childcare home and available during your business hours:

- Copy of the Permanent CACFP Agreement
- Copy of the Annual Enrollment Status Update for the current year
- Current month Menus, Meal Counts/ Attendance, Time In/Out and Child Enrollment Forms
- Copies of Child Enrollment
- Copies of Home Review Reports for current fiscal year
- Tier Status documentation
- Medical Statement, if applicable
- Any correspondence regarding the CACFP
- Copies of any approval letters for income eligibility
- Training certificates

USDA regulations require that providers maintain the current fiscal year and the three prior years of CACFP records. Records may be stored in hard copy or electronic format. Records available in both your home and the CEES's office allow FNP or USDA the ability to confirm the accuracy of records at both locations.

Any advertising of your childcare that references the CACFP must have the USDA non-discrimination disclaimer included. The disclaimer is included on the first page of this training. If the material is too small to print the full statement, you may include, in the same print size as the text: ***"This institution is an equal opportunity provider"***.

## **Training Requirements**

You are required to complete six (6) hours of CACFP training each fiscal year that begins on October 1 and ends September 30. The following shows the training categories that must be completed each fiscal year:

**Two (2) of the six (6) hours must be devoted to CACFP record keeping, which includes meal counts and menu recording and Civil Rights training.**

**Two (2) of the six (6) hours must be devoted to food safety and sanitation.**

**Two (2) of the six (6) hours will include at least one (1) hour of nutrition education and one (1) hour of another CACFP related subject. Clarendon chooses to prepare a two (2) hour nutrition home study.**

Clarendon provides you with home study training that meet the above requirements. Clarendon respectfully asks you complete each home training as soon as possible. Training must be completed each fiscal year to remain eligible for reimbursement. Training can also be found on our website [www.clarendonearlyeducationservices.org](http://www.clarendonearlyeducationservices.org)





## Claim Submission

**Review your claim for accuracy before submitting. *Do not lose \$\$\$!***

Submit your claim as soon as you serve and record the last meal for the month.

Claims are to be received by CEES by the **5th day** of the following month.

Clarendon will submit valid claims received by the 5<sup>th</sup>.

All late claims or claims with incomplete information are submitted in the second and final claim month.



# FY20 Civil Rights Compliance Training

Child and Adult Care Food Program  
(CACFP)



# Civil rights and discrimination

## Civil rights

- The right to freedom from discrimination

## Discrimination

- The act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes.



## Reasonable modifications: disabilities

- Programs are required to make substitutions to meals for participants with a disability, when the disability restricts their diet.
  - Food choice alternatives for allergies
  - Altering the consistency of a food item
  - Meal service support



## Protected classes

### Nationally ([FNS 113-1](#)):

- Race
- Color
- National Origin
- Age
- Sex
- Disability

### Massachusetts

- ALL federal groups, plus:
  - Religion
  - Gender identity
  - Sexual orientation

## How to file a civil rights complaint

### Federal complaint filing

- **USDA Nondiscrimination statement**
- **USDA Civil Rights website** includes instructions for filing including how to access a complaint form, and resources for individuals who may need assistance.

### State complaint filing

- **USDA Nondiscrimination statement**
- **MA ESE OFNP Civil Rights website** includes instructions for filing including how to access a complaint form, and resources for individuals who may need assistance.

# Medical Statement to Request Special Meals and/or Accommodations in Child Nutrition Programs

## The updated medical statement form is available in the document library

- Updated language on disability, to include food allergies
- Added specific language to acceptable substitutions
- Medical authority signature

**MEDICAL STATEMENT TO REQUEST CHILD NUTRITION PROGRAM'S SPECIAL MEALS AND/OR ACCOMMODATIONS**

1. School/Agency Name	2. Site/Provider Name	3. Site Telephone Number
4. Name of Participant	5. Age or Date of Birth	
6. Name of Parent or Guardian	7. Telephone Number	
<p>8. Check One:          Participant has a disability, which may include a food allergy, and requires a special meal or accommodation. Schools and agencies must make reasonable modifications to the meal to accommodate a disability, which restricts a participant's diet. Modifications during and for food service may be required. Schools and agencies participating in federal nutrition programs must comply with requests for special meals. A licensed physician, physician's assistant, or nurse practitioner must sign this form.          Participant does not have a disability, but is requesting a special accommodation for a fluid milk substitute that meets the subject standards for use in child nutrition programs. Food preferences and allergies are noted for appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician, physician's assistant, nurse practitioner, parent, or guardian may sign this form.          If participant has a disability, provide a brief description of participant's major life activity affected by the disability.</p>		
<p>10. Brief prescription and/or accommodation: (please describe in detail to ensure proper implementation-use extra page as needed)</p>		
<p>11. Indicate texture:  <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Puréed</p>		
<p>12. Schools and agencies are not required to provide the exact substitution or other modification requested. However, must offer a reasonable modification that effectively accommodates the participant's disability and provides equal opportunity to participate in or benefit from the federal nutrition programs.          Foods to be omitted and available/acceptable substitutions: (please list specific foods to be omitted and suggested substitutions, you may attach a sheet with additional information as needed)</p>		
<p>A. Foods To Be Omitted</p>		
<p>B. Available/Acceptable Substitutions</p>		
<p>13. Modifications for meal service</p>		
14. Signature of Preparer*	15. Printed Name	16. Telephone Number
18. Signature of Medical Authority**	19. Printed Name	20. Telephone Number
		21. Date

\*Participant's signature is acceptable for fluid milk substitution for a child with dietary needs other than a disability.  
 \*\*Medical authority signature is required for participants with disability.  
 The information on this form should be updated to reflect any changes to the current medical and/or nutritional needs of the participant, and updated annually.

This institution is an equal opportunity provider.

MA-555-ENR-0001 02/17/2016, 10/14/2017





# **Child and Adult Care Food Program**

## **Record Keeping Training**

### **Fiscal Year 2020**

#### **(begins October 1, 2019)**

Provider Name \_\_\_\_\_ Provider # \_\_\_\_\_

### **Quiz**

1. When are claims to be submitted for reimbursement?
2. How many training hours are required in a fiscal year?
3. What are the required training types?
4. Can training from a previous sponsor be credited for newly enrolled providers?
5. All children are to be enrolled in the CACFP.      True    False
6. On line, providers can use computer-generated enrollments.      True False
7. List choking foods not allowed to children under the age of four (4).
8. When can infants begin to eat solid foods?
9. List examples when an infant is developmentally ready for solid foods.



10. Explain the procedure for enrolling back-up children
11. Procedure for back up children **not** enrolled with Clarendon.
12. Please explain in detail what to expect during a home review.
13. Why is it important to display "Building for the Future"?
14. List other documents that need to be displayed?
15. What are the infant age groups:
16. If a mother breastfeeds, her child at the family day care home is the meal reimbursable. True False
17. Commercially prepared infant dinners are creditable. True False
18. Whole eggs and yogurt are creditable infant meat/meat alternates. True False
19. What is the number of sugar grams per 6 ounces of yogurt?
20. All late claims or claims with incomplete information are submitted in the second and final claim month.  
True False
21. What exactly are civil rights?
22. What are protected classes?
23. Give examples of reasonable modifications to the meal pattern with children with disabilities and/or allergies. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
24. Medical Statement must be completed with any child with a disability and or food allergies?  
True False
25. How do you file a civil rights complaint?

**Review your claim for accuracy before submitting. Don't lose \$\$\$\$**

