



Catholic Charities  
**Child & Adult Care  
Food Program**

Annual CACFP Training

October 1, 2021 – September 30, 2022



# Agenda – Required Training Topics

Meal Pattern Requirements

Meal Counts

Claim Submissions

Site Review Procedures

Recordkeeping

Reimbursement System



# Additional Training Topics

## ✓ Creditable Foods

- How to Identify Whole Grain-Rich Foods
- Sugar Limits for Cereals and Yogurt
- Milk Requirements
- CN Labels

## ✓ Using Ounce Equivalents for Crediting Grains

## ✓ Civil Rights Training

## ✓ Quiz



# Federal Requirements

Catholic Charities Maine CACFP follows Federal guidelines and requirements

All CACFP Sponsors are required to follow specific procedures and adhere to specific deadlines

We do not require anything more of providers under our sponsorship than what is absolutely necessary



# Childcare Staff Training Requirement

- Childcare providers participating in CACFP are required to attend/receive training on all aspects of the program annually
- Childcare providers are required to ensure their staff is also trained regarding CACFP requirements
- **If you have staff who may be left in charge of your program in your absence you must:**
  - Ensure they are trained in CACFP requirements
  - Know how to complete CACFP menus, meal counts, daily attendance
  - Know where all your CACFP paperwork is posted and filed in the event your CACFP monitor, a State CACFP official, or USDA representative were to visit
- Have your staff complete this training to meet their training requirement



# Meal Patterns

For Infants and Children

- There are limited restrictions for mealtimes
  - Mealtime lengths should be reasonable
  - Mealtimes should fall within the traditional mealtime time-frame
  - Allow enough time between meals
    - At least two hours between the end of one meal and the beginning of another
- All meal pattern changes must be reported to our office
- We cannot reimburse for a meal that has not been approved



# Infant Meal Patters - Breakfast, Lunch/Dinner, and Snack

**(CACFP) Infant Meal Patterns**

<b>Infants</b>	<b>Birth through 5 months</b>	<b>6 through 11 months</b>
Breakfast, Lunch, or Supper	4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breastmilk <sup>1</sup> or formula; <sup>2</sup> and  0-½ ounce equivalent infant cereal; <sup>2,3</sup> or 0-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½ cup of yogurt; <sup>4</sup> or a combination of the above; <sup>5</sup> and  0-2 tablespoons vegetable or fruit, or a combination of both. <sup>5,6</sup>
Snack	4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	2-4 fluid ounces breastmilk <sup>1</sup> or formula; <sup>2</sup> and  0-½ ounce equivalent bread; <sup>3,7</sup> or 0-¼ ounce equivalent crackers; <sup>3,7</sup> or 0-½ ounce equivalent infant cereal; <sup>2,3</sup> or 0-¼ ounce equivalent ready-to-eat breakfast cereal; <sup>3,5,7,8</sup> and  0-2 tablespoons vegetable or fruit, or a combination of both. <sup>5,6</sup>

# Infant Meal Pattern Requirements

- Allows for reimbursement of meals when a mother breastfeeds her infant on site
- Infants must be served breastmilk or iron-fortified infant formula
- Yogurt and whole eggs are two of the allowable meat alternates
  - Yogurt may contain no more than 23 grams of total sugars per 6 ounces
- Bread, crackers, and Ready-to-eat cereals, such as Cheerios, may be served as the grain requirement at snack only
  - Ready-to-eat cereals may contain no more than 6 grams of sugar per dry ounce (no more than .212 grams total sugars per 100 grams of dry cereal)



# Infant Meal Pattern Requirements, Continued

- Vegetables and/or fruit must be served at all meals and snacks for infants that are developmentally ready to accept them (around 6 months of age)
- A serving of grains must be whole-grain-rich, enriched meal, or enriched flour
  - There is no whole grain-rich requirement for infants as there is for older children
- You must offer the program to infants if you care for infants in your program and participate in CACFP

# Common Infant Meal Pattern Errors

- The three most common errors we see regarding infant meals are:
  - Providers serving a bread item, such as bread, ready-to-eat, pancakes, at breakfast without serving iron-fortified infant cereal or a creditable infant meat/meat alternate
  - Providers serving bread, pasta, crackers without serving iron-fortified infant cereal or a creditable infant meat/meat alternate at breakfast or lunch or dinner
  - Providers only serving two of the three required components to infants at snack time
- Remember menu documentation for infants must include:
  - The specific food served to each infant for each meal or snack component
  - Amounts of breastmilk/iron-fortified infant formula and foods served (not the amount consumed)
  - This can be done on a single menu or two different documents
- Soy-based, low lactose, and lactose-free iron-fortified infant formulas regulated by the FDA are allowed and no doctor's note is required. Regulated by the FDA means it must be made in the US.

# Non-Creditable Foods for Infants

- Cheese food and cheese spreads are not allowable meat alternatives for infants
- Fruit and vegetable juices are not allowed as part of a reimbursable infant meal
  - Tofu
  - Beef jerky
  - Nuts
  - Peanut butter, nut or seed butter
  - Granola/granola bars
  - Honey
  - Fruit snacks
  - Freeze-dried fruit/vegetable snacks
  - Oatmeal (instant and regular)
  - Pretzels (hard and soft)
  - Rice (brown, white, wild)
  - Rice cakes
  - Apple cider
  - Popcorn
  - Soy yogurt
  - Homemade yogurt
  - Baby food desserts

\*Many of these foods are choking hazards for infants and young children

# Child Meal Pattern - Breakfast

<b>Child and Adult Care Food Program Breakfast</b> [Select the appropriate components for a reimbursable meal]					
<b>Food components and food items<sup>1</sup></b>	<b>Minimum quantities</b>				
	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12</b>	<b>Ages 13-18<sup>2</sup> (at-risk afterschool programs and emergency shelters)</b>	<b>Adult participants</b>
Fluid Milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both <sup>4</sup>	1/4 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Grains (oz. eq.) <sup>5 6 7 8</sup>	1/2 ounce equivalent	1/2 ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

# Child Meal Pattern - Breakfast

- All three components must be served at breakfast
  - Fluid milk
  - Fruit or vegetable
  - Grain/bread
- Milk:
  - Children aged one year must be served unflavored whole milk
  - Children aged 2-5 years must be served unflavored fat-free (skim) or low-fat (1%) milk
  - Flavored milk must be skim and may not be served to children younger than 6 years old
  - A Dietary Restrictions & Substitutions Statement is required for a meal to be reimbursed when cow's milk is being substituted with a non-dairy beverage due to a medical disability
- Pasteurized full-strength juice may be used to meet the fruit or vegetable component once per day, including snack times
- At least one serving of a whole grain-rich item must be served daily
- Meat/meat alternates may be used to meet the grain requirement at breakfast up to three times per week
- Breakfast cereals may contain no more than 6 grams of sugar per dry ounce to be creditable and be whole grain-rich or enriched/fortified with vitamins and minerals

# Child Meal Pattern - Lunch and Dinner

Food components and food items <sup>1</sup>	Minimum quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (at-risk afterschool programs and emergency shelters)	Adult participants
Fluid Milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces <sup>4</sup>
Meat/meat alternates (edible portion as served):					
Lean meat, poultry, or fish	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Tofu, soy products, or alternate protein products <sup>5</sup>	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounces	2 ounces	2 ounces	2 ounces
Large egg	½	¾	1	1	1
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp	4 Tbsp
Yogurt, plain or flavored unsweetened or sweetened <sup>6</sup>	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement:					
Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables <sup>7 8</sup>	⅛ cup	¼ cup	½ cup	½ cup	½ cup
Fruits <sup>7 8</sup>	⅛ cup	¼ cup	¼ cup	¼ cup	½ cup
Grains (oz eq) <sup>9 10 11</sup>	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

# Child Meal Pattern – Lunch & Supper Reminders

All five components must be served at lunch and supper

- Fluid milk
- Meat/meat alternate
- Vegetable
  - Two different vegetable servings may be offered instead of serving a vegetable and fruit
- Fruit
- Grain/bread

## Milk:

- Children aged one year must be served unflavored whole milk
- Children aged 2-5 years must be served unflavored fat-free (skim) or low-fat (1%) milk
- Flavored milk must be skim and may not be served to children younger than 6 years old
- A Dietary Restrictions & Substitutions Statement is required for a meal to be reimbursed when cow's milk is being substituted with a non-dairy beverage due to a medical disability

## Meat/meat alternates:

- Yogurt may contain no more than 23 grams of total sugars per 6 ounces
- Supplement peanut butter with an additional meat/meat alternate
- Cheese:
  - Creditable – Natural, low-fat, or reduced fat cheeses, such as Cheddar, Swiss, Colby, and Monterey Jack, cheese spreads, cottage cheese, ricotta
  - Non-creditable – Products labeled imitation cheese, cheese products, cheese whips, cream cheese

# Child Meal Pattern Reminders – Lunch & Supper

- Fruits
  - Pasteurized full-strength juice may be used to meet the fruit or vegetable component once per day, including snack time
- Vegetables
  - Two servings of two different vegetables may be served at lunch and supper instead of offering a fruit serving
- Grains
  - Breakfast cereals may contain no more than 6 grams of sugar per dry ounce to be creditable and be whole grain-rich or enriched/fortified with vitamins and minerals
  - At least one serving of a whole grain-rich item must be served daily



# Child Meal Pattern - Snacks

<b>Child and Adult Care Food Program Snack</b>					
[Select two of the five components for a reimbursable meal]					
<b>Food components and food items<sup>1</sup></b>	<b>Minimum quantities</b>				
	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12</b>	<b>Ages 13-18<sup>2</sup> (at-risk afterschool programs and emergency shelters)</b>	<b>Adult participants</b>
Fluid Milk <sup>3</sup>	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates (edible portion as served):					
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce	1 ounce
Tofu, soy products, or alternate protein products <sup>4</sup>	½ ounce	½ ounce	1 ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce	1 ounce
Large egg	½	½	½	½	½
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp	2 Tbsp
Yogurt, plain or flavored unsweetened or sweetened <sup>5</sup>	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce	1 ounce
Vegetables <sup>6</sup>	½ cup	½ cup	¾ cup	¾ cup	½ cup
Fruits <sup>6</sup>	½ cup	½ cup	¾ cup	¾ cup	½ cup
Grains (oz. eq.) <sup>7 8 9</sup>	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	1 ounce equivalent

# Child Meal Pattern Reminders - Snacks

- Serve two of the five components for a reimbursable snack
- Only one of the two components may be a beverage
- Water should be served at snack when milk or juice is not
- The same requirements for milk-types by age and sugar limits for cereal and yogurts apply

# Non-Creditable Foods for Children 1+ Years

- Cheese product/processed cheese food
- Cream cheese
- Bacon
- Potato chips, sticks, puffs
- Corn or tortilla chips (unless they are made with whole corn or enriched corn flour)
- Condiments:
  - Jams, jellies, preserves
  - Barbeque sauce
  - Ketchup
  - Mustard
- Grain-based desserts:
  - Chocolate chocolate-chip muffins
  - Doughnuts
  - Cookies
  - Cereal bars
  - Granola bars
- Ice cream/frozen yogurt
- Commercially-made chicken nuggets and fish sticks/ nuggets (unless you have a CN label on file)

# Milk Requirements

- Infants (birth through 11 months)
  - Breastmilk or iron-fortified infant formula
- Children (12 months – 2 years)
  - 4 ounces fluid milk serving size for all meals and snacks
  - Unflavored whole cow's milk
  - Transitioning infants have a one-month window where they may be served breastmilk or a combination of breastmilk and unflavored whole cow's milk
- Children (2 – 5 years)
  - 6 ounces fluid milk served at breakfast, lunch, dinner and 4 ounces served at snacks
  - Unflavored fat-free skim or 1% cow's milk
  - Creditable soy milk
- Children (6+ years)
  - 8 ounces served at all meals and snacks
  - Unflavored fat-free skim or 1% cow's milk
  - Flavored fat-free skim cow's milk
  - Creditable soy milk

# Milk Substitutes & Dietary Restrictions

- Parents/guardians may request in writing a non-dairy milk substitute be served without providing a medical statement.
- The written request must identify the medical or other special dietary need that restricts the child's diet.
- The non-dairy milk substitute must meet the minimum nutritional requirements listed here.
- Currently, there are no USDA approved oat, almond, rice, or coconut milks.
- If the milk substitute is not one of those approved by the USDA and does not meet the nutritional requirements, a Dietary Restrictions form completed by an authorized medical provider is required.

## MILK SUBSTITUTES...MINIMUM NUTRITIONAL REQUIREMENTS

NUTRIENT	UNIT	VALUE PER CUP (244g)
Protein	g	8
Calcium, Ca	mg	276
Magnesium, Mg	mg	24
Phosphorus, P	mg	222
Potassium, K	mg	349
Riboflavin	mg	0.44
Vitamin B-12	µg	1.10
Vitamin A	IU	500
Vitamin D	IU	100

Based upon USDA required nutrients - fortified to the levels found in whole milk

Mcg to IU Conversion:

Mcg Amount/Biological equivalent= IU

Biological Equivalent:

Vitamin A: 0.3mcg

Vitamin D: 0.025 mcg

### USDA Approved Fluid Milk Substitutes

MILK PROTEIN ALLERGY	LACTOSE INTOLERANCE
8 <sup>th</sup> Continental Original Soy Milk- Shelf Stable Brand	Lactaid (lactose free) Milk
Pearl Organic Soymilk Smart Original- Shelf Stable Brand	Low Fat Lactose Reduced Milk
Pearl Organic Smart Chocolate Soy Milk- Shelf Stable Brand	
Silk Original Soy Milk- Shelf Stable Brand	

\*As of March 8, 2022

Milk substitute labels should be checked frequently to ensure compliance with nutritional guidance.

# Dietary Restrictions & Substitutions Statement

The following statement is for United States Department of Agriculture (USDA) programs, including the **Child and Adult Care Food Program**.

USDA regulations 7CFR Part 15B requires substitution or modifications in school/program meals for children whose disabilities (defined below) restrict their diets. A child with a disability must be supplied substitutions in foods when that need is supported by a statement signed by a licensed physician. Food allergies which may result in severe, life-threatening (anaphylactic) reaction, also meet the definition of "disability", and the substitutions prescribed by the licensed physician/medical authority would be made.

☐ **"Disability"**: A physical or mental impairment which substantially limits one or more of an individual's major life activities.

☐ **"Major Life Activity"**, as defined by ADA: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and major bodily functions.

☐ **"Major Bodily Functions"** has been defined as: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, and reproductive functions.

- The statement must include the following:

• **To be completed by Parent/Guardian**

• Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

• Parent/Guardian Name: \_\_\_\_\_

• Address: \_\_\_\_\_

• \_\_\_\_\_

• Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

• Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

• **To be completed by child's Physician or Medical Authority:**

• State the "disability" and major life activities affected:

• \_\_\_\_\_

• \_\_\_\_\_

• List the food allergies or food intolerances: List the food or beverages to be substituted:

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• List any additional dietary restrictions or special diet:

• \_\_\_\_\_

• \_\_\_\_\_

• Physician's Name: \_\_\_\_\_ Office Number: \_\_\_\_\_

• Physician/Medical Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \*Please have parent/guardian review form annually and initial/date if no changes are required.
- \*Any changes require submission of a new form signed by the child's physician or medical authority.

# Meal Counts

- Maximum meal count per child per day
  - Two meals and one snack or
  - Two snacks and one meal
- Providers may claim anything less than the maximum meal count per child per day
- Your planned menu must be posted at least daily
  - Before the start of business
  - Any changes should be noted as they occur
  - Meals will be disallowed if your menu is not posted when a monitor, state or USDA representative arrives for a review
- Meal counts must be recorded by the end of the day
  - Meal counts must be recorded at the point of service (POS) if on a corrective action plan or more than 12 children are served
  - Can be recorded in computer or on paper, even as a separate count on your daily attendance
    - Meal counts must be documented and you must be able to produce them during a review visit
  - Meals will be disallowed if your meal counts are not recorded by the end of the day

# Capacity & 2<sup>nd</sup> Servings/Shifts

- You may not claim over your license capacity unless you are offering a 2<sup>nd</sup> serving/shift or you are claiming your own children
- CACFP does not allow providers to claim meals as a result of a “permitted licensing overage”
- Offering the same meal or snack at two separate times to separate children is serving a 2<sup>nd</sup> serving or a shift...even if you are not over licensed capacity
- Child – Staff ratios are considered
  - Childcare staff (helpers) must be listed in the system to ensure correct ratios and meal reimbursement
  - Contact our office with childcare staff information when making staff additions or changes
    - Contacting our office is a very important step or our software will disallow meals when we process your claim



# Claim Submission - Paper

- Please review all meals and attendance before mailing
- Make sure all forms are signed
- Menus should be received no later than the 6<sup>th</sup> of the month
- Ensure the proper postage amount
- Mail to: Catholic Charities Maine – CACFP, 270 Minot Avenue, Suite B, Auburn, ME 04210
- CIF should be submitted at the end of the month unless there are no changes to report
- CIF should include:
  - All notes regarding unusual attendance
  - Provider closures (holidays, snow days, vacations)
  - Note if open on a holiday
  - Child enrollment changes (new, termed)
  - Program closings

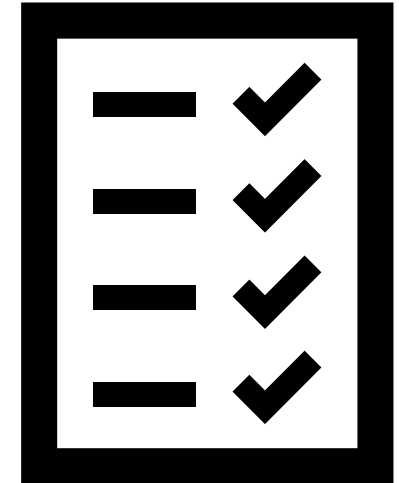
# Claim Submission - Electronic

- Claims should be received in the office by the 6<sup>th</sup> of the month in order to be considered on time and allow enough time for CACFP staff to process them for timely payment
- Review foods served, meals claimed, and attendance before clicking to submit
- All notes regarding unusual attendance, provider closures, open on holiday, terminations should be noted in the calendar
- Screen should change to green to let you know you have submitted your claim to the sponsor
- Please notify the office if you have computer problems, are unable to submit your claim, and need assistance

# Error Reports

- **Always remember to check your Error Reports!**
  - Mistakes do happen, such as when an enrollment form is not received
- Look at your error report by the 13<sup>th</sup> of the month
  - **Contact the office, not your monitor, with any questions about claim errors**
  - If you find an error by the 13<sup>th</sup> of the month it may be possible for us to make a correction before completing our claim process
- If you don't check your error report until you receive your payment it may be too late to correct any errors
  - We have a limited amount of time to process, submit, and revise claims
- Be careful and be proactive when submitting your claim

# Monitoring Review Procedures



## Monitors are required to:

- ✓ Visit at least three times per year
  - Two of the three visits must be unannounced
- ✓ Observe at least one meal or snack
  - Must be an unannounced meal observation
- ✓ Provide photo identification
- ✓ Check for your approved license or current voucher documentation if legally exempt
- ✓ Observe required posted notices
  - Current Building for the Future poster
  - Current WIC eligibility information
- ✓ Check training attendance
- ✓ Examine menus, daily attendance, meal counts, child enrollments
  - Be aware of possible deductions for missing menus or missing meal counts

# 5 Day Reconciliation – Meal Claim Edit Check

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- Reviewing meal counts and 5-day attendance reconciliation is a required part of monitoring the program
- Field monitors must reconcile meal counts, daily attendance, and child enrollments for a consecutive 5-day period and question any discrepancies
  - Monitors are required to follow-up on any discrepancies found
  - Household contacts may be used to determine if an error has occurred
- Providers must provide copies of menus with meal counts, daily attendance (time in/out), and the child enrollment forms for all children enrolled when monitors, State or USDA representatives arrive for a review

# Recordkeeping – Proof of Compliance

- ✓ Menus, Meal Counts, and Daily Attendance
- ✓ Enrollment Forms
- ✓ Household Contacts
- ✓ Notification of Availability
- ✓ CACFP Paperwork

# Menus, Meal Counts, Daily Attendance

## Menus must be posted or visible

- At least daily – before the start of business
- Bulletin board, white board, sign in clipboard
- Can be daily, weekly, monthly
- Be sure to document any changes as soon as they occur
- Remember to identify your whole grain item of the day on your menu

## Meal counts must be documented at the point of service

- At least by the end of the day for providers with less than 12 children at a given meal
- Must be documented at point of service if 12 or more children are served at any given meal or if you are on a Corrective Action Plan

## Infant menus must be posted or visible if you are caring for infants

- Remember, it is mandatory to offer and provide infant meals if you care for infants in your program and participate in CACFP
- You must offer an iron-fortified infant formula for parents to accept or decline

## Daily Attendance is required

- Providers must track **time in and out** for each child in care each day
- Talk to your monitor for attendance templates if you would like to see other options

# Child Enrollment Forms – Required Information

- Child's name and date of birth
- Attendance days and times in care
- Meals served to the child
- All parent contact information
- Infant information
  - Type of formula offered
  - Infant bubble
- School information, if the child is of school-age
- BOTH parent and provider signatures are mandatory and is date sensitive
- June is the month for Annual Child Re-enrollments
  - Enrollments are good for one year
  - Parents should update any information that has changed
  - It is the provider's responsibility to have parents complete new enrollment forms (or sign and date the re-enrollment forms) and submit them to the CACFP office by required deadlines
    - We try our best to provide reminders but cannot guarantee that will always happen



# Household Contacts

- We are required to have current addresses and telephone numbers for parents of participating children
- We are required to make contact with families during the year
- We will reach out to parents periodically to verify attendance and satisfaction
- Household contacts are typically completed via survey – either in writing or by telephone

# Notification of Availability

- Providers must notify the sponsor of days their facility will not be open
  - Closures due to illness, vacation, weather
  - Call the office or call, text, or email your monitor
  - Use your calendar to mark your program as closed for the day, week, etc.
- Notification of vacations should be done in advance – not at the end of the month on the CIF
- Meals will be disallowed if a monitor visits at a mealtime and no one is home
- Why is this important?
  - The USDA requires sponsors to follow-up when visits are attempted but no one is home
  - Our monitors schedule visits in advance and would be able to rearrange visits if we know you won't be home
  - Incomplete visits are expensive!
    - Monitor's time
    - Unnecessary mileage

# CACFP Paperwork — What CACFP Paperwork Do I Have to Keep?

- Documentation of current license or approval
- Claim documentation
  - Menus
  - Child enrollment forms
  - Daily record of the number of children in attendance
  - Daily records of the number of meals, by type, served to enrolled children
- How long do I have to keep CACFP paperwork?
  - Claim documentation must be kept for three years after the date of the last claim submitted or the fiscal year to which they pertain
  - The current month plus the previous 12 months records (a total of 13 months) must be kept onsite (in the home)
  - Records can be a hard-copy or an electronic format provided they are readily available
  - Providers may store the second and third past year records off-site but they must be in the provider's control and the provider must be able to produce them within a reasonable amount of time
- Ask your monitor for support and suggestions on how to organize your CACFP paperwork if you are feeling out of sorts

# Reimbursement System

- Providers are reimbursed on a monthly basis
- Direct deposit is required
  - It is extremely important to contact the CACFP office if you change bank accounts
  - Do not contact CCME Finance office regarding your payment, etc. They do not have claim information and will only direct you back to the CACFP office
- CCME – CACFP has 5 working days to distribute provider payments once we receive payment from the State
- Payment dates in KidKare are not the payment issue dates
- Monthly payment notifications will be emailed to providers
  - Be sure we have your current email address
  - Check your email and junk mail

# Important Email Addresses to Add

Email is our preferred method of contact because:

- We can reach everyone at once,
- It's inexpensive
- It's less time consuming, and
- There is no postal delay

Stay connected and help us reach you by adding these email addresses to your address book as Safe Senders:

- For CACFP newsletters and important updates add: [cacfp@ccmaine.org](mailto:cacfp@ccmaine.org) and [kdumond@ccmaine.org](mailto:kdumond@ccmaine.org)
- For monthly claim payment information add: [owalton@ccmaine.org](mailto:owalton@ccmaine.org)

# Is It Creditable?

Creditable and Non-Creditable Foods

How to Identify Whole Grain-Rich Foods

Using Ounce Equivalents for Crediting Grains

Sugar Limits for Cereals and Yogurt

CN Labels

# Whole Grain-Rich Foods

- A whole grain-rich food must be served to children one-year and older once per day across all meals served
  - There is no whole grain requirement for infants
- Any State's WIC list is the best resource for creditable whole grain-rich foods, yogurt, and ready-to-eat cereals that meet the sugar requirements
  - Maine's WIC Approved Food List  
<https://www.maine.gov/dhhs/mecdc/population-health/wic/documents/Participant-Pages-rv2.pdf>
- Four More Ways to Determine Whole Grain-Rich
  - FDA Approved Whole-Grain Health Claims
  - Food Labels
  - Rule of Three – Using the Ingredients Lists
  - Manufacturer Documentation or Standardized Recipe

# FDA Approved Whole Grain Health Claims

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

OR

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



# Using Food Labels to Identify Whole Grain-Rich Foods

Foods must be labeled exactly as:

- Whole wheat bread, rolls, and buns
- Entire wheat bread, rolls, and buns
- Graham bread, rolls, and buns (**not graham crackers**)
- Whole wheat spaghetti, vermicelli, macaroni, and macaroni products



# Rule of Three – Using the Ingredients List

- ✓ Ask...Is a whole grain listed as the 1<sup>st</sup> ingredient (or 2<sup>nd</sup> after water) on the food's ingredient list?...and...
- ✓ Ask...Are the next two grain ingredients, if present, creditable (whole or enriched grains, bran, or germs) such as whole wheat, brown or wild rice, oatmeal, bulgur, whole grain corn, or quinoa?
- ✓ If your answer is yes, the item is whole grain-rich.



# Common Whole Grain Ingredients (not a complete list)

- Amaranth/amaranth flour
- Brown rice/brown rice flour
- Buckwheat/buckwheat flour
- Bulgur
- Corn masa/masa harina
- Cracked wheat
- Graham flour
- Oatmeal (instant)
- Oats (old fashioned/quick cooking)
- Quinoa
- Sorghum/sorghum flour
- White whole wheat flour
- Whole corn
- Whole durum flour
- Whole grain corn/whole grain corn flour
- Whole grain oat flour
- Whole grain spelt flour
- Whole grain wheat/whole grain wheat flour
- Whole rye flour
- Whole wheat flour

# More Common Grain Ingredients

## Enriched Grains

- Enriched bromated flour
- Enriched corn flour
- Enriched durum flour
- Enriched durum wheat flour
- Enriched farina
- Enriched rice/enriched rice flour
- Enriched rye flour
- Enriched wheat flour
- Enriched white flour
- Other grains with "enriched" in front of it

## Bran or Germ Ingredients

- Corn bran
- Oat bran
- Rice bran
- Rye bran
- Wheat bran
- Wheat germ

## Non-Creditable Grains or Flours

Cannot be one of the 1<sup>st</sup> three grain ingredients for whole grain-rich items

- Barley malt
- Bean flour (such as soy, chickpea, lentil, legume, etc.)
- Bromated flour
- Corn
- Corn fiber
- De-germinated corn meal
- Durum flour
- Farina
- Malted barley flour
- Nut or seed flour (any kind)
- Oat fiber
- Potato flour
- Rice flour
- Semolina
- Wheat flour
- White flour
- Yellow corn flour
- Yellow corn meal

Is it whole grain-rich?

Whole Corn, Sunflower and/or Canola Oil, Whole Wheat, Brown Rice Flour, Whole Oat Flour, Sugar, Salt, Natural Flavor, and Maltodextrin (Made From Corn).

[Sunchips.com](http://Sunchips.com)



Are these graham crackers  
whole grain-rich?

**Unbleached Enriched Flour** (Wheat  
Flour, Niacin, Reduced Iron, Thiamine  
Mononitrate {Vitamin B1}, Riboflavin  
{Vitamin B2}, Folic Acid), **Graham Flour**  
**(Whole Grain Wheat Flour)**, Sugar,  
Canola Oil, Molasses, Palm Oil,  
Leavening (Baking Soda And/Or Calcium  
Phosphate), Salt.



# Are these graham crackers whole grain-rich?

INGREDIENTS: **GRAHAM FLOUR** (WHOLE GRAIN WHEAT FLOUR ), **ENRICHED UNBLEACHED FLOUR** (WHEAT FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE \{VITAMIN B1\}, RIBOFLAVIN \{VITAMIN B2\}, FOLIC ACID), SUGAR, CANOLA OIL, DEXTROSE, CALCIUM CARBONATE (SOURCE OF CALCIUM), BAKING SODA, MALTODEXTRIN, SALT, CINNAMON, SOY LECITHIN, NATURAL FLAVOR.\PAR } CONTAINS: WHEAT, SOY.





# Manufacturer Documentation or Standardized Recipes

Proper documentation from a manufacturer or a standardized recipe may also demonstrate whole grains are the primary ingredients by weight.

- Ex. Bread is made with three grain ingredients: enriched wheat flour (40%), whole wheat flour (30%), and whole oats (30%).
- The combined weight of the two whole grain ingredients (whole wheat and whole oats at 60%) is greater than the enriched wheat flour at 40%, even though the enriched flour is listed as the first ingredient on the list. This bread could meet the whole grain-rich criteria with proper documentation from the manufacturer or a standardized recipe.

# Three Ways to Determine If the Cereal You Serve Meets the Sugar Limit

Sugar Limits for Cereals -  
6 grams of sugar or less  
per dry ounce

- Choose a cereal listed on any State's Women, Infants, and Children (WIC) approved breakfast cereal list. Similar to the CACFP, all WIC-approved breakfast cereals contain no more than 6 grams of sugar per dry ounce (21.2 grams of sugar per 100 grams)
- Use the Table of Cereal Serving Sizes in Grams and Sugar Limits. This method uses the Nutrition Facts Label and a Sugar Limits table to help you determine if a breakfast cereal meets the sugar limit.
- Follow the Standard Method and use the Nutrition Facts label of the breakfast cereal to calculate the sugar content per dry ounce.

# The Table of Cereal Serving Sizes in Grams and Sugar Limits

Step 1: Find the Serving Size in grams (g) on the Nutrition Facts label of the cereal.

Step 2: Find the Total Sugars line on the label. Look at the number of grams (g) next to Sugars.

Step 3: Use the serving size identified in Step 1 to find the serving size of your cereal in the “Table of Cereal Serving Sizes in Grams and Sugar Limits.”

Step 4: In the table, look at the number to the right of the serving size amount, under the “Sugars” column. If your cereal has that amount of total sugar, or less, your cereal meets the sugar requirement.

\*Serving sizes here refer to those found for breakfast cereals on the Nutrition Facts label. See the meal patterns for serving size requirements in the CACFP.

## Table of Cereal Serving Sizes in Grams and Sugar Limits

Use this chart to determine if your cereal meets the sugar requirements.

Serving Size*	Sugars
If the serving size is	Sugars cannot be more than
0-2 grams	0 grams
3-7 grams	1 grams
8-11 grams	2 grams
12-16 grams	3 grams
17-21 grams	4 grams
22-25 grams	5 grams
26-30 grams	6 grams
31-35 grams	7 grams
36-40 grams	
41-44 grams	
45-49 grams	
50-54 grams	
55-58 grams	
59-63 grams	
64-68 grams	
69-73 grams	
74-77 grams	
78-82 grams	
83-87 grams	
88-91 grams	
92-96 grams	
97-100 grams	

Nutrition Facts	
15 servings per container	
<b>Serving size 3/4 cup (30g)</b>	
Amount per serving	
<b>Calories</b>	<b>100</b>
% Daily Value*	
<b>Total Fat</b> 0.5g	<b>1%</b>
Saturated Fat 0g	<b>0%</b>
Trans Fat 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 140mg	<b>6%</b>
<b>Total Carbohydrate</b> 22g	<b>7%</b>
Dietary Fiber 3g	<b>11%</b>
<b>Total Sugars</b> 5g	

# Standard Method

Step 1: Find the Serving Size in grams (g) at the top of the label.

Step 2: Find the Total Sugars line. Look at the number of grams (g) next to Total Sugars.

Step 3: Divide the number of grams of total sugars by the serving size in grams.

Step 4: If the answer is equal to or less than 0.212, then the cereal is within the required sugar limit and may be creditable in the CACFP.

<b>Nutrition Facts</b>	
About 15 servings per container	
<b>Serving size</b>	<b>3/4 cup (30g)</b>
<b>Amount per serving</b>	
<b>Calories</b>	<b>100</b>
<b>% Daily Value*</b>	
<b>Total Fat</b> 0.5g	<b>1%</b>
Saturated Fat 0g	<b>0%</b>
<i>Trans Fat</i> 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 140mg	<b>6%</b>
<b>Total Carbohydrate</b> 22g	<b>7%</b>
Dietary Fiber 3g	<b>11%</b>
<b>Total Sugars</b> 5g	
Includes 3g Added Sugars	<b>6%</b>
<b>Protein</b> 3g	

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

# Three Ways to Determine If the Yogurt You Serve Meets the Sugar Limits



## Method 1

**Step 1:** What is the serving size, in ounces?  
6 ounces.

**Step 2:** What is the amount of total sugars in grams?  
19 grams.

**Step 3:** Use the chart below to determine if the yogurt meets the sugar limit.  
This yogurt is creditable because it has a 6 ounce serving size and 19 grams of sugar.

**Table of Yogurt Serving Sizes in Grams and Sugar Limits**

Serving Size* (oz)	Serving Size in Grams (g) <small>(Use when the serving size is not listed in ounces)</small>	Sugars (g)
If the serving size is		Sugars cannot be more than
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

<b>Nutrition Facts</b>	
1 serving per container	
<b>Serving size</b>	<b>6 oz</b>
<b>Amount per serving</b>	
<b>Calories</b>	<b>125</b>
<b>% Daily Value*</b>	
<b>Total Fat</b> 0g	<b>0%</b>
Saturated Fat 0g	<b>0%</b>
Trans Fat 0g	
<b>Cholesterol</b> 10mg	<b>3%</b>
<b>Sodium</b> 90mg	<b>4%</b>
<b>Total Carbohydrate</b> 23g	<b>8%</b>
Dietary Fiber 0g	<b>0%</b>
<b>Total Sugars</b> 19g	
Added Sugars	<b>8%</b>
<b>Protein</b> 3g	

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Note - The serving sizes here refer to those commonly found in store-bought yogurts. Homemade yogurt is not creditable in the CACFP. Sugar limits are pre-calculated and set forth by the USDA.

## Method 2

**Step 1:** What is the serving size in ounces?  
4.5 ounces.

**Step 2:** What is the amount of total sugar (in grams)?  
16 grams.

**Step 3:** Divide the total sugars by the serving size. In this example, it would be:

$$\frac{\text{Sugars}}{\text{Serving Size}} = \frac{16}{4.5} = 3.55$$

**Step 4:** If the number is **3.83 or less**, the yogurt is within the sugar limit. 3.83 is the maximum grams of sugar per 1 ounce of yogurt allowed.

**This yogurt is creditable.**

## Nutrition Facts

1 serving per container

**Serving size**

**4.5 oz**

**Amount per serving**

**Calories**

**140**

**% Daily Value\***

**Total Fat** 2g **3%**

Saturated Fat 0g **0%**

*Trans* Fat 0g

**Cholesterol** 10mg **3%**

**Sodium** 90mg **4%**

**Total Carbohydrate** 23g **8%**

Dietary Fiber 0g **0%**

**Total Sugars** 16g

Includes 4g Added Sugars **8%**

**Protein** 8g

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

**Step 1:** What is the serving size, in ounces?

6 ounces.

**Step 2:** What is the amount of total sugars in grams?

19 grams.

**Step 3:** Use the chart below to determine if the yogurt meets the sugar limit.

This yogurt is creditable because it has a 6 ounce serving size and 19 grams of total sugar.

**Table of Yogurt Serving Sizes in Grams and Sugar Limits**

Serving Size* (oz)	Serving Size in Grams (g) <small>(Use when the serving size is not listed in ounces)</small>	Sugars (g)
If the serving size is		Sugars cannot be more than
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

<b>Nutrition Facts</b>	
1 serving per container	
<b>Serving size</b>	<b>6 oz</b>
<b>Amount per serving</b>	
<b>Calories</b>	<b>125</b>
<b>% Daily Value*</b>	
<b>Total Fat</b> 0g	<b>0%</b>
Saturated Fat 0g	<b>0%</b>
Trans Fat 0g	
<b>Cholesterol</b> 10mg	<b>3%</b>
<b>Sodium</b> 90mg	<b>4%</b>
<b>Total Carbohydrate</b> 23g	<b>8%</b>
Dietary Fiber 0g	<b>0%</b>
<b>Total Sugars</b> 19g	
Includes 4g Added Sugars	<b>8%</b>
<b>Protein</b> 3g	

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.



# CN Labels

- What foods require CN Label documentation?
  - Any commercially prepared combination foods, in other words, any commercially prepared food that contains more than one component
  - Ex. Breaded chicken nuggets, breaded fish sticks/nuggets, corn dogs, meatballs, cheese or meat pizza, cheese or meat burritos, beef patties, egg rolls, etc.
- Who is responsible for obtaining the CN Label documentation?
  - You, the provider serving the food
  - Your monitor may be able to share information, but you are responsible for getting the CN Label if you are choosing to serve the commercially prepared food item
  - You must keep the CN Label on file and be able to produce it for your monitor, the State CACFP, or USDA representative at the time of a review
  - If you don't have a CN Label for a commercially prepared food item you serve, it is not a reimbursable meal
- How do I get a CN Label if the product doesn't have one?
  - You can contact the manufacturer
  - Go to the USDA Database: <https://www.fns.usda.gov/cn/labeling/usdausdc-authorized-labels-and-manufacturers>
  - Go to USDA Food Buying Guide: <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

# CN Label Requirements

- CN Labels show the meal contribution statement
- They have a 6-digit product ID number with the month/year
- There are 4 integral parts of a valid CN Label
  1. Product Name
  2. Ingredient Statement
  3. CN Logo (the box with CN on each side that surrounds the meal pattern contribution statement)
  4. Inspection Legend
- If you serve a commercially prepared food item and do not have a CN Label on file that meal is not reimbursable

## Sample CN Logo

### CN Label


The sample CN label is enclosed in a rectangular border. At the top, it features the product name '1 Chicken Stir-Fry Bowl' in bold. Below this is the 'Ingredient Statement: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.' A central box, labeled '3 CN' on its top and sides, contains the meal contribution statement: 'Each 4.5 oz Chicken Stir-Fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, 1/4 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/8 cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 09/16).' Below the box is the net weight 'Net Wt.: 18 pounds' and the company information 'Chicken Wok Company, 1234 Kluck Street • Poultry, PA 1235'. In the bottom right corner, there is a circular inspection legend with the number '4' and the text 'INSPECTED IN PROGRESS U.S. DEPARTMENT OF AGRICULTURE P-XX'.

- 1 Product Name
- 2 Ingredient Statement
- 3 CN Logo
- 4 Inspection Legend

#### CN Label Requirements

It is important to know, the CN Logo (the box with CN on each side that surrounds the meal pattern contribution statement) is one of the four integral parts of a label, which includes the product name, ingredient statement, and inspection legend. All four parts must be on the product carton in order for the CN label to be valid.

For a detailed explanation of Child Nutrition (CN) Labeling Program, see the *Food Buying Guide Appendix C*.



# WHOLE GRAIN MINI TURKEY CORN DOGS

WHOLE GRAIN BATTER WRAPPED BITE SIZE TURKEY FRANKS

**09180**

**Nutrition Facts**  
Serving Size 4 Mini Corn Dogs  
Servings Per Container About 10

HEATING INSTRUCTIONS		
All instructions are for FROZEN PRODUCT to yield best results.		
OVEN TYPE	SETTINGS	HEATING TIMES
CONVENTIONAL	350°	16-18 minutes
CONVECTION	350°	9-11 minutes
DEEP FRYER	375°	3-4 minutes
MICROWAVE	HIGH	45-60 seconds

HEAT IN A SINGLE LAYER.  
HEAT TO AN INTERNAL TEMPERATURE OF 160°F. HOLD AT 140°F OR ABOVE.  
HEATING TIMES MAY VARY WITH EACH OVEN.  
CALL US: 1-800-261-4754  
Web: www.tysonfoodservice.com

INGREDIENTS: TURKEY FRANKS: TURKEY, WATER, MECHANICALLY SEPARATED TURKEY, \*VEGETABLE PROTEIN PRODUCT (SOY PROTEIN CONCENTRATE, ZINC OXIDE, NIACINAMIDE, FERROUS SULFATE, COPPER GLUCONATE, VITAMIN A PALMITATE, CALCIUM PANTOTHENATE, THIAMINE MONONITRATE (B1), PYRIDOXINE HYDROCHLORIDE (B6), RIBOFLAVIN (B2), AND CYANOCOBALAMIN (B12)), CORN SYRUP, SALT, CONTAINS 2% OR LESS: DEXTROSE, POTASSIUM LACTATE, FLAVORINGS, SODIUM PHOSPHATE, SODIUM DIACETATE, PAPRIKA, SODIUM ERYTHORBATE, EXTRACTIVES OF PAPRIKA, SODIUM NITRITE, MAY ALSO CONTAIN CALCIUM LACTATE (CALCIUM ALGINATE CASING); \*EXCEEDS AMOUNT IN REGULAR FRANKS; BATTER/BREADING: WATER, WHOLE GRAIN WHEAT FLOUR, SUGAR, ENRICHED CORN MEAL (YELLOW CORN MEAL, NIACIN, IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), CONTAINS 2% OR LESS: SOY FLOUR, SOYBEAN OIL, LEAVENING (SODIUM ACID PYROPHOSPHATE, SODIUM BICARBONATE), SALT, NONFAT DRY MILK, WHEAT STARCH, MODIFIED FOOD STARCH, HONEY POWDER (HONEY, HIGH FRUCTOSE CORN SYRUP, SOLIDS, WHEAT STARCH, CORN SYRUP, SOY FLOUR, CALCIUM STEARATE, SOY LECITHIN), WHOLE EGGS, NATURAL AND ARTIFICIAL FLAVOR, EGG YOLKS, SOY LECITHIN, SODIUM CASEINATE. COOKED IN VEGETABLE OIL. CONTAINS: EGGS, MILK, SOY, WHEAT

INSPECTED BY U.S. DEPARTMENT OF AGRICULTURE P-2512

Fun Foods in the Hands of Everyone!  
Distributed by Tyson Food Service,  
Springdale AR 72765-2020 USA  
©2017 Tyson Foods, Inc.

FOR FOODSERVICE USE ONLY  
**FULLY COOKED**  
**KEEP FROZEN**

NET WT 10.88 LB (4.945 kg)  
PACKED 2-5.44 LB (2.47 kg)

1 00 71068 09180 1 Rev. 01/17



## Chicken Nuggets

### Breaded Nugget Shaped Chicken Patties

Made with White Breast and Rib Meat

**CN 66**

INGREDIENTS: Chicken Breast with Rib Meat, Water, Isolated Soy, Vegetable Protein Product [Soy Protein Concentrate, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate (B1), Pyridoxine Hydrochloride (B6), Riboflavin (B2), Cyanocobalamin (B12), (May Contain Caramel Color), (May Contain Soy Lecithin)], Textured Vegetable Protein Product [Soy Flour, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate (B1), Pyridoxine Hydrochloride (B6), Riboflavin (B2), Cyanocobalamin (B12), (May Contain Caramel Color)], Salt, Potassium and Sodium Phosphates, Chicken Broth. Bread: Whole Wheat Flour, Enriched Wheat Flour (Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Dehydrated Potatoes (Potatoes, Mono and Diglycerides, Dextrose, Yeast, Sugar, Salt), Soybean Oil (Processing Aid). Batter: Water, [Whole Wheat Flour, Enriched Wheat Flour (Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Potato Flour, Salt, Modified Corn Starch, Leavening (Calcium Acid Pyrophosphate, Monocalcium Phosphate, Sodium Bicarbonate), Chicken Flavor (Contains Maltodextrin, Salt, Natural Flavors), Hydrolyzed Corn Protein, Onion Powder, Garlic Powder, Yeast Extract, Chicken Broth, Spice]. Set in Vegetable Oil.

CONTAINS: Wheat, Soy

SAMPLE COPY NOT FOR DOCUMENTING FEDERAL MEAL REQUIREMENTS

CN 090071

Five 0.64 oz. Fully Cooked Breaded Nugget Shaped Chicken Patties Provides 2.00 oz. Equivalent Meat/Meat Alternate and 1.00 oz. Equivalent Grains For Child Nutrition Meal Pattern Requirements. (Use of This Logo and Statement Authorized By the Food and Nutrition Service, USDA 03-14.)

**Keep Frozen Fully Cooked Net Wt. 10 Lbs.**

00880



# Introduction to Using Ounce Equivalents for Crediting Grains

When do I have to begin using Ounce Equivalents?

Why has CACFP switched to using Ounce Equivalents and how will this affect my program?

What is an Ounce Equivalent?

How do I know how many Ounce Equivalents to serve to each age group in my program?

How do I know how many Ounce Equivalents to serve to infants in my program?

How do I know how much of a grain item I need to serve?

What tools and resources are available to help me?

# Why Has CACFP Switched To Using Ounce Equivalents For Crediting Grains And How Will This Affect My Program?

To align portion sizes with the needs of the children

To be consistent with Federal dietary guidance on portion sizes

- School Meals Program
- Dietary Guidelines for Americans
- ChooseMyPlate

Switching to Ounce Equivalent to measure portion sizes of grain items should not have a huge impact on your daily operations

It's just a different way to think about measuring

# What Is An Ounce Equivalent?

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An Ounce Equivalent is a unit of measure that tells you the amount of grain in a portion of food

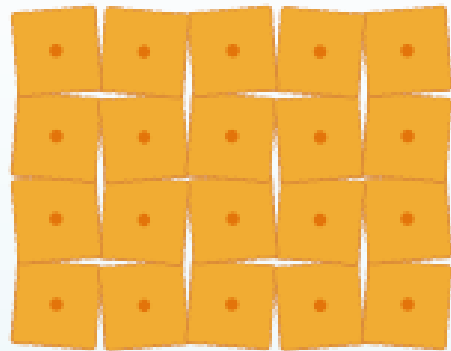
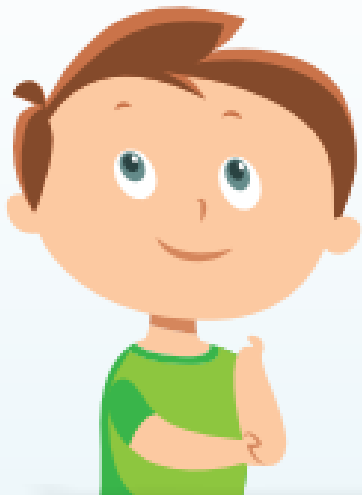
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One “Ounce Equivalent” equals 16 grams of grain

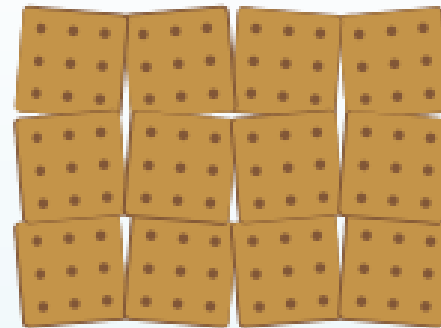
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Ounce Equivalents are abbreviated as “oz eq”

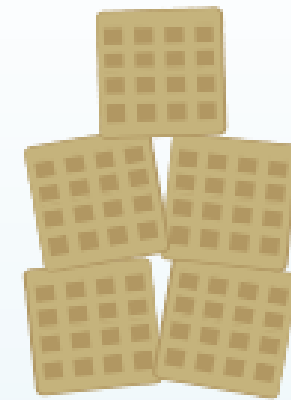
## How Much Is 1 Ounce Equivalent?



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



**12 thin wheat crackers**  
(1 ¼" by 1 ¼") = 1 oz. eq.



**5 woven whole-wheat crackers**  
(1 ½" by 1 ½") = 1 oz. eq.



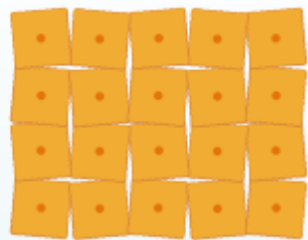
United States Department of Agriculture

Food and Nutrition Service

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

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

### How Much Is 1 Ounce Equivalent?



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



**12 thin wheat crackers**  
(1 ¼" by 1 ¼") = 1 oz. eq.




**5 woven whole-wheat crackers**  
(1 ½" by 1 ½") = 1 oz. eq.

Using the Grains Measuring Chart

How Do I Know How Many Ounce Equivalents To Serve To Each Age Group In My Program?



## Grains Measuring Chart for the Child and Adult Care Food Program

Grain Item and Size	Age Group and Meal		
	 <b>1- through 5-year-olds</b> at Breakfast, Lunch, Supper, Snack	<b>6- through 18-year-olds</b> at Breakfast, Lunch, Supper, Snack <b>Adults</b> at Snack only	<b>Adults</b> at Breakfast, Lunch, Supper
	<b>Serve at Least</b> <b>½ oz. eq.</b> , which equals about...	<b>Serve at Least</b> <b>1 oz. eq.</b> , which equals about...	<b>Serve at Least</b> <b>2 oz. eq.</b> , which equals about...

### Grains Measuring Chart for the Child and Adult Care Food Program

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

\*Want to serve weights this amount, or more. See "Using the Nutrition Facts Label" on page 5

for more information.

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

### Grains Measuring Chart for the Child and Adult Care Food Program

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

\*Want to serve weights this amount, or more. See "Using the Nutrition Facts Label" on page 5

for more information.

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

### Grains Measuring Chart for the Child and Adult Care Food Program

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

\*Want to serve weights this amount, or more. See "Using the Nutrition Facts Label" on page 5

for more information.

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

# Grains Measuring Chart for the Child and Adult Care Food Program



## Grain Item and Size

## Age Group and Meal

**1- through 5-year-olds**  
at Breakfast, Lunch,  
Supper, Snack

**6- through 18-year-olds**  
at Breakfast, Lunch,  
Supper, Snack

**Adults** at Breakfast,  
Lunch, Supper

**Adults** at Snack only

**Serve at Least**  
**½ oz. eq.**, which equals  
about...

**Serve at Least**  
**1 oz. eq.**, which equals  
about...

**Serve at Least**  
**2 oz. eq.**, which  
equals about...

**Bagel** (entire bagel)  
at least 56 grams\*

¼ bagel or 14 grams

½ bagel or 28 grams

1 bagel or 56 grams

**Bagel, Mini** (entire bagel)  
at least 28 grams\*

½ bagel or 14 grams

1 bagel or 28 grams

2 bagels or 56 grams

**Biscuit** at least 28 grams\*

½ biscuit or 14 grams

1 biscuit or 28 grams

2 biscuits or 56 grams

**Bread** (whole grain-rich or  
enriched) at least 28 grams\*

½ slice or 14 grams

1 slice or 28 grams

2 slices or 56 grams



United States Department of Agriculture

Food and Nutrition Service

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



Grains in the form of bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals are an important part of meals and snacks in the Child and Adult Care Food Program (CACFP). To make sure infants get enough grains, required

Breakfast/Lunch/Supper	
Grain Item	Requirements
Iron-Fortified Infant Cereal	0.16 oz or eq

How Do I Know How Many Ounce Equivalents To Serve To Infants In My Program?

# How Do I Know How Many Ounce Equivalents To Serve To Infants In My Care?

## Breakfast/Lunch/Supper

Grain Item

Requirements

**Iron-Fortified Infant Cereal;**  
or meats/meat alternates;  
or both

0-½ oz eq

## Snack

(choose at least one item below)

Grain Item

Requirements

**Bread/Bread-like Items;** or 0-½ oz eq

**Crackers;** or 0-¼ oz eq

**Iron-Fortified Infant Cereal;** or 0-½ oz eq

**Ready-to-Eat Cereal** 0-¼ oz eq

# How Do I Know How Much of a Grain I Need To Serve?

1

Use the Grain Measuring Chart for the Child & Adult Care Food Program

2

Use the Food Buying Guide's Exhibit A Grains Tool

3

Use the Calculation Method



# Food Buying Guide for Child Nutrition Programs

U.S. DEPARTMENT OF AGRICULTURE

HOME ▾ MEAL COMPONENTS ▾ FOOD ITEMS ▾ TOOLS ▾ APPENDIXES ▾ HELP ▾ LOG OUT

## WELCOME TO THE FOOD BUYING GUIDE

The Interactive Food Buying Guide allows for easy display, search, and navigation of food yield information. In addition, users can compare yield information, create a favorite foods list, and access tools, such as the Recipe Analysis Workbook (RAW) and the Product Formulation Statement Workbook.

Food Items Search	Food Item Favorites	Download Food Buying Guide
Exhibit A Grains Tool	FBG Calculator	Recipe Analysis Workbook (RAW)



MEATS/MEAT ALTERNATES



FRUITS



MILK

<https://foodbuyingguide.fns.usda.gov/Home/Home>



# Food Buying Guide for Child Nutrition Programs

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## Exhibit A Grains Tool - My Products

Exhibit A Grains Tool

This online tool will determine:

1. the ounce equivalent (oz eq) grains or grains/bread servings for your grain product, and
2. amount of a grains product to serve in order to provide a specific ounce equivalent (oz eq) grains or grains/bread servings.
3. amount of a grains product to serve in order to meet Minimum Grains Requirement as appropriate for the specific age group/grade group.

Please note: Only Registered Users will be able to save and retrieve the calculated result of your grain product at any time.

If you are not a Registered User, download the PDF of the calculated result of your grain product before exiting the Exhibit A Grains Tool.

Enter Exhibit A Product

<https://foodbuyingguide.fns.usda.gov/ExhibitATool/Index>



# Use the Calculation Method...

- If your item is not on the list or chart, or
- If your item is smaller or lighter than the item listed on the chart, or
- If you don't know the size of an item, or
- If you are serving a grain item to meet part of the grain requirement, and
- You don't want to use or can't use the Food Buying Guide's Exhibit A Grains Tool

## Calculating Ounce Equivalents of Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, minimum required amounts for grains are listed in the meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grain in a portion of food.

Below are three ways you can determine how much of an item you need to serve at CACFP meals and snacks

- 1 Grains Measuring Chart for the CACFP:** This chart shows the amount of common grain items equal to ½ ounce equivalent, 1 ounce equivalent, and 2 ounce equivalents. Find the chart in the "Using Ounce Equivalents for Grains in the Child and Adult Care Food Program" worksheet at [fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp](https://fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp).
- 2 Food Buying Guide for Child Nutrition Programs (FBG):** Use this application's "Exhibit A Grains Tool" to enter information from the Nutrition Facts label of the grain product. It will calculate how many ounce equivalents are in one serving. Use the application's "Recipe Analysis Workbook" to determine the ounce equivalents of grains in a serving of a standardized recipe. The FBG is available at [foodbuyingguide.fns.usda.gov](https://foodbuyingguide.fns.usda.gov).
- 3 Calculation Method:** Use the information on the item's Nutrition Facts label, and follow the steps for "Calculating Ounce Equivalents for Grains" beginning on page 2 of this worksheet.



# Calculating Ounce Equivalents for Grains

## What is the requirement?

1

Determine the minimum amount of grains you need to serve. Look at the table below. Find the age group of your participants and the meal or snack you are serving.

Write the minimum amount of grains required here: \_\_\_ ounce equivalent(s).

**Example:** You want to serve grains at lunch to 4-year-olds. The minimum amount of grains required at lunch for 1- through 5-year-olds is a ½ ounce equivalent.



Age Group and Meal	Minimum Amount of Grains Required
1- through 5-year-olds at Breakfast, Lunch, Supper, and Snack	½ ounce equivalent
6- through 18-year-olds at Breakfast, Lunch, Supper, and Snack	1 ounce equivalent
Adults at Snack	1 ounce equivalent
Adults at Breakfast, Lunch, and Supper	2 ounce equivalents

**2**

Find the grain item you are serving on the Grains Ounce Equivalents Chart on pages 4 and 5.

Next, find the amount of required ounce equivalent(s) (from Step 1).

Write the weight of the required ounce equivalent(s) here: \_\_\_\_\_ grams (g)

ITEM	1/4 oz eq equals	1/2 oz eq equals	3/4 oz eq equals	1 oz eq equals	2 oz eq equals
Bread Sticks (hard)	6 g	11 g	17g	22 g	44 g
Bread-Type Coating	6 g	11 g	17g	22 g	44 g
Chow Mein Noodles	6 g	11 g	17g	22 g	44 g
Crackers, Savory	6 g	11 g	17g	22 g	44 g

**Example:**

You are serving savory whole-wheat crackers at lunch to **4-year-olds**.

Step 1 shows that you must serve at least a **1/2 ounce equivalent** of grains at lunch.

The Grains Ounce Equivalents Chart shows that a **1/2 ounce equivalent** of savory crackers weighs **11 grams**.



# Calculating Ounce Equivalents for Grains

## How much is needed to meet the requirement?

### Brand C Cheese Crackers

Nutrition Facts	
about 16 servings per container	
Serving Size 16 pieces (32g)	
<hr/>	
Amount per serving	
<b>Calories</b>	<b>140</b>
<hr/>	
	% Daily Value*
<b>Total Fat</b> 5g	<b>6%</b>
Saturated Fat 0.5g	<b>3%</b>
Trans Fat 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>

3

Now look at the Nutrition Facts label of the grain item you are serving. Find the serving size. Write the weight of one serving here:

\_\_\_\_\_ grams

*One serving of these crackers weighs 32 grams.*

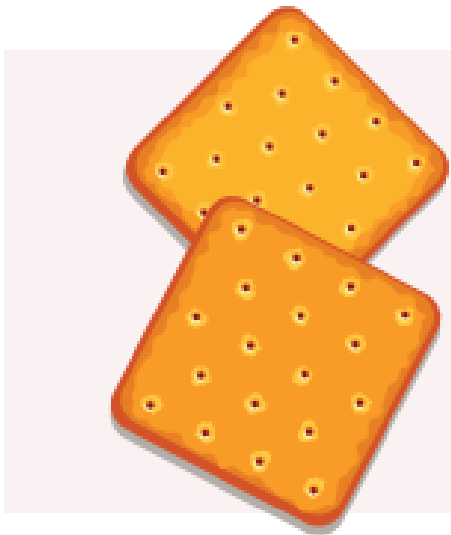
4

Find the number of items or pieces in one serving. Write the number of items here:

\_\_\_\_\_ items

*There are 16 crackers (pieces) in one serving.*

- Weight of ½ oz. eq. of crackers (from chart) = 11 grams
- Weight of 1 serving of our crackers (from Nutrition Facts label) = 32 grams
- Number of pieces per serving of our crackers (from Nutrition Facts label) = 16 crackers



5

Divide the weight (grams) of one serving (from Step 3) by the number of items (pieces) in one serving (from Step 4):

\_\_\_ grams ÷ \_\_\_ items = \_\_\_ grams per item

**32 grams ÷ 16 crackers = 2 grams per cracker**

6

Divide the weight of the required ounce equivalent(s) (from Step 2) by the weight per item (from Step 5):

\_\_\_ grams ÷ \_\_\_ grams per item = \_\_\_ items

**11 grams ÷ 2 grams per cracker = 5.5 crackers**

**7**

*[As Needed]* If the answer in Step 6 ends in a fraction (such as  $5 \frac{1}{2}$ ) or a decimal (such as 5.5), round the number up to the next whole number.

*Five and a half (5.5) rounds up to 6 crackers. Serve at least 6 Brand C cheese crackers to 4-year-olds to meet the minimum amount of grains required at lunch for this age group in the CACFP.*

# What Tools And Resources Are Available To Help Me?

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



Grains in the form of bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals are an important part of meals and snacks in the Child and Adult Care Food Program (CACFP). To make sure infants get enough grains, required amounts of grain items are listed in the infant meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grain in a portion of food.

As a reminder, iron-fortified infant cereal is the only grain that may count toward a reimbursable breakfast, lunch, or supper in the CACFP infant meal pattern. You may serve bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals as part of a reimbursable snack.

**Breakfast/Lunch/Supper**

Grain Item	Requirements
Iron-Fortified Infant Cereal; or meats/meat alternates; or both	0-½ oz eq

**Snack (choose at least one)**

Grain Item	Requirements
Bread/Bread-like	
Crackers; or	
Iron-Fortified Infant Cereal; or	
Ready-to-Eat Cereals	

**Reminder!**

Infant cereals and ready-to-eat cereals must be iron-fortified. Ready-to-eat cereals must contain no more than 6 grams of sugar per dry ounce. All grains served must be enriched, fortified, or whole grain-rich.

For more information on the CACFP infant meal pattern, see the "Feeding Infants in the Child and Adult Care Food Program" guide at [https://www.fns.usda.gov/infant-meal-pattern](#)


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

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

### How Much Is 1 Ounce Equivalent?



20 cheese crackers (1" by 1") = 1 oz. eq.  
12 thin wheat crackers (1 ¼" by 1 ¼") = 1 oz. eq.  
5 woven whole-wheat crackers (1 ½" by 1 ½") = 1 oz. eq.

### Using the Grains Measuring Chart

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

- Find the grain you want to serve under the "Grain Item and Size" column.
- Check if the chart lists a size or weight by the name of the grain. If the chart lists a weight for the grain, such as at least 1 ½ oz. eq., use that weight.
- Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

Grain Item and Size	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack
1/2 cup (or enriched)	Serve at Least 1/2 oz. eq., which equals about...
1/4 pita or 14 grams	
1 1/2 cups or 14 grams	
7 twists or 11 grams	

USDA Food Buying Guide for Child Nutrition Programs  
U.S. DEPARTMENT OF AGRICULTURE



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### Exhibit A Grains Tool - My Products

Exhibit A Grains Tool

This online tool will determine:

- the ounce equivalent (oz eq) grains or grains/bread servings for your grain product, and
- amount of a grains product to serve in order to provide a specific ounce equivalent (oz eq) grains or grains/bread servings.

3. amount of a grains product to serve in order to meet Minimum Grains Requirement as appropriate for the specific age group/grade group.

Please note: Only Registered Users will be able to save and retrieve the calculated result of your grain product at any time. If you are not a Registered User, download the PDF of the calculated result of your grain product before exiting the Exhibit A Grains Tool.

Enter Exhibit A Product


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- Calculation Method:** Use the information on the item's Nutrition Facts label, and follow the steps for "Calculating Ounce Equivalents for Grains" beginning on page 2 of this worksheet.



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# Your Next Steps

Watch the State's Civil Rights webinar using the link you received in the email announcing this training.



Complete the online quiz before September 5th, 2022, using the quiz link in the email that accompanied this training announcement.



Make sure any staff responsible for any pieces of your CACFP participation have completed the webinars and quiz.



# Maine Civil Rights in Child Nutrition Training

<https://www.youtube.com/watch?v=xHbTnqqlcyM>

# Federal Non-Discrimination Statement

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

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

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

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

**2. fax:**  
(833) 256-1665 or (202) 690-7442; or

**3. email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

07/25/2022

# Maine Non-Discrimination Statement

- **The Maine Human Rights Act** prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.
- Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.



Questions?

Please contact your Monitor  
or the Catholic Charities Maine-CACFP office at  
207-786-0925