Catholic Charities
Child & Adult Care Food Program

Annual CACFP Training

October 1, 2022 – September 30, 2023
<table>
<thead>
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<th>Agenda – Required Training Topics</th>
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<tr>
<td>Meal Pattern Requirements</td>
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<td>Recordkeeping</td>
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</table>
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
### (CACFP) Infant Meal Patterns

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

[Select the appropriate components for a reimbursable meal]

<table>
<thead>
<tr>
<th>Food components and food items</th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12</th>
<th>Ages 13-18 (at-risk afterschool programs and emergency shelters)</th>
<th>Adult participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid Milk³</td>
<td>4 fluid ounces</td>
<td>6 fluid ounces</td>
<td>8 fluid ounces</td>
<td>8 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
<tr>
<td>Vegetables, fruits, or portions of both⁴</td>
<td>¼ cup</td>
<td>½ cup</td>
<td>½ cup</td>
<td>½ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Grains (oz. eq.)⁵⁶⁷⁸</td>
<td>½ ounce equivalent</td>
<td>½ ounce equivalent</td>
<td>1 ounce equivalent</td>
<td>1 ounce equivalent</td>
<td>2 ounce equivalents</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Food components and food items(^1)</th>
<th>Minimum quantities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ages 1-2</td>
</tr>
<tr>
<td>Fluid Milk(^3)</td>
<td>4 fluid ounces</td>
</tr>
<tr>
<td>Meat/meat alternates (edible portion as served):</td>
<td></td>
</tr>
<tr>
<td>Lean meat, poultry, or fish</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Tofu, soy products, or alternate protein products(^5)</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Cheese</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Large egg</td>
<td>1/2</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Peanut butter or soy nut butter or other nut or seed butters</td>
<td>2 Tbsp</td>
</tr>
<tr>
<td>Yogurt, plain or flavored unsweetened or sweetened(^6)</td>
<td>4 ounces or 1/2 cup</td>
</tr>
</tbody>
</table>

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) | 1/2 ounce = 50% | 1/4 ounce = 50% | 1 ounce = 50% | 1 ounce = 50% | 1 ounce = 50% |
| Vegetables\(^7\)                      | 1/2 cup  | 1/4 cup    | 1/2 cup  | 1/2 cup  | 1/2 cup  |
| Fruits\(^8\)                         | 1/2 cup  | 1/4 cup    | 1/2 cup  | 1/2 cup  | 1/2 cup  |
| Grains (oz eq)\(^9\)                  | 1/2 ounce equivalent | 1/2 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
<table>
<thead>
<tr>
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<tr>
<td>Meat/meat alternates (edible portion as served):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lean meat, poultry, or fish</td>
<td>½ ounce</td>
<td>½ ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Tofu, soy products, or alternate protein products⁴</td>
<td>½ ounce</td>
<td>½ ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Cheese</td>
<td>½ ounce</td>
<td>½ ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Large egg</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
<td>½ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td>½ cup</td>
<td>½ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td>Peanut butter or soy nut butter or other nut or seed butters</td>
<td>1 Tbsp</td>
<td>1 Tbsp</td>
<td>2 Tbsp</td>
<td>2 Tbsp</td>
<td>2 Tbsp</td>
</tr>
<tr>
<td>Yogurt, plain or flavored unsweetened or sweetened⁵</td>
<td>2 ounces or ¼ cup</td>
<td>2 ounces or ¼ cup</td>
<td>4 ounces or ¼ cup</td>
<td>4 ounces or ¼ cup</td>
<td>4 ounces or ¼ cup</td>
</tr>
<tr>
<td>Peanuts, soy nuts, tree nuts, or seeds</td>
<td>½ ounce</td>
<td>½ ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Vegetables⁶</td>
<td>½ cup</td>
<td>½ cup</td>
<td>¾ cup</td>
<td>¾ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Fruits⁶</td>
<td>½ cup</td>
<td>½ cup</td>
<td>¾ cup</td>
<td>¾ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Grains (oz. eq.)⁷ ⁸ ⁹</td>
<td>½ ounce equivalent</td>
<td>½ ounce equivalent</td>
<td>1 ounce equivalent</td>
<td>1 ounce equivalent</td>
<td>1 ounce equivalent</td>
</tr>
</tbody>
</table>

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Child Meal Pattern - Snacks
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

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

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

**Mcg to IU Conversion:**

\[
\text{Mcg Amount/Biological equivalent}=\text{IU}
\]

**Biological Equivalent:**

- Vitamin A: 0.3mcg
- Vitamin D: 0.025mcg

**USDA Approved Fluid Milk Substitutes**

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

*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 ADAAA: 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\textsuperscript{nd} Servings/Shifts

- You may not claim over your license capacity unless you are offering a 2\textsuperscript{nd} 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\textsuperscript{nd} 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

• Claims should be received in the office by the 6th 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 submitting
• All notes regarding unusual attendance, provider closures, open on holiday, terminations should be noted in the KidKare calendar

• The KidKare 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 13th of the month
  • **Contact the office, not your monitor, with any questions about claim errors**
  • If you find an error by the 13th 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

• 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 and kdumond@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

• 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
“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\textsuperscript{st} ingredient (or 2\textsuperscript{nd} 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
<table>
<thead>
<tr>
<th>Enriched Grains</th>
<th>Bran or Germ Ingredients</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enriched bromated flour</td>
<td>• Corn bran</td>
</tr>
<tr>
<td>• Enriched corn flour</td>
<td>• Oat bran</td>
</tr>
<tr>
<td>• Enriched durum flour</td>
<td>• Rice bran</td>
</tr>
<tr>
<td>• Enriched durum wheat flour</td>
<td>• Rye bran</td>
</tr>
<tr>
<td>• Enriched farina</td>
<td>• Wheat bran</td>
</tr>
<tr>
<td>• Enriched rice/enriched rice flour</td>
<td>• Wheat germ</td>
</tr>
<tr>
<td>• Enriched rye flour</td>
<td></td>
</tr>
<tr>
<td>• Enriched wheat flour</td>
<td></td>
</tr>
<tr>
<td>• Enriched white flour</td>
<td></td>
</tr>
<tr>
<td>• Other grains with “enriched” in</td>
<td></td>
</tr>
<tr>
<td>front of it</td>
<td></td>
</tr>
</tbody>
</table>
Non-Creditable Grains or Flours
Cannot be one of the 1st 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).
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.
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.
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.
Three Ways to Determine If the Yogurt You Serve Meets the Sugar Limits
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

<table>
<thead>
<tr>
<th>Amount per serving</th>
<th>% Daily Value*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>140</td>
</tr>
<tr>
<td>Total Fat</td>
<td>2g</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>0g</td>
</tr>
<tr>
<td>Trans Fat</td>
<td>0g</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>10mg</td>
</tr>
<tr>
<td>Sodium</td>
<td>90mg</td>
</tr>
<tr>
<td>Total Carbohydrate</td>
<td>23g</td>
</tr>
<tr>
<td>Dietary Fiber</td>
<td>0g</td>
</tr>
<tr>
<td>Total Sugars</td>
<td>16g</td>
</tr>
<tr>
<td>Includes 4g Added Sugars</td>
<td>8%</td>
</tr>
<tr>
<td>Protein</td>
<td>8g</td>
</tr>
</tbody>
</table>

* 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.
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
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
Whole Grain Mini Turkey Corn Dogs

Ingredients: Turkey Franks, Turkey, Whole, Mechanically Separated Turkey, Yeast Extract (Corn Protein, Yeast Extract, Hydrolyzed Soy Protein), Corn, Sugar, Salt, Sodium Propionate, Sodium Glucono Delta-Lactone, Sodium Phosphate, Sodium Nitrite, Sodium Nitrate, Calcium Propionate, Propylene Glycol, Monosodium Phosphate, Dextrose, Corn Syrup, Natural Flavor, Yeast, Corn Starch, Monoglycerides, Polysorbate 80, Artificial Flavors, Carob Bean Flour, Potassium Chloride, Sodium Benzoate, Turmeric Color, FD&C Red No. 40, FD&C Yellow No. 5, FD&C Yellow No. 6, FD&C Blue No. 1, Calcium Propionate, Sodium Propionate, Sodium Nitrite, Calcium Chloride.

Nutrition Facts
Serving Size: 1 Mini Corn Dog
Servings Per Container About 40

Calories 110
Total Fat 5г
Saturated Fat 1г
Trans Fat 0г
Cholesterol 20мг
Sodium 460мг
Total Carbohydrate 16г
Dietary Fiber 2г
Sugars 4г
Protein 6г

Vitamin A 6% • Vitamin C 0% • Calcium 4% • Iron 6%

Keep Frozen Fully Cooked Net Wt. 10 Lbs.

Chicken Nuggets

Breaded Nugget Shaped Chicken Patties
Made with White Breast and Rib Meat

Ingredients: Chicken Breast with Rib Meat, Water, Isolated Soy, Vegetable Protein Product (Soy Protein Concentrate, Zinc Oxide, Niacinamide, Ferric Phosphate, 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, Ferric Phosphate, 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, Maltodextrin, 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 Phosphosphate, Monocalcium Phosphate, Baking Soda), Flaxseed (Contains Maltodextrin, Salt, Natural Flavors), Hydrolyzed Corn Protein, Onion Powder, Garlic Powder, Yeast Extract, Chicken Broth (Spice), Set in Vegetable Oil.

Contains: Wheat, Soy, Eggs, Milk, and Shellfish.

Keep Frozen Fully Cooked Net Wt. 4-5.44 lb (2.47 kg)

Nutrition Facts
Serving Size: 5.7 oz
Servings Per Container About 20

Calories 130
Total Fat 5г
Saturated Fat 2г
Trans Fat 1г
Cholesterol 35мг
Sodium 760мг
Total Carbohydrate 24г
Dietary Fiber 2г
Sugars 2г
Protein 18г

Daily Values: Vitamin A 8% • Vitamin C 0% • Calcium 6% • Iron 14%

Peanut, Tree Nut, and Soy Allergy Statement: Contains wheat, egg, and milk. May contain milk, wheat, egg, and milk products.
# Introduction to Using Ounce Equivalents for Crediting Grains

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>When do I have to begin using Ounce Equivalents?</td>
</tr>
<tr>
<td>Why has CACFP switched to using Ounce Equivalents and how will this affect my program?</td>
</tr>
<tr>
<td>What is an Ounce Equivalent?</td>
</tr>
<tr>
<td>How do I know how many Ounce Equivalents to serve to each age group in my program?</td>
</tr>
<tr>
<td>How do I know how many Ounce Equivalents to serve to infants in my program?</td>
</tr>
<tr>
<td>How do I know how much of a grain item I need to serve?</td>
</tr>
<tr>
<td>What tools and resources are available to help me?</td>
</tr>
</tbody>
</table>
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?

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

One “Ounce Equivalent” equals 16 grams of grain.

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.
How Do I Know How Many Ounce Equivalents To Serve To Each Age Group In My Program?
<table>
<thead>
<tr>
<th>Grain Item and Size</th>
<th>Age Group and Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1- through 5-year-olds at Breakfast, Lunch, Supper, Snack</td>
</tr>
<tr>
<td>Serve at Least</td>
<td>½ oz. eq., which equals about...</td>
</tr>
<tr>
<td></td>
<td>6- through 18-year-olds at Breakfast, Lunch, Supper, Snack</td>
</tr>
<tr>
<td></td>
<td>Adults at Snack only</td>
</tr>
<tr>
<td></td>
<td>Serve at Least</td>
</tr>
<tr>
<td></td>
<td>Adults at Breakfast, Lunch, Supper</td>
</tr>
<tr>
<td></td>
<td>Serve at Least</td>
</tr>
</tbody>
</table>
### Grains Measuring Chart for the Child and Adult Care Food Program

#### Grain Item and Size

<table>
<thead>
<tr>
<th>Age Group and Meal</th>
<th>1-through 5-year-olds at Breakfast, Lunch, Supper, Snack</th>
<th>6-through 15-year-olds at Breakfast, Lunch, Supper, Snack</th>
<th>Adults of Breakfast, Lunch, Supper, Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve At Least</td>
<td>6 oz, which equals about 1% of a cup cooked or dry</td>
<td>10 oz, which equals about 1% of a cup cooked or dry</td>
<td>14 oz, which equals about 1% of a cup cooked or dry</td>
</tr>
<tr>
<td>Serve at Least</td>
<td>5 oz, which equals about 1% of a cup cooked or dry</td>
<td>9 oz, which equals about 1% of a cup cooked or dry</td>
<td>13 oz, which equals about 1% of a cup cooked or dry</td>
</tr>
<tr>
<td>Serve at Least</td>
<td>4 oz, which equals about 1% of a cup cooked or dry</td>
<td>8 oz, which equals about 1% of a cup cooked or dry</td>
<td>11 oz, which equals about 1% of a cup cooked or dry</td>
</tr>
<tr>
<td>Serve at Least</td>
<td>3 oz, which equals about 1% of a cup cooked or dry</td>
<td>7 oz, which equals about 1% of a cup cooked or dry</td>
<td>9 oz, which equals about 1% of a cup cooked or dry</td>
</tr>
<tr>
<td>Serve at Least</td>
<td>2 oz, which equals about 1% of a cup cooked or dry</td>
<td>6 oz, which equals about 1% of a cup cooked or dry</td>
<td>7 oz, which equals about 1% of a cup cooked or dry</td>
</tr>
<tr>
<td>Serve at Least</td>
<td>1 oz, which equals about 1% of a cup cooked or dry</td>
<td>5 oz, which equals about 1% of a cup cooked or dry</td>
<td>5 oz, which equals about 1% of a cup cooked or dry</td>
</tr>
</tbody>
</table>

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**For more information:**
- Check that the size you need to serve is about 2 oz or larger. See "Using the Nutrition Facts Label" on page 5 for more information.
- Check that the size you need to serve is about 3 oz or larger. See "Using the Nutrition Facts Label" on page 5 for more information.
- Check that the size you need to serve is at least 1 oz. See "Using the Nutrition Facts Label" on page 5 for more information.
# Grains Measuring Chart for the Child and Adult Care Food Program

<table>
<thead>
<tr>
<th>Grain Item and Size</th>
<th>Age Group and Meal</th>
<th>Serve at Least</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1- through 5-year-olds at Breakfast, Lunch, Supper, Snack</td>
<td>½ oz. eq., which equals about...</td>
</tr>
<tr>
<td><strong>Bagel (entire bagel) at least 56 grams</strong>*</td>
<td></td>
<td>¼ bagel or 14 grams</td>
</tr>
<tr>
<td><strong>Bagel, Mini (entire bagel) at least 28 grams</strong>*</td>
<td></td>
<td>½ bagel or 14 grams</td>
</tr>
<tr>
<td><strong>Bread (whole grain-rich or enriched) at least 28 grams</strong>*</td>
<td></td>
<td>½ slice or 14 grams</td>
</tr>
<tr>
<td><strong>Biscuit at least 28 grams</strong>*</td>
<td></td>
<td>½ biscuit or 14 grams</td>
</tr>
<tr>
<td><strong>Adults</strong>* at Breakfast, Lunch, Supper Snack</td>
<td></td>
<td>1 bagel or 28 grams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 biscuit or 28 grams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 slice or 28 grams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 slices or 56 grams</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
How Do I Know How Many Ounce Equivalents To Serve To Infants In My Care?

### Breakfast/Lunch/Supper

<table>
<thead>
<tr>
<th>Grain Item</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iron-Fortified Infant Cereal; or meats/meat alternates; or both</td>
<td>0-½ oz eq</td>
</tr>
</tbody>
</table>

### Snack

(choose at least one item below)

<table>
<thead>
<tr>
<th>Grain Item</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bread/Bread-like Items; or</td>
<td>0-½ oz eq</td>
</tr>
<tr>
<td>Crackers; or</td>
<td>0-¼ oz eq</td>
</tr>
<tr>
<td>Iron-Fortified Infant Cereal; or</td>
<td>0-½ oz eq</td>
</tr>
<tr>
<td>Ready-to-Eat Cereal</td>
<td>0-¼ oz eq</td>
</tr>
</tbody>
</table>
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
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
Exhibit A Grains Tool - My Products

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.

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 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.

<table>
<thead>
<tr>
<th>Age Group and Meal</th>
<th>Minimum Amount of Grains Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- through 5-year-olds at Breakfast, Lunch, Supper, and Snack</td>
<td>½ ounce equivalent</td>
</tr>
<tr>
<td>6- through 18-year-olds at Breakfast, Lunch, Supper, and Snack</td>
<td>1 ounce equivalent</td>
</tr>
<tr>
<td>Adults at Snack</td>
<td>1 ounce equivalent</td>
</tr>
<tr>
<td>Adults at Breakfast, Lunch, and Supper</td>
<td>2 ounce equivalents</td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>¼ oz equals</th>
<th>½ oz equals</th>
<th>¾ oz equals</th>
<th>1 oz equals</th>
<th>2 oz equals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bread Sticks (hard)</td>
<td>6 g</td>
<td>11 g</td>
<td>17 g</td>
<td>22 g</td>
<td>44 g</td>
</tr>
<tr>
<td>Bread-Type Coating</td>
<td>6 g</td>
<td>11 g</td>
<td>17 g</td>
<td>22 g</td>
<td>44 g</td>
</tr>
<tr>
<td>Chow Mein Noodles</td>
<td>6 g</td>
<td>11 g</td>
<td>17 g</td>
<td>22 g</td>
<td>44 g</td>
</tr>
<tr>
<td>Crackers, Savory</td>
<td>6 g</td>
<td>11 g</td>
<td>17 g</td>
<td>22 g</td>
<td>44 g</td>
</tr>
</tbody>
</table>

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

Step 1 shows that you must serve at least a ½ ounce equivalent of grains at lunch.

The Grains Ounce Equivalents Chart shows that a ½ 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

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
[As Needed] If the answer in Step 6 ends in a fraction (such as 5 ½) 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?
Your Next Steps

1. Watch the State’s Civil Rights webinar using the link you received in the email announcing this training.
2. Complete the online quiz before July 28th, 2023, using the quiz link in the email that accompanied this training announcement.
3. 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://youtu.be/L3UrsCd1UxU
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

This institution is an equal opportunity provider.

07/25/2022
State 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