

2018

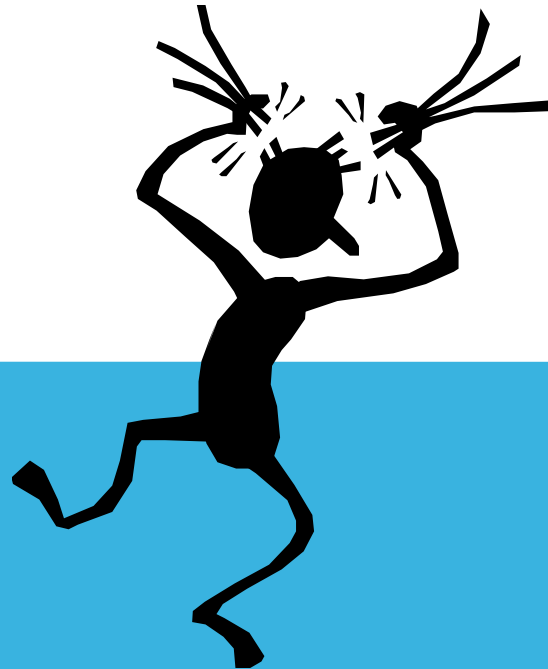


Catholic Charities
**Child & Adult Care
Food Program**

ANNUAL TRAINING

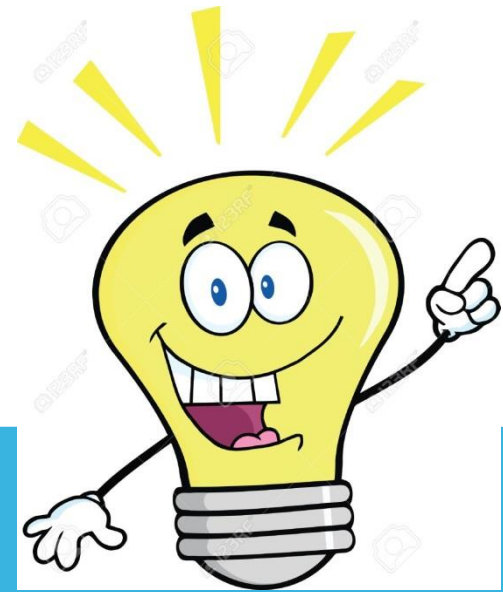
MANDATORY DISCUSSION TOPICS

- Meal Patterns
- Meal Counts
- Claim Submission
- Review Procedures
- Record Keeping
- Reimbursement System



ADDITIONAL TOPICS FOR TONIGHT

- Whole Grain Clarification
- Licensing Renewal Process
- CN Labels
- Infant Feeding
- KidKare



MEAL PATTERNS

- We currently do not have time restrictions between meals
- All meal pattern changes must be reported to the office
- We can't reimburse for a meal that hasn't been approved



MEAL COUNTS

- Maximum meal count per child is 2 meals and 1 supplement
- Of course you may claim anything less
- Menu must be posted at least daily – deductions if not
- Meal counts must be recorded by the end of the day



CAPACITY / 2ND SERVING

- You can not claim over your license capacity unless you are doing a 2nd serving or claiming your own children.
- Permitted licensing overages are not ok to claim on the CACFP.
- Two meal times or means a 2nd serving even if you are not over your license capacity.
- Child staff ratios also considered. Helpers need to be listed in the system for correct ratios and meal reimbursement. Contact the office with your helper information if you are adding or making changes.

CLAIM SUBMISSION - PAPER

- Review all meals and attendance before mailing – making sure that all forms are signed
- Menus should be received in the office by the deadline date.
- CIF should be submitted at the end of the month – not necessary if no changes to report
- All notes regarding unusual attendance, provider closures, terminations, etc. should be noted on the CIF



CLAIM SUBMISSION - ELECTRONIC

- Claim should be received in the office by the deadline date.
- Review totals – Claimed Food & Attendance
- All notes regarding unusual attendance, provider closures, terminations, etc. should be noted in the calendar.
- Screen should change to green saying that you sent to sponsor.
- If you have computer problems and are unable to submit on time, it is your responsibility to contact the office for assistance.

ERROR REPORTS

- It is extremely important that you check your error reports! Mistakes do happen, enrollments occasionally don't get received, etc.
- If you look electronically by the 13^{2h} and find an adjustment and contact us, there is a possibility of adjusting your claim.
- If you don't check your report and call us when you see that your check is too low, most often it is too late for us to make any adjustments – so be careful and proactive when submitting your claims and always review the error report.

REVIEW PROCEDURES

- EEC must visit at least 3 times per year
- Must observe at least one meal
- EEC must provide photo identification
- EEC must check for approved license – your responsibility to submit updates
- Check training attendance
- Examine menus and meal counts – beware of deductions

RECORD KEEPING

- Menus must be posted or visible
- Meals must be documented at the point of service
- Infant menus – mandatory to provide infant meals



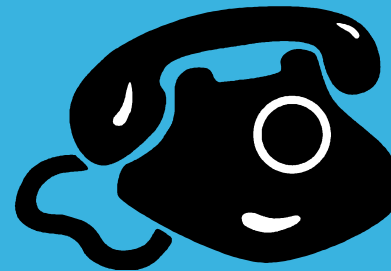
REIMBURSEMENT SYSTEM

- Providers are reimbursed on a monthly basis
- Direct deposit is required. When you change bank accounts it is extremely important that you contact us at the CACFP office.
- Do not contact the finance office regarding your payment, etc. They have no info on your claims, etc. and will only refer you to us.
- Once we receive payment from the State, we have only 5 working days to cut the check
- Payment dates in Minute Menu are not the payment issue date.
- Monthly payment notifications will be posted on our website and sent via email.



HOUSEHOLD CONTACTS

- We are required to have addresses and telephone numbers of parents
- We are required to make contact during the year – via surveys



ENROLLMENT FORMS

- Require attendance dates & times
- Meals served
- All parent information
- Infant information – formula and infant bubble
- School info – mark appropriate info
- Both parent and provider signatures are mandatory – date sensitive
- Date change – June reenrollment



NOTIFICATION OF AVAILABILITY

- Providers must notify the sponsor on days that their facility will not be open
- Vacations should be done in advance – not just at the end of the month on the CIF
- USDA requires sponsors to follow-up when visits are attempted and no one is home



MEAL CLAIM EDIT CHECKS

- Meal counts & 5 day reconciliation
- Coordinators must reconcile meal counts, attendance, and enrollments for 5 days and question any discrepancy
- We must follow up on discrepancies



WHOLE GRAIN RICH - CLARIFICATION


- Four ways to determine whole grain rich
- Rule of three
- Once per day
- Resources

FOUR WAYS FOR DETERMINATION

1. The food is labeled as “whole wheat”. Grain products that are specifically labeled as “whole wheat bread”, “entire wheat bread”, “whole wheat rolls”, “entire wheat rolls”, “whole wheat buns”, and “entire wheat buns” are 100 percent whole wheat and meet the whole grain-rich criteria.



2. A whole grain is listed as the first ingredient on the food's ingredient list (or second after water), and the next two grain ingredients are creditable (whole or enriched grains, bran, or germ). Some examples of whole grain ingredients are whole wheat, brown rice or wild rice, oatmeal, bulgur, whole-grain corn, and quinoa.



3. The product includes one of the following Food and Drug Administration approved whole-grain health claims on its packaging:

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

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

4. Proper documentation (from a manufacturer or a standardized recipe) demonstrates that whole grains are the primary grain ingredient by weight. For example, bread may be made with three grain ingredients: enriched wheat flour (40 percent of grain weight), whole-wheat flour (30 percent of grain weight) and whole oats (30 percent of grain weight). The combined weight of the two whole-grain ingredients (whole wheat and whole oats at 60 percent) is greater than the enriched wheat flour (at 40 percent), even though the enriched wheat flour is listed first on the ingredient list. This bread could meet the whole grain-rich criteria with proper documentation from the manufacturer or a standardized recipe, for foods prepared by a CACFP center or day care home.

RULE OF THREE

Grains and non-grains may be mixed together on an ingredient list. For example, a bread ingredient list may say: “water, whole wheat flour, yeast, sugar, enriched white flour, wheat gluten, brown rice flour, salt.” In this example, the first ingredient after water is a whole grain. The second grain ingredient is an enriched grain, and the third grain ingredient is a whole grain. This bread passes the rule of three test. It also meets the whole grain-rich criteria because the first ingredient after water is a whole grain. Centers and day care homes do not need to check any other grain ingredients further down on the ingredient list to verify if they are creditable.

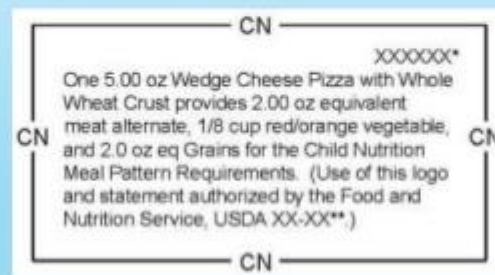
CN LABELS

- CN logo from FNS USDA
- CN Label shows meal contribution statement
- Six digit product ID number with month/year
- Nutrition facts panel on processed product determines calories, saturated fat & sodium
- Whole grain rich criteria: new addition
- Any combination products that are purchased and served must have the CN label to determine the amount of each food component that the product provider along with the serving size.



Child Nutrition Label

Sample CN Label





WHOLE GRAIN MINI TURKEY CORN DOGS

WHOLE GRAIN BATTER WRAPPED BITE SIZE TURKEY FRANKS

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



Fun Foods in the Hands of Everyone!®

Distributed by Tyson Food Service,
Springdale AR 72765-2020 USA
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**FOR FOODSERVICE USE ONLY
FULLY COOKED
KEEP FROZEN**

NET WT 10.88 LB (4.945 kg)

PACKED 2-5.44 LB (2.47 kg)

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

CN 095484
Six 0.68 oz whole grain batter wrapped bite size turkey franks provide 2.00 oz equivalent meat/meat alternate and 2.00 oz equivalent grains for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 03/17.)
CN



1 00 71068 09180 1 Rev. 01/17

09180

Nutrition Facts

Serving Size 4 Mini Corn Dogs (76g)
Servings Per Container About 64

Amount Per Serving

Calories 160 Calories from Fat 70

% Daily Value*

Total Fat 8g 12%

Saturated Fat 1.5g 8%

Trans Fat 0g

Cholesterol 20mg 7%

Sodium 460mg 19%

Total Carbohydrate 16g 5%

Dietary Fiber 2g 8%

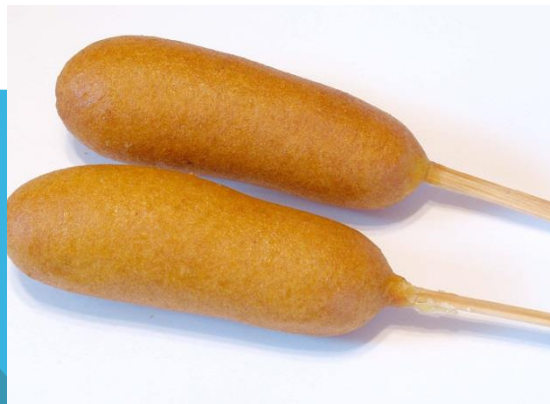
Sugars 4g

Protein 8g

Vitamin A 0% • Vitamin C 0%

Calcium 4% • Iron 6%

*Percent Daily Values are based on a 2,000 calorie diet.





Our Deluxe Beef Meatballs

CN 1-17-505-0

INGREDIENTS: Ground Beef (Not More Than 20% Fat), Water, 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)], Meatball Seasoning [Dextrose, Tomato Powder, Soybean Oil, Disodium Inosinate and Disodium Guanylate, Spice Extractives, Nonfat Dry Milk], Bell Peppers, Dehydrated Minced Onions, Bread Crumbs (Bleached Wheat Flour, Soybean Oil, Dextrose, Leavening {Sodium Acid Pyrophosphate, Sodium Bicarbonate}), Whey, Oleoresin Paprika, Salt, Sodium Phosphate.

CONTAINS: Milk, Soy, Wheat

Heat product to an internal temperature of 165°F as measured with the use of a meat thermometer.

~~SAMPLE COPY NOT FOR DOCUMENTING FEDERAL MEAL REQUIREMENTS~~

CN		090923
CN	Five 0.50 oz Fully Cooked Beef Meatballs Provide 2.00 oz. Equivalent Meat/Meat Alternate For Child Nutrition Meal Pattern Requirements. (Use Of This Logo And Statement Authorized By The Food And Nutrition Service, USDA 08-14.)	CN
CN		

**Fully Cooked
Keep Frozen**

Net Wt. 30 Lbs.

CONTAINS COMMODITIES DONATED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE.
THIS PRODUCT SHALL BE SOLD ONLY TO ELIGIBLE RECIPIENT AGENCIES.

Comments or questions about AdvancePierre Foods products? Call toll free 800-317-2333 www.AdvancePierre.com

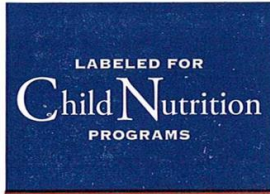
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Feeding America's Children



AdvancePierre Foods, Inc.
9990 Princeton Glendale RD
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www.advancepierre.com

MEI-1491-V7A

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

CN 68025

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

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.)

568025WG51 073114



00880760092480

Keep Frozen Fully Cooked Net Wt. 10 Lbs.



LET'S TALK ABOUT INFANTS



INFANT MEAL PATTERN REQUIREMENTS OVERVIEW

Meals are reimbursable when a mother breastfeeds on-site

Features two age groups: Birth-5 months & 6-11 months

Provides more nutritious meals and snacks

- Vegetables & fruits must be served at snack
- Juice, cheese food, or cheese spread are no longer creditable
- Yogurt & whole eggs are allowable meat alternates

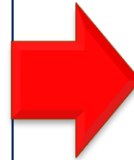
INFANT MEAL PATTERN AGE GROUPS

PREVIOUS

Birth-3 months

4-7 months

8-11 months



UPDATED

Birth-5 months

6-11 months

ENCOURAGES BREASTFEEDING

Breast milk is the optimal source of nutrients

Birth through the end of 5 months

- Breastmilk or infant formula is the only meal component required
- Minimum serving size is 4-6 oz of breastmilk (or infant formula)

PROMOTES DEVELOPMENTAL READINESS

Delay the introduction of solid foods until around 6 months

- Most infants are not ready to consume solid foods until midway through the 1st year
- Introducing solid foods too soon increases risk of obesity

ALLOWS MORE NUTRITIOUS FOODS

Foods from all food components may be served around 6 months, when developmentally ready

Breakfast, Lunch, & Supper

- Breastmilk or iron-fortified infant formula
- Infant cereal, meat/meat alternates, or a combination of both
- Vegetable or fruit, or a combination of both

Snack

- Breastmilk or iron-fortified infant formula
- Grains
- Vegetable or fruit, or a combination of both

FOCUSES ON SERVING SIZES

Food components beginning with “zero”

- Recognizes that all infants are not ready for solid foods at 6 months

By 7 or 8 months, infants should be consuming solid foods from all food groups

**Serving
Sizes
0-2 oz.
0-4 tbsp.**

FOCUSES ON EATING HABITS

Recognizes eating habits may change

- Some infants may eat certain foods one week/day, but not the next.
- It is ok to be flexible and feed components that the infant is willing to eat.

BREAST MILK & INFANT FORMULA



BREASTMILK & INFANTS



Promote breastfeeding by allowing reimbursement when:

- a parent/guardian supplies expressed milk
 - Milk that is produced and expelled from the breast
- a mother breastfeeds her infant on-site

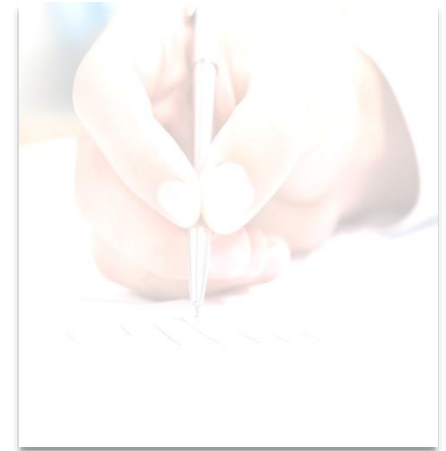
DOCUMENTING ON-SITE BREASTFEEDING

Recording the total amount a mother breastfeeds her infant is not required

Acceptable ways to document:

- Breastfed on-site
- Mother on-site

May use existing forms to reduce paperwork



SERVING EXPRESSED MILK

Breastfed infants may not consume the entire serving

Reimbursable:

- Offer less than the minimum serving size of breastmilk
- Offer additional breastmilk later, if infant will consume more

Feed on demand



IRON-FORTIFIED INFANT FORMULA

Best supplement for breastmilk

Supports healthy brain development & growth

Reimbursable meals may include:

- Iron-fortified formula
- Breastmilk
- Combination of both

SUPPLYING FORMULA




Offer a minimum of **1** type of iron-fortified infant formula

Formula must be regulated by FDA

➤ May not credit if purchased outside U.S.

SERVING FORMULA

- **Infants may not drink the entire serving of formula**
Reimbursable as long as the minimum serving size is offered
 - **Any leftovers should be properly stored in accordance with local health and safety requirements**
 - **Feed on demand**
- 

DISABILITIES & SUBSTITUTIONS

Modifications must be made for infants with disabilities who need accommodations

A medical statement must be on file to receive reimbursement

- Explain the need for the modification
- Provide guidance for the substitution or meal modification



FRUITS & VEGETABLES

VEGETABLES & FRUITS

Great source of essential nutrients

- i.e., fiber & vitamin C

Minimum serving size: 0-2 tbsp.

Required at all meals & snacks

- Serve vegetable, fruit, or a combination of both
- Increases consumption & allows for better acceptance later in life

JUICE

- Lacks dietary fiber found in other forms of fruits & vegetables
- No longer credits toward a reimbursable meal for infants





Meat & Meat Alternates

MEAT/MEAT ALTERNATES

➤ Poultry & other meats

➤ Yogurt


➤ Cheese

➤ Whole Eggs

➤ Dry beans



YOGURT

- Great source of protein
 - Minimum serving size: 0-4 oz
 - Maybe served during breakfast, lunch, or supper
 - Must meet the new sugar requirements
- 

WHOLE EGGS

- AAP found no convincing evidence to delay foods considered major food allergens
- Whole eggs are now creditable for infant meals
- Minimum serving size: 0-4 tbsp.



CHEESE

- **Minimum serving size: 0-2 oz**
- **Cheese & cottage cheese**
- **Common examples**
Shredded or sliced Swiss,
Colby, & Monterey Jack





Cheese foods & cheese spreads are not creditable for infant meals & snacks...

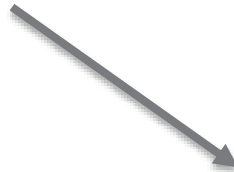
NON-CREDITABLE CHEESE FOODS

Product packaging states:

- “Imitation cheese”
- “Cheese food”
- “Cheese product”

Common items

- Cheese whips
- Cheese with pimento
- Cream cheese





GRAINS & INFANT CEREAL

GRAINS & INFANT CEREALS

Iron-fortified infant cereals are often the first solid foods:

- Often easiest to digest
- Least likely to cause an allergic reaction

Serve at meals & snacks when infants are developmentally ready

Minimum serving size: 0-4 tbsp.



SNACK MEALS ONLY

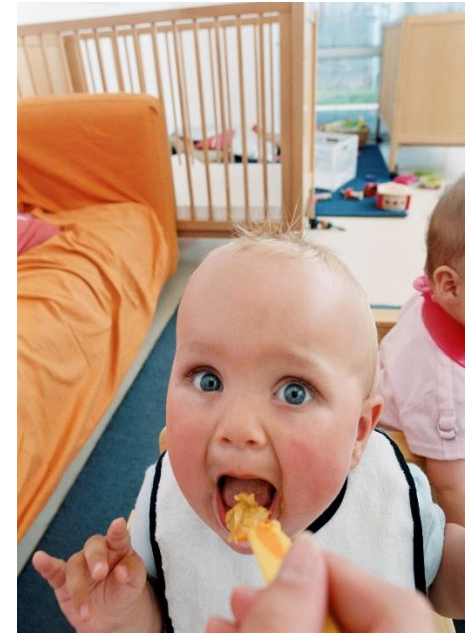
- Bread, crackers, & ready-to-eat breakfast cereals
- Ready-to-eat breakfast cereals: No more than 6 grams of sugar per dry oz



DEVELOPMENTAL READINESS

AMERICAN ACADEMY OF PEDIATRICS

- Developmental Readiness Guidelines
- Sits in chair with good head control
- Opens mouth for food
- Moves food from a spoon into throat
- Doubles in birth weight



PARENT COMMUNICATION



Working with parents helps to

- Ensure newly introduced foods are most ideal
- Be consistent with eating habits
- Support developmental readiness

Always consult with parents/guardians first before serving solid foods

OPTIONAL WRITTEN STATEMENT

Request a written statement from parents or guardians:

➤ outlining when & which solid foods to serve

Follows the preferences of parents & guardians




PROVIDING FOOD COMPONENTS

- **Parents/guardians may provide only one creditable food component for a reimbursable meal**
i.e., provide breastmilk = 1 component
- **Child care providers must provide remaining components**

INTRODUCING SOLID FOOD(S)

- **Once an infant shows signs of developmental readiness, solid foods must be offered**
- **Gradually introduce solid foods**
 - One at a time
 - Over the course of a few days

INTRODUCING SOLID FOOD(S) (CONT.)

- Prepare foods in the right texture and consistency
 - Observe infants closely for reactions after feeding a new food
- 

FEDERAL REQUIREMENTS

- ✓ Catholic Charities follows federal guidelines and requirements.
 - ✓ All Food Program Sponsors are required to follow specific procedures
 - ✓ We do not require anything more of our providers than what is absolutely necessary.
- 