



Community Child Care Council (4Cs) of Alameda County

PROVIDER HANDBOOK

4Cs CHILD HEALTH and NUTRITION PROGRAM



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4Cs is a sponsor of the Child and Adult Care Food Program (CACFP)
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4Cs Child Health and Nutrition Program

Introduction

4Cs of Alameda County sponsors the Child and Adult Care Food Program (CACFP) for family child care homes in Alameda County. The CACFP is a United States Department of Agriculture (USDA) program that partially reimburses child care providers for serving nutritious meals to children in child care. USDA sets the regulations for the CACFP. Also, in California, the CACFP is administered through the California Department of Education (CDE). 4Cs of Alameda County is one of many agencies throughout the state that sponsor the CACFP. All family child care providers are eligible to participate in this program, regardless of income. The purpose of 4Cs Child Health and Nutrition Program is to assist family child care providers in serving nutritious, safe, balanced and varied meals to children in their care and to ensure that the Child and Adult Care Food Program is made available, at no cost, to everyone, regardless of race, color, religion, national origin, sex, age, or disability.

Why It's Important to be on 4Cs Child Health and Nutrition Program

1. Your participation on the program demonstrates to parents that you are providing their children with nutritious foods.
2. Reimbursements help offset your food costs.
3. You receive newsletters that keep you informed about what's going on in the program and provide you with helpful nutrition, health and safety information.
4. We offer useful, free nutrition education materials and informative nutrition workshops.
5. We have a lending library of nutrition books, videos and cookbooks for those working with children.

How to Participate

To apply to the Child Health and Nutrition Program through 4Cs, you need to do four things:

1. Obtain a copy of your current child care license and have children in care.
2. Attend the orientation at our Hayward office scheduled monthly and set a date to sign up.
3. Fill out our agreement form and site application; this serves as a contract between you and the program.
4. Have parents complete and sign an enrollment form for each child. Submit with your monthly claim.

Provide a copy of your child care license at the orientation. After you attend the orientation, a home visit will be performed. You may begin record keeping for reimbursement starting on the day of your home visit.

Sanitation & Safety

Food safety and personal hygiene are critical to ensuring the health of the children in your care. Staff and children must wash their hands with soap and water: before food preparation, handling, or serving; after toileting or changing diapers; before any food service activity (setting the table); before and after eating meals or snacks; after handling pets or other animals; and after coughing or sneezing or wiping runny noses. **Pets (including caged animals and birds) should not be present in food preparation, food storage, and eating areas.** All food preparation, food service and dining areas should be cleaned and sanitized between uses and before and after each meal.

Providers are also required to adhere to their licensed child care capacity. Failure to do so is a safety violation and may result in termination from the program.

Mealtime / Meal Service

Meals can be served in different ways: family-style, buffet-style, or pre-plated. Family-style meals are highly recommended. Family style meal service presents many learning opportunities for children. Their coordination is improved by having them use utensils and pass and serve various kinds of food. Having developmentally appropriate foods and feeding utensils will facilitate the development of self-feeding. Messes and spills are part of the learning process. Participating in mealtime activities and conversation stimulates the development of children's language and social skills.

Ensure children do not eat when walking, running, playing or lying down. All meal components should be offered at the beginning of the meal service to allow children to make choices. Children should be encouraged but not forced to eat. Food should never be used as a reward or punishment.

Comfortable, safe seating should be made available to children during feeding. It is recommended that children should be comfortably seated at tables that are between waist and mid chest level and allow the children's feet to rest on a firm surface while seated for eating. If no table is available, children are required to eat on a clean, sanitary surface (ex. table cloth). Children who are unable to sit unassisted in a high chair or other seating equipment should be held by a staff person for feeding.

Meal Reimbursements

The CACFP has a two-level reimbursement system. The two different levels of reimbursement for meals are Tier I and Tier II. The tier of reimbursement that you will receive will be determined by the income level of the area in which your home is located. To receive Tier I rates the provider's home must be in the draw area of an elementary/middle/high school where the free/reduced meal participation is at least 50%. If you are a Tier II provider, you may qualify for Tier I reimbursement based on following:

- ▶ You can demonstrate that your household meets the income criteria (*Provider Income Eligibility Application and income verification/tax records needed*). If you meet the income criteria then all of the children you serve meals to and your own children will qualify for Tier I reimbursement.

- ▶ Individual children can be reimbursed at the higher (Tier I) rate if their parents can demonstrate that their family income meets eligibility guidelines. (*Parent Income Eligibility Application*).

If you think you or individual children in your care might qualify for Tier 1 reimbursement, please call the Child Health and Nutrition Department at (510) 584-3105 and request an application packet.

Site Visits

You will receive a visit from our staff at least three times a year. At least two of the visits will be unannounced. One visit may be scheduled ahead of time, at the program's discretion. Visits occur anytime during a month and vary in timing throughout the year. They do not follow a pattern or schedule (ex. not every 4 months). The purpose of these visits is to provide you with technical assistance, ensure that program regulations are being followed, and offer you educational materials and support. Your paperwork or online claim will be reviewed at that time and usually a meal service will be observed.

A provider must allow site visits by 4Cs Child Nutrition staff at any time during operating hours, including weekends. If meals are being claim on Saturdays, providers can expect an unannounced visit to their child care. If we attempt a visit on a Saturday and no children are present, future Saturday reimbursement will be denied. Claims will not be reimbursed when providers do not allow site visits to occur.

Additional unannounced visits will be performed if any of the following occurs:

1. During a visit, records are found not up-to-date. A follow up visit will be performed to ensure daily records are now being kept.
2. After a visit, records submitted do not match what was observed during the visit (ex. claiming children not present or different foods than served).
3. Provider claims more children than normally observed at site visits. For example, a provider claims 6 children each day for dinner; however on the day of visit only 3 children are present.

Providers must also notify the sponsor in advance of intended absences from the home during meal service periods and child care closure days (ex. away for field trip, closure for vacation, illness, no children in care). If we attempt a visit at mealtime and no is home, the meal will be disallowed, unless advance notification has been made to 4Cs.

Provider's Own Children – Must Pre-Qualify

A provider may claim their own, residential (ex. grandchild lives in home) or foster children, up to age thirteen (13) years, for reimbursement only if he/she meets the income eligibility guidelines set by the federal government. A provider's children may be counted for meals only when other child care children are present and eating a claimed meal with them. If you think you may qualify, please call (510) 584-3105 and request a Provider Eligibility Application.

Enrolling Your Child Care Children

At the time of your application to the program, you will be given scannable enrollment forms for all of your child care children or if you are claiming online, you will fill them out on the computer and print out on your own. Whenever you start caring for a new child, an enrollment form must be completed and signed/dated by the parent on the 1st day of care. You can claim meals served to a child 1) from the date of the parent's or guardian's signature on the enrollment document or 2) the first date of care, whichever is later. You must have the signed and dated enrollment form on file before any meals served to the child can be claimed for reimbursement. Each child's enrollment document must contain the following information prior to claiming meals served to the child:

- The normal days and hours that a child is in care at the child care
- The meals that the child ordinarily would receive during normal hours at the child care
- The parent's or guardian's signature and the date signed

For online, enroll in Minute menu on first day in car so you can begin recording their meals. Have the parent sign the enrollment form, make a copy and send the original to 4Cs by the end of the month, before you submit your online claim. For scannable forms, enroll on the first day in care with the child enrollment form, assigning a child number, so you can begin recording their meals. Have the parent sign the enrollment form, keep your copy and send the original to 4Cs with your claim at the end of the month. Late enrollments will not be credited until the following month.

Due to federal regulations, only children under the age of thirteen (13) years can be enrolled and claimed for meal reimbursement. A child older than 13 years can be claimed if the child has a disability. An IEP or a medical statement signed by a physician must be submitted as verification.

When dropping a child from enrollment on the program, simply write his/her name down on the Claim Information Form (CIF) in the "Children Leaving Your Care" section and write in the date they left your care. If you are online, simply click on "List Children" on the playground scene. Then select the child you are going to

drop and click the withdraw button on the bottom left. Now enter the date the child left your care and save. Drop a child only if you do not expect the child to return to your child care.

4Cs may survey the parents of enrolled children at any time to verify the child's attendance and participation in meals that are claimed. Reasons for surveying parents include, but are not limited to:

1. A child's hours of attendance are the same every day and the child never misses a day.
2. A child attends weekends and/or holidays.
3. A provider claims meals for more children than his/her capacity
4. A provider consistently claims more children than observed during site monitoring visits
5. The site monitoring record does not match the attendance or meal in the claim submitted by the provider.
6. A child is claimed by more than one provider at the same time.

Recordkeeping: Menus and Attendance

It is a requirement of the CACFP that providers perform *daily* recordkeeping for both attendance(meal counts) and menus, both online and on scannable forms. What is considered daily recordkeeping? Record your menus and meals counts before 11:59 pm daily to receive reimbursement, either online or written down on scannable forms. If a provider who normally claims online is unable to log on to the internet and record their information, they must leave a message at (510) 690-2164 that night and document on the "Daily Meals Worksheet" because at midnight (12:00am) the system will advance to the next day and you will not be able to go back. These worksheets must be saved. If you have a visit, a 4Cs representative will ask to see them. A provider can also use any computer to log on to the internet and record their meals.

If you are online make sure to enter your menus, check children only in attendance and save. Failure to do this will result in meals not being reimbursed. Be sure that when you want to claim meals on the scannable forms you mark the meal reimbursement bubble. If a provider is closed or does not provide meals for the day, this must be recorded. This is part of daily recordkeeping.

Records are checked on all site visits and must be up-to-date in order for you to receive reimbursement for dates prior to the site visit. The option of scannable forms is available as long as the daily recordkeeping requirement is met. A repeat offense of failing to keep daily records will result in serious deficiency. If a serious deficiency is not corrected, this will lead to termination and disqualification from the program for 7 years.

In addition to keeping records daily, providers must also ensure records are accurate. Providers may only claim meals for children when they are enrolled and "in care" receiving child care services at the time of the meal service. Children may never be claimed when they are absent (e.g. illness, vacation, dropped from care). Claiming children when they are not present is grounds for termination and disqualification from the program.

Documentation of menus and attendance must be *legible* or disallowances may occur. ***Please do not abbreviate foods*** (e.g., "PB+J" for peanut butter and jelly) or they may be disallowed.

Upon enrollment into the program, a provider will indicate her days of operation, the hours care is provided, meals served and meal times. If providers wish to change their days of operation/times or meals times, they must notify the office in advance.

Also when providers are closed for business (ex. vacation), they must notify the office in advance or the day of by calling the office or indicating on their CIF or online calendar beforehand. When providers are closed unexpectedly for illness or no children in care, they must indicate this on their CIF, meal count sheets or closed on their online calendar by the end of each day. Only meals served on-site can be claimed for reimbursement.

Meal Pattern Requirements

Each age group (infants: birth-4 months, 4-8 months, 8-12 months; children: 1-3 years, 3-6 years and 6-12 years) has specific meal pattern requirements. Additionally, each age group has a minimum amount of food that is required to be offered for each meal pattern component. Meal pattern requirements must be followed exactly for each age group.

Infant Menus

Infant menus must be documented on the Infant Menu forms or online under "Infant Menu" until a child's first birthday. This may mean that an infant will be claimed on the infant forms for part of a month and then transferred to the older child's menu when one (1) year of age. The meal pattern and amounts vary for several age ranges under one year of age. These age ranges must be followed exactly.

Meals for School Age Children

Both daycare arrival/departure and school arrival/departure times must be documented on enrollment forms for school age children attending before and after school. If you provide lunch to a school age child on a school day, document the reason (e.g., "year round school vacation", "Tommy was sick on 1/4"). Otherwise, we can not reimburse you for lunches for school age children.

Meal Times

You can be reimbursed for up to two main meals (breakfast, lunch, supper) plus one snack, or two snacks plus one main meal per day for each child. A snack and a meal can not be served less than 2 hours apart; if two meals are claimed consecutively with no snack, then 3 hours must elapse between meals. Meals must be served at the following times:

Breakfast - Before 9am Lunch - 11am-1:30pm Supper 4-7pm

Due to the meal time requirements, breakfast can not be reimbursed for children arriving at 9am or later, lunch can only be reimbursed for children arriving prior to 1:30pm and supper can only be reimbursed for children arriving prior to 7pm. ***Children must attend for at least 10 minutes to receive reimbursement for a snack; they must attend at least 20 minutes to receive reimbursement for a meal.***

Serve a Variety of Foods

A healthful diet for children is built by providing a variety of foods. Therefore, the same menus can not be claimed for the same children at different meals on the same day. For example, the same menu can not be claimed for both lunch and dinner for the same child or if a child receives both a morning and afternoon (PM), the foods must be different in order to receive reimbursement. Offer a wide variety of tastes and textures in your menu. Eating should be fun. Incorporate tasting into your curriculum.

Special Diets/Allergies

If any child in your care requires a special diet that does not allow them to be served a meal that meets the Meal Pattern Requirements, contact our office for instructions. A completed Medical Statement must be signed by a physician stating the food to be omitted from the child's diet and what foods should be substituted. Submit the medical statement to our office. Without a Medical Statement, meals for that child would not be reimbursed.

One exception is the child who drinks a non-dairy milk substitute, equivalent to milk. A signed parent request is required for reimbursement. Contact our office to obtain the required form.

Sundays & Evenings (Monday-Saturday)

4Cs does not provide reimbursement for evening snack (unless served before 7:00pm) or Sundays (all meals).

Holiday Care

If you provide care on any of the following holidays, please use the comments section on your claim to state which children attended and the reason for each child's attendance (e.g., Justin's mother works in a hospital):

New Years Day
Memorial Day

July 4
Thanksgiving Day

Labor Day
Christmas Day (December 25)

Tips to Make Your Record Keeping Easier

1. Planning menus a few days in advance saves time and it allows you to just record meal counts daily.
2. Use your Claim Information Form (CIF) to record children you have dropped or added, children who start kindergarten, school holidays and when you are open for holidays.
3. To ensure your menus and meal counts are recorded daily and accurately, here are some suggestions:
 - a. Take advantage of your downtime like naps, when children are in school, before children arrive or after they have left to complete your records.
 - b. Keep your food program forms on your refrigerator. After each meal, record the menu and which children were served.
 - c. Set an announcement on your cell phone to remind you each day to complete your records.

Record Maintenance – Maintain Copies

Providers are required to maintain copies of their daily records (menus and meal counts) and enrollment forms for 49 months. Providers who record their claims online can access their past records electronically. If a provider records their menus and meal counts on the Daily Meals Worksheets (DMW) or a separate document (approved by 4Cs) and then transfers that information online, the Daily Meals Worksheets must also be kept for 49 months. Providers who record on the 2-part scannable forms must keep the carbon copies. Providers must maintain on-site the current month and the previous twelve months records. Providers may store the remaining two years of records off-site. These records are also necessary for tax purposes.

Submitting Your Claim

Each month a provider may turn in meal records for the preceding month. For prompt reimbursement, claims must be submitted by the 5th of the month by 5pm. If you are on scannable reimbursement forms you may *mail* your claim to our Hayward office or *bring* your claim to either the Hayward or Oakland 4Cs office (both have drop boxes/mail slots for after-hours submission of claims) or the Fremont drop box.

If the 5th falls on the weekend, claims are due by 8:30am on the following Monday. All online claims must also be submitted online on the 5th of the month by 5pm for prompt reimbursement. Claims submitted after the 5th will be considered late and will delay reimbursement. Also scannable claims submitted without the provider's Claim Information Form (CIF) will be considered late and will delay reimbursement. Locations where you may submit your claims:

1. 4Cs Hayward Office, Child Health and Nutrition main office, 22351 City Center Drive. (510) 582-2182. Office hours: M-R 9a-5p, F 9-12. *Submit late claims here.* Drop box available outside.
2. 4Cs Oakland Office-CalWORKS Stage 2,3, 8105 Edgewater Drive, Ste 270 (510) 383-3582. Office hours: M-R 9a-5p, closed for lunch from 12-1p; F 9a-12p only. *For on-time claims only.*
3. Fremont Drop Box: located to the left of the door of the Plaza Real 1 Building, 39155 Liberty St., Fremont (corner of Liberty and Capitol). *For on-time claims only.*

4Cs can accept scannable and online claims up until the first day of the following month claimed. For example, the last day to turn in claims for the month of February would be April 1. Unfortunately, we can not reimburse claims received after this time. *Remember to include your CIF and sign and date your scannable claim.* Not doing so may result in significant delays in your reimbursements.

Receiving Your Reimbursement Check

4Cs follows the reimbursement procedures required by the United States Department of Agriculture and the California Department of Education, Child Nutrition Division for all sponsors of the Child and Adult Care Food Program. 4Cs issues reimbursement checks promptly after receiving funds from the state; the date these funds are received can vary by several days each month. You will generally receive your reimbursement check in the mail between the 10 and the 25th of the month, *if you turn your claim in on time.* Claims received by the 5th of the month are considered on time. Claims submitted after the 5th of the month will be reimbursed at a later date, approximately **45-75** days after they are submitted. ***Remember, all late claims should be submitted to the 4Cs Hayward Office only. Attention: Laurie Stephens***

4Cs offers direct deposit for providers. Direct deposit means your reimbursement payments will be directly deposited into your checking or savings account and is a faster and more secure ways to receive your reimbursement. If a provider declines direct deposit, they are responsible for any bank charges for stop payments on lost or stolen checks and replacement fees. The provider must notify 4Cs immediately if they lose a reimbursement check or their check is stolen. Checks may be picked up only in the event of an emergency. Providers are limited to one emergency per year.

Claim Due Dates and Reimbursement Schedule for the Year 2017

Claim Month	Claim Due by 5:00pm (unless otherwise noted) Considered on-time	Reimbursement Received for on-time claims (usually between the 10 th -25 th)	Last Day to Claim (by noon)
January	February 6, 2017	March	March 1, 2017
February	March 6, 2017	April	April 3, 2017
March	April 5, 2017	May	May 1, 2017
April	May 5, 2017	June	June 1, 2017
May	June 5, 2017	July	July 3, 2017
June	July 5, 2017	August	August 1, 2017
July	August 7, 2017	September	September 1, 2017
August	September 5, 2017	October	October 2, 2017
September	October 5, 2017	November	November 1, 2017
October	November 6, 2017	December	December 1, 2017
November	December 5, 2017	January 2018	January 2, 2018
December	January 5, 2018	February 2018	February 1, 2018

Meal Pattern Requirements

Introduction

The 4Cs Child Health and Nutrition Program meal pattern requirements are set by the United States Department of Agriculture. Please see the Menu Patterns at the end of this section for the minimum serving sizes required for each age group. Please note that the requirements for infants under one year of age are different from the requirements for children over one. Minimum quantities that must be served to children also vary depending on the age of the child.

Documenting Your Meals on to Menu Forms

If you are using scannable forms it is very important to list how the food you serve meets the meal pattern requirements. We cannot assume you served an item unless it is recorded. For example, if you serve a casserole, mixed dish, pizza or soup, please note each ingredient into its meal pattern requirement space.

Menu Item:

Spaghetti	Record as “Spaghetti” (bread/grain) and “Meat balls” or “Meat sauce” (meat).
Tacos	Record as “Corn tortillas” (bread/grain), “Ground beef” (meat), “Lettuce and tomato” (1 fruit/vegetable).
Tuna Casserole	Record as “Noodles” (bread/grain) and “Tuna” (meat) - plus any vegetables as a fruit/vegetable.
HM Beef Stew	Record as “HM” (homemade), since commercial stews are not creditable. Record “Beef” (meat) and “Potatoes, carrots” (1 fruit/vegetable).
HM Pot Pie	Record as “HM” (homemade), since commercial pot pies are not creditable. Record “Pie crust” (bread/grain), “Chicken/Turkey” (meat) and “Peas, Carrots” (1 fruit/vegetable).

Because many commercial, processed foods are not creditable, it is important to designate homemade foods as such (see meat/meat alternates section for additional items). For example:

HM Macaroni and Cheese HM Cheese Pizza HM Chicken Noodle Soup

Be specific when recording foods: **CORRECT**

Infant rice cereal (infant menu)
Bran Flakes (child’s menu 1 year+)
Carrots
Orange Juice
Milk/chocolate
Peaches (or other fruit)

INCORRECT

Cereal
Cereal
Vegetables
Juice
Chocolate milk/Cocoa
Jell-O (no fruit/vegetable)

IF IT IS NOT RECORDED, IT IS THE SAME AS NOT SERVED.

Snacks

Juice cannot be served when milk is served as the only other component (no two liquids). If yogurt is used as the meat alternate component at snack, milk cannot be used to satisfy the second component requirement. Snacks may not contain two beverages, for example milk plus juice. Cookies and sweet breads may only be served at snack and are limited to being served twice a week.

Some Commonly Made Errors

- 1. Incomplete Meal served.** Providers must offer a meal that contains all the required components according to the federal meal pattern and document each component. If it is not documented, it is the same as not being served.
- 2. Serving potatoes as a grain/bread.** Potatoes, including French fries, potato skins, etc. are creditable as a vegetable only.
- 3. Serving two items from the same food group for snack.** For example, serving celery sticks and apple juice together, as a snack would not meet the minimum snack requirement because these two foods are in the same (Fruit/Vegetable) food group.
- 4. Not being specific in naming type of food served.** List the foods within a casserole, soup or mixed dish, which meet the requirements rather than naming the dish. For example, if you serve spaghetti be sure to record your grain and meat separately. Pasta in the grain section and ground turkey in meat section.
- 5. Serving rice or pasta as a fruit/ vegetable or meat/meat alternate.** Rice/Pasta is creditable as a bread alternate only. List fruit/vegetables or meat/meat alternates served with the rice or pasta in their correct menu component section.
- 6. Cookies are creditable only as a snack.** Additionally, cookies, brownies and other Sweetened bakery items are not creditable as a grain/bread at lunch or dinner.
- 7. Bacon and Cream Cheese are not creditable as meat/meat alternates.** Canadian bacon IS creditable, however.
- 8. Homemade Soups.** Very few commercial, canned soups are creditable (check your Creditable/Non Creditable Food List). Therefore, if you wish to receive credit for soup, you need to indicate that it is homemade (“HM”) and specify which foods meet meal pattern requirements. When you serve soups or stews containing vegetables, you must serve a second, separate fruit/vegetable at lunch and dinner.
- 9. Serving Jell-O without fruit or vegetables in it.** Jell-O alone is not creditable even when it is fruit-flavored. If a fruit or a vegetable is added then it can be used to meet a portion of the Fruit/Vegetable requirement.
- 10. Milk is required at all main meals. 100% juice is only creditable at snack.**

Water Availability

Drinking water must be available to children, as nutritionally appropriate. Throughout the day, including at meal times, water should be made available to children to drink upon their request, but does not have to be available for children to self-serve. While drinking water must be made available to children during meal times, it is not part of the reimbursable meal and may not be served in lieu of fluid milk. There is not a daily minimum intake for water consumption, but it is recommended that water be consumed daily. However, providers should not serve young children too much water before and during meal times; excess water may lead to meal displacement, reducing the amount of food and milk consumed by the children.

Requirements for Infants

The following USDA guidelines must be followed when serving meals to infants. These guidelines support America’s breastfeeding promotion campaign. Meals containing only breast milk may be claimed for reimbursement. However, if a mother comes to the provider's home and breastfeeds her infant, this meal is NOT reimbursable if the breast milk is the only component. Make sure that parents clearly label each child’s

breastmilk with the child's name and date/time expressed; store in the refrigerator or freezer. It is recommended that breast milk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry. Infant formula and dry infant cereal must be iron-fortified.

Feed infants when they seem to be hungry, unless the parent provides instructions that the baby should be on a feeding schedule for medical reasons. Continue to feed them until they indicate fullness. Never force a baby to finish what is in the bottle. They are the best judge of how much they need. Avoid feeding solid foods before a baby is developmentally ready and before the baby's doctor has indicated to begin serving them. Fruit juice must be full strength (100% juice).

Iron Fortified Infant Formulas

Below are the formulas that are reimbursable. Any formula not listed below would require a physician's statement in order to be reimbursed. Please call our office if you do not see a formula listed that you are serving. **Providers must offer one infant formula for their child care in writing to parents.** Parents may not be asked to provide formula unless it is different from the formula the provider provides. If a parent provides formula, they must sign a waiver declining the formula offered by the provider.

Milk based infant formulas:

- Carnation Good Start, Enfamil w/Iron, Enfamil AR, Lacto free, Similac w/Iron, Similac Lactose Free.
- Wyeth-produced private label store brand (powders): Albertson's Baby Basics, Babymil, Food Lion, Fred Meyer, Hill Country Fare, Kroger, Meijer, Parents' Choice (sold through Wal-Mart), Perfect Choice, Smith's, Target.

Soy based infant formulas:

- Carnation Alsoy, Isomil, ProSobee
- Wyeth-produced private label store brand (powders): Albertson's Baby Basics, Babysoy Protein, Food Lion, Fred Meyer, Kroger, Meijer, Parents' Choice (sold through Wal-Mart), Perfect Choice, Smith's, Target.

"Follow-up" Iron-fortified formulas:

(only for infants 4 months of age or older who are eating cereal & other baby foods)

- Carnation Follow-up (milk based)
- Carnation Follow-up (soy based)

Infant Cereal

Infant cereal is defined as "any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with formula or milk prior to consumption." Iron-fortified dry infant cereal is usually found in the baby food section of grocery stores and includes the following on the package label: "Cereal for baby."

Cereals which are **NOT** reimbursable as a meal component in the infant cereal category:

- Iron-fortified dry infant cereals containing fruit are not reimbursable.
- Commercial jarred baby food cereals (which are "wet" not "dry") are not reimbursable. Ready to eat breakfast cereal (cold dry) and breakfast cereals (cooked) are not considered "iron-fortified dry infant cereal". For example, Cheerios is not an infant cereal.



Reimbursable (plain cereal)



Not Reimbursable (cereal with bananas)

Fruits and Vegetables

Commercial Baby Foods which **are** reimbursable as a meal component in the fruit or vegetable category:

- Commercial baby food fruits and vegetables which list only a fruit or vegetable in the ingredient listing on the label are reimbursable.
- Commercial baby food fruits and vegetables which contain multiple fruits or multiple vegetables, and list only fruits or vegetables in the ingredient listing on the label are reimbursable.

Commercial Baby Foods which are **NOT** reimbursable as a meal component in the fruit or vegetable category:

- Commercial baby food dinners, which list fruit or vegetable as the first ingredient, are not reimbursable.
- Commercial baby foods in the jarred cereal with fruit category are not reimbursable.
- Commercial baby foods in the dessert category (these generally have “dessert” or “pudding” as part of the product name on the front of the label) are not reimbursable.



Reimbursable (plain vegetable)



Not Reimbursable (vegetable w/ spaghetti)

Meat/Meat Alternates

Commercial Baby Foods which **are** reimbursable as a meal component in the meat/meat alternate category:

Commercial plain strained baby food meats (including those with beef, chicken, turkey, lamb, veal, and ham) are reimbursable.

Commercial Baby Foods which are **NOT reimbursable** as a meal component in the meat/meat alternate category:

- Commercial baby food combination dinners are not reimbursable because the actual amount of various food components in the dinners is difficult to determine (for example Chicken/Rice); however, these foods can be served as additional foods.
- Meat sticks or “finger sticks” (which look like miniature hot dogs) and chicken nuggets are not reimbursable.
- Commercial fish sticks, other commercial breaded or battered fish or seafood products, canned fish with bones, hot dogs, and sausages are not reimbursable.
- Yogurt is not reimbursable.
- Nuts, seeds and nut and/or seed butters are not reimbursable.



Reimbursable (plain meat)



Not Reimbursable (mixed meat)

Bread & Crackers

Commercial Foods & Baby Foods which *are* reimbursable as a meal component in the bread/cracker category:

- Must be made from whole grain or enriched meal or flour.

Reminder: infants should not be served products that contain honey (ex. Graham crackers).

INFANT MEAL PATTERN

Infant Meal Pattern	Ages 0-3 months	Ages 4-7 months	Ages 8-11 months
Breakfast	4 to 6 fl oz breastmilk or formula	4 to 8 fl oz breastmilk or formula 0 to 3 Tbsp infant cereal (optional)	6 to 8 fl oz breastmilk or formula 2 to 4 Tbsp infant cereal 1 to 4 Tbsp fruit and/or vegetable
Lunch or Supper	4 to 6 fl oz breastmilk or formula	4 to 8 fl oz breastmilk or formula 0 to 3 Tbsp infant cereal (optional) 0 to 3 Tbsp fruit and/or vegetable (optional)	6 to 8 fl oz breastmilk or formula 2 to 4 Tbsp infant cereal and/or 1 to 4 Tbsp lean meat, fish, poultry, egg yolk, cooked dry beans or peas ½ to 2 oz cheese or 1 to 4 oz cottage cheese 1 to 4 Tbsp fruit and/or vegetable
AM or PM Supplement (Snack)	4 to 6 fl oz breastmilk or formula	4 to 8 fl oz breastmilk or formula	2 to 4 fl oz breastmilk, formula or fruit juice 0 to ½ slice of bread or 0 to 2 crackers (optional)

CACFP MEAL PATTERN FOR OLDER CHILDREN

BREAKFAST	<i>Ages one through two years</i>	<i>Ages three through five years</i>	<i>Ages six through twelve years</i>
• Milk, fluid (Whole only for: 13-24 months; 1% or Fat Free req for: 2 yrs & +)	½ cup	¾ cup	1 cup
• Vegetable or fruit	¼ cup	½ cup	½ cup
• Grains/breads (whole grain or enriched): bread or rolls, muffins, etc. or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains	½ slice ½ serving ¼ cup or 1/3 oz ¼ cup	½ slice ½ serving 1/3 cup or ½ oz ¼ cup	1 slice 1 serving ¾ cup or 1 oz ½ cup
LUNCH OR SUPPER			
• Milk, fluid (Whole only for: 13-24 months; 1% or Fat Free req for: 2 yrs & +)	½ cup	¾ cup	1 cup
• Vegetable and/or fruit (two or more kinds)	¼ cup total	½ cup total	¾ cup total
• Grains/breads (whole grain or enriched): bread or rolls, muffins, etc. or cooked pasta, noodle products, or cereal grains	½ slice ½ serving ¼ cup	½ slice ½ serving ¼ cup	1 slice 1 serving ½ cup
• Meat/meat alternates Lean meat, fish, or poultry (edible portion as served) or cheese (natural) or cottage cheese or egg (large) or yogurt, plain or flavored, unsweetened or sweetened or cooked dried beans or dried peas ⁱ or peanut butter, reduced-fat peanut butter, soynut butter, or other nut or seed butters or peanuts, soynuts, tree nuts, roasted peas, or seeds ⁱⁱ or an equivalent quantity of any combination of the above meat/meat alternates	1 oz 1 oz ¼ cup or 2 oz ½ egg ½ cup ¼ cup 2 Tbsp ½ oz**	1-½ oz 1-½ oz 3/8 cup or 3 oz ¾ egg ¾ cup 3/8 cup 3 Tbsp ¾ oz**	2 oz 2 oz ½ cup or 4 oz 1 egg 1 cup ½ cup 4 Tbsp 1 oz**
AM OR PM SUPPLEMENT (Select two of these four components) ⁱⁱⁱ			
• Milk, fluid (Whole only for: 13-24 months; 1% or Fat Free req for: 2 yrs & +)	½ cup	½ cup	1 cup
• Vegetable, fruit, or full-strength (100%) juice	½ cup	½ cup	¾ cup
• Grains/breads (whole grain or enriched): bread or rolls, muffins, etc. or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains	½ slice ½ serving ¼ cup or 1/3 oz ¼ cup	½ slice ½ serving 1/3 cup or ½ oz ¼ cup	1 slice 1 serving ¾ cup or 1 oz ½ cup
• Meat/meat alternates Lean meat, fish, or poultry (edible portion as served) or cheese (natural) or cottage cheese or egg (large) or yogurt, plain or flavored, unsweetened or sweetened ^{iv} or cooked dried beans or dried peas* or peanut butter, reduced-fat peanut butter, soynut butter, or other nut or seed butters or peanuts, soynuts, tree nuts, roasted peas, or seeds or an equivalent quantity of any combination of the above meat/meat alternates	½ oz ½ oz 1/8 cup or 1 oz ½ egg ¼ cup 1/8 cup 1 Tbsp ½ oz	½ oz ½ oz 1/8 cup or 1 oz ½ egg ¼ cup 1/8 cup 1 Tbsp ½ oz	1 oz 1 oz ¼ cup or 2 oz ½ egg ½ cup ¼ cup 2 Tbsp 1 oz

¹ Dried beans or dried peas may be used as a meat alternate or vegetable component, but *cannot* be counted as both components in the same meal.

² No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. To determine combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish. Roasted peas can count as a meat alternate or vegetable component, but *cannot* be counted as both in the same meal.

³ Juice *cannot* be served when milk is served as the only other component (ex. at snack). Fruit blended is considered juice (ex. in a smoothie)

⁴ If yogurt is used as the meat alternate component in supplements, milk *cannot* be used to satisfy the second component requirement. Commercially added fruit or nuts in flavored yogurt *cannot* be used to satisfy the second component requirement in supplements. Yogurt is not creditable in blended drinks (ex. smoothie).

Requirements for Children 1+

Milk

The CCFP meal pattern requires FLUID MILK to be served for breakfast, lunch and supper. Additionally, fluid milk may be served as one of the meal pattern components for snacks. *If a child is unable to drink cow's milk due to a medical or other special dietary need that is not considered a disability, their parent may request a non-dairy milk substitute, nutritionally equivalent to milk. The parent must complete our "Milk Substitute" form, choosing a creditable milk substitute, in order for the child's meals to be reimbursed. Children with a disability that require food substitutions will need a signed medical statement from a doctor in order for that child's meals to be reimbursed. Contact our office to obtain the Medical Statement.

Milk is an invaluable component of a child's diet because it provides large amounts of many nutrients, including protein, calcium, vitamin B-6, vitamin D, vitamin B-12 and magnesium. To be creditable, milk must be pasteurized and meet state or local standards for fluid milk. All milk should be fortified with vitamins A and D.

Milk is not creditable for snacks when juice is served as the only other component. It is not creditable, at snacks, for milk and yogurt to be served as the only components. Milk is never creditable when cooked or prepared in cereals, puddings, or other foods.

CREDITABLE

Fluid milk –

**Whole milk for: 13 months – 24 months;
1%/Low fat or Fat Free/Nonfat milk
only for: 2 years and older**

Lactose-reduced milk

Milkshakes, homemade

UHT (ultra-high temperature) milk

Acidophilus milk

Buttermilk

Extra-rich milk

Cultured milk

The following beverages when made from scratch using fluid milk:

Chocolate milk

Cocoa/ Hot chocolate

Eggnog flavored milk

Flavored milk

NOT CREDITABLE

Almond milk

Certified raw milk

Cheese

Chocolate dairy drink

Cocoa/hot chocolate made from mix with water

Cream

Cream sauces/soups

Custard

Eggnog

Evaporated milk

Frozen yogurt

Goat's milk

Half and Half

Ice cream, Ice milk

Imitation milk

Milkshakes, commercial

Pudding/Pudding pops

Reconstituted dried powdered milk

Rice milk

Sherbet

Sour cream

Soybean milk (most)*

Yogurt

Meat/Meat Alternates

Regulations require that all lunches and suppers contain the serving sizes of meat or meat alternates as specified in the meal pattern. Meat or meat alternates may be served as one of the two components of a snack. Meat includes lean meat, poultry, or fish. All meat or poultry cannot contain binders, extenders, water or broth (ex. luncheon meat). Meat alternates include cheese, eggs, yogurt, cooked dry beans or peas, nuts and seeds. Serving sizes on the Menu Pattern Chart are *cooked* amounts. Dried or canned legumes such as lentils, split peas, refried beans and pinto beans *are* creditable as a meat/meat alternate OR a vegetable, but not as both at the same meal or snack. Meat and meat alternates provide protein, B vitamins, iron and zinc. Vitamin B-12 is found only in foods of animal origin. Vegetable protein sources provide folate, magnesium and fiber.

Three safe ways to defrost meat are in the refrigerator, in cold water, or in the microwave. Never thaw meat on the counter or let it sit out of the refrigerator for more than two hours.

Serving Size Requirements

To be counted toward meeting any part of the meat/meat alternate requirement, a menu item must provide a minimum of $\frac{1}{4}$ ounce of cooked lean meat or equivalent. The rest of the required serving must be met by adding other meat or meat alternates. Small amounts (less than 3 tablespoons) of meat or meat alternate used as garnishes or seasoning or in breading must not be counted toward satisfying the meat/meat alternate requirement of the meal. Examples are grated Parmesan cheese used as a garnish over spaghetti, or egg used in breading.

Commercially prepared soups, *excluding* bean, lentil or split pea are not creditable. Yogurt *can satisfy* the meat/meat alternate requirement for lunch, snack and dinner. Four ounces of yogurt will satisfy one ounce of the meat/meat alternate requirement.

Another meat/meat alternate *must be* served in addition to peanut butter at lunch and supper to fulfill the meat alternate requirement. Serving sizes of peanut butter are too large (2-4 Tbsp.) and may pose a choking hazard to young children. Be as specific as possible to avoid disallowances.

Nuts and seeds may meet only one-half ($\frac{1}{2}$) of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. Nuts are not recommended for children under 3 years of age because choking may occur. Thus, we advise you to serve nuts only to older children.

Commercial, frozen and fast foods including pizza, restaurant food, boxed macaroni and cheese, frozen supermarket raviolis, taquitos, mini-quiches etc. *are not* creditable; homemade items *are* creditable and should be marked as such (“HM”). Be sure you are meeting the minimum serving requirements when you prepare these foods.

Cheese must be specified. Processed cheese (cheese food, cheese spread, Velveeta or cheese whiz) is not creditable. Cream cheese and Neufchatel cheese *are not* creditable because they are low in protein and also high in fat. Parmesan cheese in macaroni is not creditable because it is low in protein.

Pasta products with meat, including commercial ravioli, pot pies *are not* creditable because they are low in protein. However, homemade ravioli, taquitos, pot pies, and tamales *are* creditable if the serving size requirements have been met. Be sure to identify them as homemade with HM.

Non-commercial fish (home caught) and game *is not* creditable due to safety reasons. These items *are not* creditable due to health & safety reasons. Home slaughtered meat *is not* creditable. A USDA inspector must inspect meat in order to be creditable. Imitation crab is also not creditable because it is low in protein.

Vegetarian Diets

Tofu and tempeh may not be used to satisfy the meat/meat alternate requirement. 100% soy protein products *are not* creditable. These items are not creditable because they do not contain a standard of identity and therefore can vary from one manufacturer to another. Diets that exclude milk do not meet the menu pattern requirement and are not reimbursable unless a medical statement is on file for each child.

CREDITABLE

MEATS

Beef
Canadian bacon *
Chicken (breast, leg, thighs, etc)
Chicken Nuggets * **CN approved only**
Corndogs * **full meat only**
100% meat Hot dogs *
Fish (salmon, cod, tuna, etc)
Fish sticks * **CN approved only**
Ham (whole)***no deli meat**
Lamb
Liver
Liverwurst
Meat sauce, HM
Pork sausage ***Fresh only**
Pork (roast, chops, ribs)
Shellfish
Tripe
Turkey (whole, breasts, leg or ground)
***no deli meat**
Veal
HM Soups & Stews: containing meat, fish, poultry

MEAT ALTERNATES

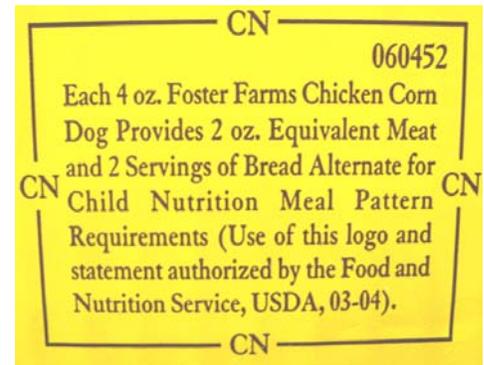
Dried beans, canned or cooked from dry
Cottage cheese
Cheese, natural (cheddar, colby, monterey jack, mozzarella, muenster, provolone, swiss)
Ricotta cheese
Romano cheese
Eggs, Deviled eggs
Garbanzo beans
Kidney beans
Legumes
Macaroni and cheese, homemade with natural cheese
Peanut butter**
Split peas/Lentils, dry or canned
Pinto beans
Pizza, homemade with cheese or meat
Pot pies, homemade
Quiche, homemade
Soups made with meat/meat alternate, homemade
Stews made with meat/meat alternate, homemade
Yogurt, plain or sweetened and flavored
Nuts/Seeds— Nuts are not recommended for children under 3 years of age because choking may occur. Thus, we advise you to serve nuts only to older children. If served, nuts and seeds should be finely minced.

* The foods marked with an asterisk (*) are high in fat and/or contain various additives. **It is recommended that you serve these foods infrequently, if at all.** Thus these foods are limited to not more than twice per week, per child, includes all meals.

**Must be served with an additional meat/meat alternate.

COMMERICALLY PERPARED MEAT & FISH PRODUCTS

Commercially processed meat and fish products (such as chicken nuggets, fish sticks, corndogs, egg rolls, potpies, etc) may be counted as meal components only if they have the Child Nutrition Label. The Child Nutrition (CN) Labeling Program is operated by the USDA's Food and Nutrition Service (FNS) directly with commercial food processing firms. Manufacturers may choose to put these labels on a food product indicating the contribution that product makes toward meal pattern requirements in the Child Care Food Program. Processed meat and fish products which contribute to the meat/meat alternate component of the meal pattern requirements are eligible for CN Labels. For example, the label will state exactly how much meat is on each nugget and how many nuggets must be served to each child. Products without the CN Label may not be counted towards the meal pattern.



NOT CREDITABLE

MEATS

Baco-bits***
Beef jerky
Beef tails, neck bones
Bologna
Bacon and imitation bacon products***
Chitterlings***
Corned beef hash***
Crab, imitation
Deli meat/Luncheon meat
Fish, non-commercial (home caught)
Game (venison, squirrel, rabbit, etc.)
Ham hocks***
Home slaughtered meat
Meat sauce, commercial
Oxtails***
Pasta products with meat, commercial
Pepperoni
Pig's feet, neck bones, and tails***
Pot pies, commercial
Ravioli, commercially prepared
Salami
Salt pork***
Scrapple***

Spam

Soups, commercially prepared such as chicken/noodle not creditable (bean, lentil or split pea are creditable)

Turkey Ham

MEAT ALTERNATES

Acorns
Chestnuts
Cream cheese
Nut or seed meal or flour
Processed cheese (cheese food, cheese spread, Velveeta or cheese whiz)
Cream cheese
Powdered cheese in boxed macaroni
Neufchatel cheese
Tempeh
Coconuts
Tofu
Soy burgers or other soy products
Fresh soy beans (edamame)

***not creditable - low in protein

Fruits and Vegetables

Each breakfast, lunch, and dinner served must contain vegetables and/or fruits. Snacks may also have fruits and vegetables as components.

To meet meal requirements, two (2) or more different types and servings of fruits and/or vegetables must be used for lunch and supper. The following combinations count as one serving:

Frozen or canned mixed vegetables	Green salad, vegetable salad
Frozen or canned peas and carrots	HM vegetable soups/vegetable in HM stews
HM fruit salads	Canned fruit cocktail

Mixed vegetables, fruit salad, green salad do not have to be further described in menus (i.e. list specific ingredients) if they contain 100% fruit and/or vegetable.

Soups and combination foods such as stews and quiches may provide up to one (1) fruit/vegetable serving. An additional, separate fruit/vegetable must be served at lunch and dinner. Soups, reconstituted canned, ready to serve, or homemade, must yield at least $\frac{1}{4}$ cup vegetables per serving to count towards meeting the vegetable requirement.

Cooked dried peas, beans, or lentils can be counted EITHER as a meat alternate OR as a vegetable, but not both in the same meal.

Measure vegetables after they have been prepared. For example, measure frozen corn after cooking. Drain liquid before measuring a serving of cooked vegetables. Small amounts (less than $\frac{1}{8}$ cup) of vegetables and fruits *may not* be counted toward the fruit/vegetable requirement.

One meal can not include an identical food in two different forms and receive reimbursement; for example, orange juice served with orange sections.

Serve fresh fruits and vegetables that are in season to help keep food costs low. Any fresh, frozen, commercially canned or dried fruit or vegetable may be used to meet the fruit and vegetable requirement. A variety of fruits and vegetables should be included in meals. Meals should include food high in fiber. Fiber is found in all fruits and vegetables.

Fruit and vegetable juices must be 100%, full strength juice. Juice blends are creditable as long as they are blends of 100% juice. Juice “drinks”, “cocktails” and “beverages” are not 100% juice and *are not* creditable. Please read ingredient listings carefully.

Frozen fruit juice bars/HM juice pops *are* only creditable if they are 100% fruit juice and do not contain sugar or other sweeteners. Reminder: Juice (also juice bars) cannot be served when milk is served as the only other component (no two liquids).

If you serve gelatin (Jell-O) with fruit, fruit-flavored gelatin does not count towards the fruit or vegetable requirement; you must add fruits and/or vegetables to receive credit. For health and safety reasons, home canned foods are not creditable. Use of these items is not creditable because of the potential health hazard.

A word of caution: infants and young children (under 3 years of age) can easily choke on grapes and raisins.

CREDITABLE

FRUITS

Apricots
Apples
Berries (Blackberries,
Blueberries, Boysenberries,
Cranberries, Strawberries)
Bananas
Boysenberries
Canned fruit
Cherries
Cranberries
Cranberry sauce
Currants
Figs
Grapes
Grapefruit
Kiwi
Kumquat
Loquat
Mangoes
Melons (Cantaloupe, Casaba,
Crenshaw, Honeydew,
Watermelon, etc)
Nectarines
Oranges
Papaya
Peaches
Pears
Persimmon
Pineapple
Plantains
Pluot
Plums
Persimmon
Prunes (pitted)
*Raisins
Raspberries
Star Fruit
Tangerines/Tangelo

VEGETABLES

Asparagus
Avocados
Beets
Bittermelon
Brussels sprouts
Broccoli
Cabbage, Chinese
Cabbage, red
Cabbage
Celery
Carrots
Cauliflower
Chard, Swiss
Chayote
Chile, red or green
Coleslaw
Collards
Corn
Cucumbers
Eggplant
Endive (escarole, chicory)
Frozen vegetables
Frozen breaded vegetables
Jicama
Kale
Kohlrabi
**Lettuce (iceberg, leaf,
romaine)
**Mushrooms
Mustard greens
Nopales (cactus pads)
**Olives, green and black
Okra
**Onions, all varieties
** Onion rings
Parsnips

Potatoes (**commercial french
fries/tator tots are limited to
twice per week**)

Peppers, green or red
Pumpkin
Radishes
Rutabaga
Rhubarb
Succotash
Spinach
Squash, all varieties (ex.
zucchini, butternut)
Sweet potatoes/yams
Tomatoes
**Tomato paste
**Tomato sauce
Turnip
Turnip greens
Watercress

*Raisins need to be combined
with another fruit/vegetable at
breakfast and snacks to equal
one (1) serving.

**These items *must be* served
with a second fruit/vegetable
serving to equal one (1)
serving of fruit/vegetable. At
lunch and supper, a second
fruit/vegetable must be served
to meet the second serving
requirement from this food
group.

Creditable Fruits & Vegetables continued:

DRIED BEANS AND PEAS/LEGUMES

Black eyed peas
Garbanzo beans
Green bean
Green peas
Kidney bean
Lima beans
Lentils
Mung beans
Navy beans
Pinto beans
Soy beans, Edamame
Wax beans

JUICES (creditable at snack time only)

Apple cider
Grape juice
Grapefruit juice
Orange juice
Pear juice
Pear/apple juice
Pear/grape juice
Pineapple juice
Prune juice
Tangerine juice
Tomato juice
100% Frozen juice pops
100% fruit/vegetable juice

JUICE ONLY CREDITABLE AT SNACK

SOUPS **

Chicken vegetable
Clam chowder
Minestrone
Pea or bean soup
Tomato rice
Tomato soup
Vegetable soup
Vegetable beef

** When soups are homemade, the amount of fruit/vegetable used in preparation can be credited toward meeting ONE fruit/vegetable requirement if children receive adequate portions of that component. At lunch and supper a second, separate fruit/vegetable must be served. If used in very small quantities, the vegetables used may be considered only as seasonings and should not be counted toward the fruit or vegetable meal requirement.

Meat/meat alternates in homemade soups are creditable if adequate portions of that component are served. Only soups that contain a meat/meat alternate and labeled “HM” or split pea/bean soups will be given credit for meeting the meat/alternate requirement.

Currently, there are several canned (condensed) soups that meet the USDA fruit/vegetable or meat/alternate meal requirement:

Tomato: One Serving of Fruit/Vegetable. This includes tomato, cream of tomato, tomato noodle or tomato with rice or some other basic component.

Vegetable: One Serving of Fruit/Vegetable. Includes vegetable, vegetarian vegetable or vegetable with other basic components such as meat or poultry (meat or poultry does not count towards meat/meat alternate since amounts are too small).

Minestrone: One Serving of Fruit/Vegetable.

Clam Chowder: One Serving of Fruit/Vegetable. The primary ingredient is potatoes. The clams serve only as flavoring and therefore can not be counted towards meeting the meat/meat alternate requirement.

Split Pea/Bean: These condensed soups may be served as a meat/meat alternate OR a Fruit/Vegetable.

All Others: All other canned soups are not creditable.

NOT CREDITABLE

FRUITS

Apple butter
Banana chips
Coconut
Fruit flavored or plain gelatin
Fruit jams, preserves, and jellies
Sweetened, frozen bars and Popsicle's
Fruit in cakes
Fruit in breads (i.e. banana bread)
Fruit flavored ice cream
Fruit in muffins (i.e. blueberry muffin)
Fruit flavored syrups
Fruit spreads (even when 100% fruit)
Fruit flavored yogurt (commercial)
Fruit snacks, fruit roll-ups (commercial)
Figs in fig bar cookies
Sherbet/sorbet

VEGETABLES

Hominy
Vegetables in bread (i.e. zucchini/carrot bread)
Vegetables in muffins

SOUPS/COMBINATIONS

Canned pasta with sauce
Posole
Spaghetti-O's

SNACKS

Corn chips
Potato chips

CONDIMENTS

Barbecue sauce
Mayonnaise
Ketchup
Maple syrup
Mustard
Salad dressing
Salad oil
Salsa
Vegetable Seasonings
Vinegar
Dry spice mixes
Parsley
Chili sauce
Cilantro
Pickles
Pickle relish
Pesto
Chutney
Hot peppers
Kimchee
Achara

JUICES

Sweetened grape juice
Powdered drinks (i.e. Kool-Aid)
"Ades" such as lemonade, limeade, orangeade
Fruit "punch" (i.e. Hawaiian punch)
Nectars (apricot, pear, peach, mango, etc.)
Juice or juice blend "cocktails" (i.e. most cranberry juice beverages, cranberry juice cocktail)
All Sports Drinks
Awake
Minute Maid Tangerine Juice
Capri-Sun
Crystal Light
Minute Maid Naturals
Five Alive
Gatorade

White Grape Juice (frozen concentrate)
Squeeze-Its
Sunny Delight
Hi-C
Tang
Tropicana Twisters
Welch's Orchard Tropicals

NOTE: Any "juice" with the following words listed on the label are *not creditable*:

NECTAR, DRINK, BEVERAGE, COCKTAIL, PUNCH, or SWEETENED.

REMEMBER: To read all labels and ingredient lists carefully. The following added ingredients result in a sweetened drink and, thus, the juice is *not creditable*:

NUTRASWEET, ASPARTAME, HIGH-FRUCTOSE CORN SYRUP, CORN SWEETENERS, SUGAR, or SUCROSE

Grains and Breads

Whole grain or enriched breads, cooked grains and pasta meet the requirements. Quick breads, cookies and other baked products must have enriched or whole grain flour as the main ingredient. Whole grain or enriched breads and bread products provide iron and B vitamins. Whole grains are also good sources of folate, magnesium, zinc and fiber. The fiber found in whole grain aids in digestion and may reduce the risk of some cancers.

In order to receive reimbursement for bread and bread alternates; the first ingredient must be whole grain or enriched flour. Make sure to check the ingredient list. Whole grains are the best choice because they have not been refined, so they have more fiber and certain nutrients. “Enriched” means that three of the B vitamins (riboflavin, niacin, thiamin) and iron are added back to the product after the milling process has removed them. However, this does not provide the same benefits as the unaltered version.

Remember cookies and certain other bakery items (see creditable list below for complete listing) *are creditable* at snack and/or breakfast only, and can be served a maximum of **twice** a week.

We recommend that you choose crackers that are low in fat and made of whole grains.

Breading on fish sticks, frozen chicken nuggets, fried chicken and so on *is not* creditable. However, breading on corn dogs *is* creditable as grains and bread item.

The only part of a crisp/cobbler that *is* reimbursable is the fruit. Be sure the portion size of the fruit meets the minimum requirements. Remember crisps and cobblers should be served sometimes and not everyday.

CREDITABLE

Bagels	Fried bread
Biscuits	Grits (whole or enriched only)
Boboli bread	Fruit/Vegetable breads (zucchini, banana, and pumpkin bread)
Boston brown bread	Hot cereal (specify)
Breads (white, rye, whole wheat recommended)	Lefsa (Scandinavian unleavened bread)
Bread sticks	Millet
Cold cereal low in sugar (specify on your menu)*	Noodles
Chow mien noodles	Pancakes
Corn bread	Party mix (snacks only)
Corn dog breading	Pasta (spaghetti, macaroni, linguine, ravioli)
Couscous	Pie crust, main dish
Crackers (specify)	Pita bread
Cream puff shells	Pizza crust
Crepes	Polenta
Croissants	Pretzels - hard and soft (snack only)
Croutons	Puff pastry
Dinner rolls	Pumpnickel bread
Dumplings	Quinoa
Egg roll or wonton wrappers	
English muffins	
French bread	

Raisin bread
Rice (brown and white)
Wild rice
Rice noodles
Rice cakes
Rolls - all types
Roman meal bread
Rye wafers

LIMITED TO TWICE PER WEEK:
BREAKFAST OR SNACK

Cinnamon/sweet rolls, coffee cake
Granola bars/ Muffins

Sopapillas
Stuffing - HM and commercial
Taco shells
Tortillas (corn, wheat, flour)

*NOTE: Cereals must be less than 40% sugar to be creditable.

LIMITED TO TWICE PER WEEK:
SNACK only

Bread pudding (homemade only)
Brownies
Graham crackers (do not serve to infants)
Cookies/bars (vanilla wafers, animal crackers, all cookies – chocolate chip, oatmeal, peanut butter, fruit/vegetable based etc.)
Rice pudding (homemade only)
Turnovers

NOT CREDITABLE

Bagel chips
Breading (fish sticks, chicken nuggets, fried chicken)
Bread pudding, store bought
Cakes
Caramel corn
Cereal - high in sugar (first ingredient is sugar)
Cheese puffs
Chips
Cobblers and crisps
Cookies - cream filled
Corn - counts as a vegetable
Corn chips
Cupcakes
Doughnuts – plain, glazed or filled
Hominy
Ice cream cones
Nut or seed meal or flour

Potatoes - counts as a vegetable
Pineapple-upside-down cake
Popcorn
Poptarts / Toaster pastry
Potato chips
Potato pancakes
Pound cake
Rice pudding, store bought
Top Ramen
Tortilla chips
Tapioca
Wheat germ

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Office of the Assistant Secretary for Civil Rights
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- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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