

## **A FEW IMPORTANT FACTS WHEN CLAIMING INFANTS**

There is always confusion when claiming infants. Some providers avoid claiming them all together because they don't understand all the requirements, other because they do not like the additional paperwork. When you are taking part in a CACFP program, every child regardless of age, race, religion, income and sex must be offered the program. A child's parent always has the right to refuse the program. Here are some important facts if you claim infants.

- Every provider must offer 1 type of formula. It can be the least inexpensive brand you can find, but you need to offer one type and that must be recorded on the top of page 2 of the enrollment form. If the parent does not want to use that formula, they can provide their own. Regardless who supplies the formula or even breast milk, you can claim that infant until the child is on cereal.
- Once a baby is consistently eating cereal at breakfast, lunch and supper, you can add cereal to the menus. This applies to all food for infants.
- In order to continue claiming infants once they are on food, it is important their enrollment shows you supply the food. On Part 3 (page 2) of the enrollment Infant Meal Notification, after the child's name it will ask you who is supplying the formula or if the mother is supplying the breast-milk, and who is supplying the food.
- If you have more than 1 infant, you must record the food for every infant separately. Providers that claim online will be ask for each child's food. For providers that use the scan (bubble) menus they are divided into sections. Birth-3 months; 4-7 months, and 8-12 months. When you have infants different ages you can record in different sections on the menu. If you have 2 infants the same age what we recommend is to write one child's food on the menu, and turn the page over and write on the back side of the copy coming to the office, the food for the 2<sup>nd</sup> infant. Both children's numbers are bubbled in on the front side.
- At 8 months all children must have all the requirements for breakfast, lunch and dinner. At snack they can have either formula or juice (not both) and when they are developmentally ready they can have crackers, teething biscuits, bread, or bagels. Baby cereal, fruits and vegetables are not creditable. at snack.
- Last but very important- on the day the infant turns 1 you move that child over to the regular menus.



## **FREE ON-LINE CLAIMING WITH MINUTE MENU KIDS**

*Did you know you can submit your claim on-line? Managing and submitting your claim on-line is the fastest and easiest way to ensure timely payments of your food reimbursement. Minute Menu offers industry leading software to help you claim on-line and help with other areas of your child care business. We encourage all who are interested to call us today for information on how to switch to On-Line Claiming free of charge*

## **ARE YOU SERVING THE CORRECT MILK FOR THE CHILDREN IN YOUR CARE?**

- **Children over two years of age may not be served Whole milk and/or reduced-fat (2%) milk.**
- Fluid milk served to children ages two and older: must be: fat-free or low-fat (1%) milk.
- The milk served must be pasteurized fluid milk that meets State and local standards and may be flavored or un-flavored.
- Children under 2 year of age must have whole milk.

## **SWEETS CAN ONLY BE SERVED 2 TIMES PER WEEK**

Bread Pudding	HM / SN
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Brownies	HM / SN
Cereal Bars	SN
Cinnamon Rolls	BR / SN
Coffee Cake	BR / SN
Cookies	SN
Cornbread Pudding	SN
Donuts	BR / SN
Gingerbread	BR / SN
Granola Bars	SN
Ice Cream Cone	SN
Muffins (except corn)	BR / SN
Pop tarts	BR / SN
Rice Pudding	HM / SN
Rice Pudding	SN
Sweet Rolls	BR / SN

BR=Breakfast; SN= Snack only  
HM= Homemade only