

WELCOME

The entire staff of the Providers Food Program would like to welcome you.

This manual was prepared to help you understand the paperwork involved in dealing with the food program. It is meant to supplement your training with your home reviewer and answer some questions you may have. Use it as a reference guide and keep it in a handy location. Any questions or concerns may be directed to your home visitor, office staff, or me, at 1-781-939-9292. We are all dedicated to serving the needs of the family child care provider and the children with whom they work and play.

From time to time additional information will be made available to you. Please be sure to update your manual immediately to insure that you are always current with the latest requirements of the program.

The Staff of Providers Food Program

YOUR HOME VISITOR'S NAME IS: _____

PHONE NUMBER: _____

Please send menus, enrollment forms and all other correspondences to:

**Provider Resources Inc,
800 West Cummings Park
Suite 3100
Woburn, MA. 01801**

1-781-939-9292

Fax: 1-781-939-9295

Office Hours 8am – 4 pm

Menus should be sent at the end of each month for timely reimbursement.



Provider Resources Inc.

Web site <http://www.Providerresources.org>.

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An Introduction

Mission Statement

The following Mission Statement expresses the aims and goals of this agency.

Provider Resources, Inc., (PRI) is a federally-funded, non-profit [501©(3)], Massachusetts agency that educates children, Family Child Care Providers and parents about good nutrition and administers a Federal Child and Adult Care Food Program (CACFP) to family (at-home) child care providers through the Providers Food Program. Provider Resources is committed to the philosophy of this federal food program that all children have the right to be well fed, regardless of family income.

This program promotes a lifelong healthy approach to eating for both children and parents and insures that children enrolled in Family Child Care are receiving nutritionally balanced meals. Provider Resources, Inc. was founded on and adheres to these principles:

- Every child is entitled to the best nurturing possible through good nutrition so that the spirit, creativity, and potential of each child can be realized.
- Every Provider is entitled to dependable, timely services and to a program that is responsive to their needs.

What Is Provider Resources, Inc.?

PRI is a tax exempt, non-profit organization governed by a volunteer Board of Directors. PRI was organized as a non-profit agency in 1988. PRI is an umbrella organization, which include Providers Food Program, Child Care Referrals and Child Care Training.

What Is The Child and Adult Care Food Program (CACFP)?

The CACFP is funded by the United States Department of Agriculture. In this program, licensed Family Child Care Providers and some Informal Child Care Providers (ICC) are trained in the food program pattern and are reimbursed at a fixed rate for serving meals and snacks to their day care children, as well as their own, if they are income eligible.

In Massachusetts, the CACFP is administered by the Massachusetts Department of Elementary and Secondary Education. A contract has been issued to Provider Resources, Inc., as a recognized sponsor qualified to administer the program.

What is The Purpose of the CACFP?

The program is designed to insure that children in the program receive healthy, well-balanced meals. This is achieved by comprehensive training of providers in the basic principles of good nutrition.

At Providers Food Program, participating Family Child Care Providers are required to learn the principles of the child care meal pattern and serve foods accordingly. Providers must keep accurate, up to date records and submit them in a timely manner in order to receive reimbursement.

What's Important About Good Nutrition?

Adequate nutrition is more important than many people realize. Children who are malnourished or merely hungry due to missed meals are listless, nervous, and inattentive. They are not ready to learn and they may disrupt the learning of others. Poor nutritional well-being increases the chances of contracting low-grade infections that leads to increased school absenteeism.

Encouraging children to improve their nutritional well-being is a preventive health measure which saves many tax dollars and increases national productivity.

Today's most prevalent nutritional problems are obesity and ill-advised food choices. Poor nutritional habits have also been linked to the ten "killer diseases", including heart disease, cancer, and high blood pressure. Although symptoms do not usually appear until later in life, these diseases may begin while children are still in school. Good nutritional health in a child's early years can have long-lasting physical and emotional benefits. Good nutrition, or lack of it, knows no social or economic boundaries. All children can suffer from the ill effects of poor feeding. Good nutrition is for all children.

Does the Nutrition Program in Child Care Homes Make a Difference?

Yes. Many children of working parents do not eat breakfast before leaving home, mainly because of "lack of time". They do not eat an adequate lunch and some skip supper. Some children do not receive the recommended amounts of milk during the 24-hour period; some lack meat or meat equivalent foods; and others lack fruits and vegetables. Quite a few are eating three or more servings of concentrated sweets each day. Meals that follow the required guidelines correct many of the nutritional deficiencies found in today's fast-paced society.

Studies show that children in CACFP receive meals that are nutritionally superior to those served to children in child care settings without CACFP. Children in participating institutions have higher intakes of key nutrients, fewer servings of fats and sweets, than children in non-participating care. Research cites participation in CACFP as one of the major factors influencing quality care – 87 percent of the family child care homes considered to be providing quality child care participated in CACFP. CACFP also makes child care and afterschool programs more affordable for low-income parents, who rely on these programs to provide a safe and healthy place for their children. 87 percent of the family child care homes considered to provide good quality care participate in CACFP.

What Do You Have To Do To Participate In The Program?

If you are a licensed family child care provider, you are entitled to participate in the program. A current license must be maintained through the Department of Early Education and Care (EEC), the State agency responsible for the health and welfare of children in family child care homes. Some providers that are Informal Child Care providers that hold vouchers and do the care in their own home for non-resident children also qualify to be on our program

Providers are approved to participate in the CACFP by the Massachusetts Department of Elementary and Secondary Education. Providers may enroll in only one program at a time. Enrolling in more than one program will result in a penalty and/or serious deficiency.

The enrollment information is obtained at the time of sign-up, by the Home Reviewer representing the Agency, and verified prior to the provider being approved to participate in the program. The Home Reviewer will complete with the provider a Sponsorship Agreement form, Permanent Agreement, Annual Update which consists of the Rights & Responsibilities and Termination procedure, and Child and Adult Care Food Program (CACFP) Family Day Care Home Certificate. A copy of the provider's EEC license will also be needed.

Providers that are transferring from another program will need to provide a copy of their termination notice from their previous sponsor.

All children who are enrolled in a participating child care home are eligible to participate, regardless of family income. This is an educational program designed to teach healthy eating habits.

How Does The Program Work?

Once a provider has been approved by the Department of Elementary and Secondary Education, they are issued a site number. This site number is important and will be needed when submitting your menus.

Providers enroll day care children (children who have not yet turned 13 years) into the program by asking parents to fill out and sign an enrollment form for each child. Enrollment forms must be on file for a child to be claimed on the program and all enrollment forms must be renewed annually. Children should be enrolled according to the earliest time they might arrive and the latest time they will be picked up, and every meal they might participate in. If a child's schedule changes, an updated enrollment will need to be submitted.

The total number of children that may be claimed for a given meal is called "the approval number". A provider may claim only for the number of day care children as shown on his/her license. An income eligible provider may include his/her own children, but never exceed six children for any given meal for a regular license, 8 children for a plus license, and 10 for a large family child care license.

Providers sign up for meals expected to be served, including Breakfast, AM Snack, Lunch, PM Snack and Supper, with accompanying times. If a provider wishes to claim for a meal not previously requested, she needs prior approval to do so. This increase for an approved meal can be done by simply informing the main office. If you wish to claim for weekend or evening care, you must submit a "Double Session/weekend" form for pre-approval.

Providers may claim up to 2 meals and 1 snack or 2 snacks and 1 meal per child, per day.

Child Care Providers keep daily menus and meal count attendance records on either scan menus provided by the office, or on our online menu system Minute Menu. Menus begin on the first day of the month and end

on the last day of that month. Menu / attendance records must be submitted on the last day of the month. In order to receive your reimbursement in a timely fashion, all menus must be in the office no later than the 5th of each month to make the first bill. Attendance must be recorded by the end of each day.

Any new enrollments forms must be submitted at the time of enrollment. Any enrollments that are submitted with the menus can cause a delay in processing the menus.

Providers select food from the four food groups (Fluid milk, fruits and vegetables, bread and grain, meat and meat alternates). Selection of foods and where they are purchased is entirely the choice of the provider. Non-creditable or “not acceptable” foods are foods that fail to meet minimum standards of nutrition. Non-creditable foods do not count as a food item on the menu.

The CACFP pattern requirements and minimum serving sizes for the appropriate age group must be observed. See CACFP food pattern section within this manual.

A meal must fit the meal pattern completely in order to receive reimbursement.

The amount of reimbursement is calculated by adding up all meals in a category and multiplying that figure by a fixed reimbursement rate in that category. The current reimbursement rate can be found in the sleeve of your Provider’s Food Program binder and will change yearly. The reimbursement rate is not affected by the age of the child.

Providers Food Program is a partnership between staff and provider. The staff is available for consultation and to support your needs. We pride ourselves on accurate and timely reimbursement.

Providers do their part by submitting all required paperwork in a timely and accurate fashion, and by making themselves available for home visits. It is the provider’s responsibility to keep the agency informed of their licensing status at all times by contacting the main office.

A provider whose license expires must submit all paperwork to EEC. A copy of their new license must be submitted to the main office. Should EEC delay in issuing a license renewal, a letter from the EEC must be obtained, and submitted to the main office confirming that the provider is still licensed. Should a lapse of time occur when the provider is not considered licensed by the EEC, then that provider is prohibited from claiming with the food program. Providers are strictly prohibited from claiming with the program without a current license.

When must you submit a new copy of your license to the office?

Anytime you are issued a new license, we will need a copy. The following is examples why you will be given a new license.

Renewed License

Moved to a new address

Increased or Decrease in Capacity

Nontraditional license which allows you to day care after 8 at night.

Limitations placed on license.

Home Reviews

We are required to visit every provider a minimum of 3 visits, of which 2 of them must be unannounced. If you do care on weekends, evenings or double sessions we are required to do 4 visits a year, 2 of which must be during the extended hours. If you are a new provider your first visit will occur within the first 30 days. We are required to observe a meal or snack at visits. Meal reviews are conducted for several reasons:

1. To provide support and technical assistance to providers
2. To ensure CACFP requirements are being met
3. To conduct a review of the provider's meal times and any other application changes that has occurred since the last visit.

At the time of the visit we will need to see all menus either scanned or internet. In addition we will ask for your Provider's Food Program folder to view enrollments, permanent agreements, annual enrollment update, and completed trainings. If you're online menus cannot be accessed because your computer is not in your day care area, your home reviewer will contact the main office and they will check your menus for accuracy.

What if you do your menus online and Minute Menu is Inaccessible

It is possible that at times providers will be unable to access Minute Menu website. This is inevitable because of problems inherent to the Internet- if any connection between your computer and the Minute Menu Internet servers is severed, it can temporarily prevent you from visiting the Minute Menu website (not to mention a large number of other sites on the Internet). If this occurs, the best situation is to wait and try again. These kinds of problems are usually resolved in a matter of minutes or hours by the internet companies affected.

In some cases, the Minute Menu website will be down for maintenance or upgrades. When possible, you will be given notice of these periods of Minute Menu inaccessibility but in some cases, unforeseen technical factors may cause the site to become inaccessible without prior warning. Keep in mind the host of the Minute Menu Website is located in Dallas, Texas, which is one hour behind our time. If the server goes down in the evening it may not be fixed until 11am-12pm our time.

If you are unable to record your menus online, you will need to keep a paper back up.

A Provider's Computer Stops Working

A provider's computer could get a virus, a power surge, or some other random problem that prevents the use of the computer to record her meals and attendance on Minute Menu. Any already entered information is available on the website. If the computer cannot be fixed by the end of the month and the provider has access to another computer, the provider can enter their information into another computer to complete the rest of the month's records and submit from the other computer. The other option is to contact the main office and we will send you bubble menus.

Food Safety is a major concern and the food storage, preparation and serving areas will be checked. Refrigerators are required to have a thermometer in the freezer and the refrigerator.

Food storage is important. Once cereal, crackers, cookies and other dry food items are opened that you will not be entirely using, they need to be stored in plastic containers or zip locked bags. Food cannot be stored on the floor or next to any chemicals. In the refrigerator, all food needs to be covered with plastic wrap or placed in a covered container. Meats should be stored on the bottom shelf in case they leak. This will help

prevent cross contamination. It is preferred that alcohol not be stored in the refrigerator, but if it is, it should be on the top shelf in the very back. This also applies to any medicine. Another option would be to purchase the Velcro locks to place on your refrigerator and prevent young children from accessing it.

We all love our pets and consider them part of our family, but they are not allowed in the food preparation or serving area. Pet food needs to be given in another area.

Meal disallowances occur at the time of meal reviews if:

- The provider is not home and a visit is conducted during the time approved the meal will be disallowed unless the provider notified PRI that they would not be home. If two or more visits are conducted without a provider home, parental contacts are made to verify childcare times, attendance and meals received.
- The meal observed does not meet CACFP requirements.
- The meal service and food prep area do not meet CACFP requirements.
- The meals, for which there is no written record for the month, up to but not including the day of the visit. A written record must include all meal components and the dates served. If the provider uses "cycle menus" (pre-planned menus) and if the meal does not match the meal served, there must be documentation of substitution.
- The children's attendance has not been documented for meals or snacks on any of the previous days.
- A submitted claim does not match the monitor's review of the children recorded as present.
- If a provider is over-capacity during a meal review, reimbursement will not be made for any children over the license capacity. EEC will be notified
- If a provider claims a child not seen by the monitor on their submitted menu.

*Any time a meal is disallowed at the time of a meal review an unannounced follow-up visit will be conducted to ensure any issues have been corrected. This visit may not count as one of the required three visits per year. Failure to correct will result in a notice of Serious Deficiency and possible termination. *See Serious Deficiencies and Termination

Child Enrollment Forms

A form must be on file for each child enrolled in your day care including your own **if income eligible**. This includes full time, part-time or substitute care children. A parent has the right to refuse the program, however an enrollment needs to be completed with the parent writing "refused program" on it. The form needs to be complete or it cannot be accepted. Be certain to have the parent fill the child's name, date of birth, date started in day care and both the times and the days that the child will be enrolled in day care. If the child's schedule will vary, check off all days that the child possibly might attend and check the days vary box. When filling out the expected meals, have the parent list every possible meal, even if the child is there only occasionally. If this child is school age please note the times the child in school. If the child will attend your day care on school vacation and no school days, it is very important to list the times they will be there and all the meals they may participate in. Every parent must receive a Building for the Future flyer when they enroll their child in your program. Example can be found on pages 46 & 47

Send the enrollments in with the first month's menus. Include a new enrollment any time a new child is enrolled. If an enrollment form has not been received by the Main Office you will not receive reimbursement for that child unless the enrollment form is received within 5 days of processing your menus.

Infant Meal Notification

This is page 2 (part 3) of the enrollment form and must be included with page 1 (parts 1 & 2) of the Child Enrollment Form. All children including infants must be offered the food program. Providers must offer 1 type of formula, however a parent has the right to refuse the provider's choice and supply their own. The

infant Meal Notification Form informs the office who is supplying the formula- the provider or parent, or if the child is breastfed. It also informs us who is supplying the baby food- the parent or the provider. Please see the section on page 48 to review infant meals.

Approved Assistants

If you have an approved assistant or assistant's, we will need a copy of their EEC license or certificate on file. Approved Assistants that are left in the day care in place of the license provider, must follow all EEC requirements. Providers are required to teach any assistant that will be feeding the children when the provider is not present how to complete the menus and in addition is required to complete the record keeping training yearly. Assistants may also complete other training offered by Providers Food Program.

What are your Responsibilities.

Providers need to follow all the rules and regulations of the food program. When you are a new provider they might seem overwhelming, however by staying organized this will keep you on track. Here are the major things to remember.

1. Menus need to be recorded ahead of time. They can be written a day, week or month ahead.
2. Attendance for your meals or snacks needs to be recorded by the end of the day.
3. If you are not going to be home for a meal service, notify the main office or your home reviewer.
4. Serve your meals and snacks according to the times you gave to the office. Please notify the office if your meal or snack times have changed.
5. Submit an enrollment form for every child in your program.
6. Mail or submit your menus at the end of every month.
7. Complete 6 hours of training yearly which is provider to you by Providers Food Program as home studies.
8. Keep all your required paperwork in your folder that we supply.

Inactive Providers

It is the provider's responsibility to notify Providers Food Program when they are no longer claiming due to lack of children or if they are no longer day caring. This is initiated either through a note on their monthly claim or by contacting our main office. It is a USDA policy if a provider goes 3 months without claiming, we must terminate the provider from the program. Once the provider has children again, they can call us and we will resign them.

Moving

It is the day care provider's responsibility to notify the CACFP Coordinator when the location of the day care home will be changing. We will need a copy of your new day care license with your new address.

How to Terminate

If you wish to terminate you need to send in writing your intent to terminate. You must give a 30 day notice. Please be aware that a provider cannot be with two food programs in one month, therefore your termination date will be at the end of the month following the 30th day.

Upon receiving your letter, our office has 5 days to respond with a Termination letter. This letter will include.

- Date it was received
- Training hours and training topics
- What is your official termination date.

If a provider has not claimed for reimbursement within 3 consecutive months, the sponsor will terminate that provider for inactivity. The provider may rejoin the program at any time.

Transferring from Another Program

If you are currently with another food program you will need to terminate in order to join our program. At the time of the sign up, we will need a copy of your termination form from your previous sponsor. If a provider is being reviewed for serious deficiency process, they cannot be terminated by either the sponsor or by their own request.

The Guidelines for Claiming Income Eligible Children

1. You need prior approval.
2. Your family size (all people living in your home) and income (the total of all residents) must meet income guidelines listed on the back of the Meal Benefit Form directions.
3. A Meal Benefit form must be on file if you are tier 1 because of school or census before you may claim your own children.
4. You may claim for your own children participating in your day care only for meals or snacks served at the same time you are caring for and feeding day care children.
5. All rules for claiming day care children and provider's own children apply through the age of 12 years.

A foster child is generally considered a family of one. Thus, only the income from the State is counted and they become Income Eligible. You will need to fill out a meal benefit form for that child along with the name of the agency that placed them. The other rules for claiming apply.

Please see the section beginning on page 62 for further information. Any questions may be directed to the main office.

What Is The CACFP Meal Pattern?

All providers participating in the food program are mandated by the United States Department of Agriculture to follow the recommended food program meal pattern that draws from the four food groups with minimum required serving sizes. All components must be present for reimbursement to occur.

Food Program Pattern Children Ages 1 year through 12 years

BREAKFAST	MORNING SNACK	LUNCH	AFTERNOON SNACK	SUPPER
Milk Fruit & Vegetable Bread or Cereal	(Serve any 2 foods from different food groups.) Milk Fruit and/or vegetable Bread or Bread Alternate Meat or Meat Alternate	Meat or Meat Alternate Vegetable and/or Fruits (2 or More) Bread or Bread Alternate Milk Other Foods	(Serve any 2 foods from different food groups.) Milk Fruit and/or vegetable Bread or Bread Alternate Meat or Meat Alternate	Meat or Meat Alternate Vegetable and/or Fruits (2 or More) Bread or Bread Alternate Milk Other Foods

Portion Sizes vary according to the child's age.

What Foods Contribute To The Meal Pattern?

All foods fall under one of four categories.

- Milk
- Bread/Bread Alternates
- Meat/Meat Alternates
- Fruits and Vegetables

Some foods have limited nutritional value and therefore do not contribute to the meal pattern. These foods are non-creditable, and should not be listed on the menu.

FOLLOWING THE MEAL PATTERN

The CACFP can be followed by checking the listing on the left side of the menu. All foods fall under these 4 basic categories: milk, bread and bread/grain alternates, fruits and vegetables/juices, meat and meat alternates, (i.e., beans, peas, yogurt, eggs, and cheese)

When filling out a menu state the name of the product, (i.e., Ritz Crackers, American Cheese, etc.), and/or the method of preparation, (i.e., scrambled eggs, baked potato, broiled fish).

All bread and bread alternates must be made of whole grain, enriched flour or meal. Corn, rice, wheat and oats are the principle sources of whole grains. All commercial cereals made from whole grain or enriched flour, both for cold dry and hot cooked, are creditable. Because of the high sugar content in most children's cereal, some are more highly recommended than others. Cereal can be served for breakfast and snacks only. Cereals with dried fruit such as Raisin Bran contribute only as 1 bread component.

All fresh vegetables are creditable under the CACFP guidelines. Vegetable juice must be 100% juice and can meet 1 component for lunch or supper although it is discouraged. Cooked dry beans or peas can count either as a vegetable or as a meat alternate. Mixed vegetables such as peas and carrots count only as 1 component.

Small amounts of vegetables such as peppers, celery, and onions, when used in a salad (i.e., tuna or egg), are not served in sufficient amounts to be considered a whole component. Such salads, when served on a bed of lettuce, either plain or in a sandwich, counts as a single component. When lettuce and tomato are used in a

sandwich, they count as 1 component. Since in most cases they are not served in sufficient quantities they cannot be counted as two components. **Lettuce alone is not creditable.** Celery and carrot sticks, pepper strips, cucumber spears and so on, may be counted separately. If a garden salad is served, it is counted as 1 component, regardless of how many vegetables are used. See sample menus for examples.

Note that potatoes are vegetables and are not to be listed on the breads and grain line of the menu.

All fresh fruits are creditable under the CACFP guidelines. Fruit juices must be 100% juice and is highly discouraged at lunch or supper. Juice cannot be served as a second component if milk is served for snacks. Dried fruits such as prunes, apricots, and raisins are creditable. While Jell-O is not a creditable food item, Jell-O prepared with fruit is creditable, provided the correct creditable fruit portion is served. Fruit compote or fruit salad count as 1 component.

Many dairy products are counted as meat alternates. Only fluid milk is creditable as a milk component. Yogurt and cheese are counted as meat alternates. Other dairy items such as whipping cream, sour cream, and ice cream are non-creditable items. Milk can be flavored, unflavored, skim, low fat, whole or buttermilk. Hot chocolate or cocoa can count as a milk component if made with fluid milk.

For combination dishes such as soups, stews, pot-pies, casseroles, lasagna, or pizza – no matter how many food groups are in the dish, they may only count as 2 components. The reason for this is due to the unpredictable nature of the serving as to what food and what quantities are on the plate. See sample menus for examples.

Variety is also looked for when menus are checked. The best way to insure a balanced diet is to serve a variety of foods. Providers are urged to introduce new and varied foods whenever possible. Products should be named specifically so that the variety can be determined. For example: apple juice, cereal, American cheese, rye bread, etc.

Meal Pattern Requirements

The Meal Pattern is for children ages 1 thru 12. Listed are the minimum portion sizes for children
Ages 6 through 12, smaller portions are required for children ages 1 through 5.

MEAL PLAN	
Breakfast	Serving Size
Milk, fluid	1 cup
Juice or Fruit or Vegetable	½ cup
Bread and/or cereal Enriched or whole grain	1 slice
Bread or Cereal: Cold dry	¾ cup
Hot cooked	½ cup

MEAL PLAN	
Lunch or Supper	Serving Size
Milk, Fluid	1 cup
Meat or Meat Alternates	
Meat, Poultry, or Fish, cooked (lean meat without bone)	2 ounces
Yogurt	4 ounces
Cheese	2 ounces
Egg	1
Cooked Dry Beans and Peas	½ cup
Peanut Butter or other Nut or Seed Butters	4 tbsp.
Nuts and/or Seeds	1 ounce
Vegetables and/or Fruits (two or more)	¾ cup (total)
Bread and/or Bread Alternate Enriched or whole grain	1 slice

MEAL PLAN (Select 2 of 4 components)	
Mid-Morning & Mid- Afternoon Snack	Serving Size
Milk, Fluid	1 cup
Meat or Meat Alternate Or yogurt; plain or Sweetened or flavored	1 ounce 4 ounces ½ cup
Juice or Fruit or Vegetable	¾ cup
Bread and/or Cereal Enriched or whole grain Bread or Cereal: Cold dry Hot cooked	1 slice ¾ cup ½ cup

Child Care Infant Meal Pattern

	Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast	4-6 fl. oz. Formula*, or Breast Milk	4-8 fl. oz. Formula*, or Breast Milk 0-3 Tbsp. Infant Cereal** (Optional)	6-8 fl. oz. Formula*, or Breast Milk 2-4 Tbsp. Infant Cereal** 1-4 Tbsp. Fruit and/or Vegetable
Lunch and Supper	4-6 fl. Oz. Formula*, or Breast Milk	4-8 fl. Oz. Formula*, or Breast Milk 0-3 Tbsp. Infant Cereal** (Optional) 0-3 Tbsp. Fruit and / or Vegetable (Optional)	6-8 fl. oz. formula*, or Breast Milk 2-4 Tbsp. Infant Cereal** and / or 1-4 Tbsp. Meat, Fish, Poultry, Egg Yolk, or cooked Dry Beans or Peas or ½ - 2 oz. Cheese or, ¼ oz. Cottage Cheese, Cheese Food, or Cheese Spread 1-4 Tbsp. Fruit and / or Vegetable
Supplement	4-6 fl. oz. Formula*, or Breast Milk	4-6 fl. oz. Formula*, or Breast Milk	2-4 fl. oz. Formula*, Breast Milk, or Fruit Juice*** 0-1/2 bread or

- * Shall be iron fortified infant formula
- ** Shall be iron fortified infant cereal
- *** Shall be full strength juice
- **** Shall be from whole-grain or enriched meal or flour

The CACFP Food Pattern

Providers make their own food choices while following the required balance of food components.

MEAL	MENU	EXAMPLE
Breakfast	Bread or Bread Alternate Fruit / Vegetable Fluid Milk	Cheerios Strawberries Milk
Lunch / Supper	Meat or Meat Alternate Bread or Bread Alternate Fruit / Vegetable Fruit / Vegetable Fluid Milk	Hamburger Noodles Corn Apple Wedges Milk
Snacks AM / PM	Fruit or Vegetable, or Meat or Meat Alternate Bread or Bread Alternate Milk	Ritz Crackers American cheese

Non-Creditable Foods

Foods failing to meet minimum standards for nutrition

Dairy

Cream Cheese
Parmesan Cheese
Romano Cheese
Evaporated Milk
Ice Cream
Nonfat dry milk
Sherbet
Sour Cream
Frozen Yogurt
Pudding

Bread

Bread Crumbs
Popcorn
Potato Chips

Meat /Protein

Bacon

Vegetable / Fruits

Tofu
Fruit roll-ups / snacks

Other

Tapioca pudding
Jello

MEAL IN A POT

Whenever you are serving pizza, beef stew, chicken pot pie, etc., these are considered Meals in a Pot. They can only count toward 2 components no matter how many food groups are in the dish.

Example:

INCORRECT

Mozzarella Cheese
Pizza Dough
Pizza Sauce & Peppers
Apple
Milk

CORRECT

Mozzarella Cheese
Pizza Dough
Tossed Salad
Apple
Milk

INCORRECT

Chicken pot pie
Pie Crust
Pot.& Carrots
Applesauce
Milk

CORRECT

Chicken pot pie
Pie Crust
Side of green peas
Applesauce
Milk

Children under the age of 3 are not allowed the following:

- Hotdogs
- Grapes
- Raisins
- Peanut Butter
- Dried Fruit
- Nuts

Also Important:

- Jams or jellies, salad dressing, ketchup or other condiments are never creditable
- Potatoes are a vegetable.
- Juice must be 100% juice.
- Cereal bars are not creditable for breakfast only snack.
- Lettuce cannot be served alone.
- Foods high in sugar and fats including cookies, pop-tarts, cakes of all kinds, can only be claimed 2 times per week for breakfast or snack only.
- Pudding is not creditable except for Bread and Rice Pudding at snack only.
- Beans and Peas are creditable as a meat alternative and vegetable but not in the same meal.

Non-Creditable Foods for Infants.

- Yogurt
- Gerber puffs
- Adult cereals- including cheerios.
- Baby hotdogs

Claiming Infant Meals

Meals and/or snacks served to infants who are not yet developmentally ready for solid foods can be claimed for reimbursement if the caregiver feeds the infant breast milk provided by the parent or infant formula supplied by the parent or provider. An infant's meals and/or snacks cannot be claimed for reimbursement if the breastfeeding mother nurses the infant on-site unless that mother is the day care provider. A CACFP income eligible day care home provider may only claim meals served to their own infant at a mealtime when other enrolled, non-resident children are present.

Once the parent requests the caregiver feed solid foods the meal is reimbursable only if the caregiver provides at least one component of that meal. The provided component could be the iron fortified formula or breast milk (if infant is the provider's) or a solid food component such as infant cereal, vegetable/fruit or bread or cracker product. If the infant is eating solid foods and the parent provides the breast milk or formula and all solid foods fed to the infant, the infant meals cannot be claimed for reimbursement.

If an infant is 8 months or older, a meal can be claimed for reimbursement only if the meal meets the CACFP Infant Meal Patterns (CACFP 103) and the caregiver provides at least one of the required meal components. The provided component could be the iron fortified formula or breast milk (if infant is the providers) or a solid food component such as infant cereal, vegetable/fruit or bread or cracker product. If the infant is eating solid foods and the parent provides the breast milk or formula and all solid foods fed to the infant, the infant meals cannot be claimed for reimbursement.

On the infants first birthday the meals must be served according to the regular meal requirements instead of the infant requirements. A transition time of 1 month (from the date an infant turns 12 months to 13 months of age) is permitted during which a medical statement is not required when iron fortified infant formula is served. If a parent requests that the provider continue to serve infant formula beyond 13 months, a statement from a recognized medical authority must be on file. If the parent supplies breast milk, the child can be served breast milk as a substitute for the milk requirement for as long as the mother wishes without having to submit a medical statement. Breast milk is a substitute for cow's milk in the Healthy Child Meal Pattern.

Cow's milk is **not** creditable when served to children under the age of one.

Combination dinners which include food from two different food groups, for example turkey and peas, are not credible for reimbursement. Meal components must be a single item such as turkey, peas, carrots, squash, or same component combinations like strawberries and bananas. If a combination dinner is desired, the provider can mix the individual components together in order to be credible.

The main ingredient on the containers of infant foods must be the food on the label in order to be credible. For example, if the fruit is peaches the first ingredient on the label must be peaches; not water, corn syrup or sugar.

All bread components must have whole or enriched flours as the first ingredient in order to be credible. For example, the Gerber puffs list flours but they are not enriched therefore they are not creditable.

Between the ages of 4-7 months, once you start recording food, you must continue to do so. While you are in the testing stage for food, do not record it on the menus. Once the baby is consistently eating it every day you than can start recording it.

A CACFP participating provider cannot refuse to provide formula/food to an infant

Substitutions

Providers may make food substitutions when one allowable food item from the planned menu is replaced by another food from the same food component category. For example, cottage cheese may replace hamburger or peaches replace citrus sections. These substitutions are permitted to meet a child's food preferences, food allergies, or other health concerns, or when a menu item is not available. Substitutions must be documented on menus when the provider decides to make the substitution [7 CFR §226.20(h)].

Providers are required to make substitutions to the meal patterns for children whose disability restricts their diet; they *may* make substitutions for other participants who are not disabled but are unable to eat regular meals because of medical or other special dietary needs. Only a licensed physician, or recognized medical authority, can determine whether or not a participant has a disability that restricts a child's diet. A licensed medical professional is someone who is recognized by the State licensing board where the provider lives and has the authority to issue medical orders.

A medical statement is required for all substitutions, except milk, and has to describe:

- the child's disability,
- how the disability limits the child's diet,
- the food(s) the child may not have, and;
- the food(s) that must be substituted.

Monitors must make sure providers understand the difference between food intolerance and a medical disability. Providers may make substitutions (except for milk) because of intolerance or preference (see below for exceptions regarding milk substitutions). Providers must make substitutions because of a disability. Food intolerance is when there is a reaction to a food, such as a stomachache. A medical professional might recommend that the food is avoided, but does not order that the child cannot have it. A disability is condition where a medical professional finds that an impairment limits a life activity (such as breathing) to the extent that the food should not be eaten at all by the child, and orders it by addressing the above points.

Parents or guardians may ask for non-dairy milk substitutions without providing a medical statement. For example, if a parent has a child who follows a vegan diet, the parent can submit a written request to the child's caretaker asking that soy milk be served in lieu of cow's milk. The written request must identify the medical or other special dietary need that restricts the diet of the child. Providers need to make sure all appropriate documentation for all substitutions is on file. If the provider does not have a proper medical note on file, you will have to disallow those meals that do not meet the meal pattern requirements.

MILK REQUIREMENTS

On Oct. 1, 2011, The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified requirements for fluid milk and fluid milk substitutions in the Child and Adult Care Food Program (CACFP). Section 221 of the Act amends section 17(g) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(g)) by requiring that fluid milk served in the CACFP be consistent with the most recent version of the Dietary Guidelines for Americans and allowing the substitution of non-dairy beverages that are nutritionally equivalent to fluid

Fat-Free and Low-Fat Milk

Milk served in the CACFP must be consistent with the most recent version of the Dietary Guidelines for Americans. The 2010 Dietary Guidelines recommend that persons over two years of age consume low-fat (1%) or fat-free (skim) fluid milk. Therefore, fluid milk served in CACFP to participants two years of age and older must be: fat-free or low-fat milk, fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored. Whole milk and reduced-fat (2%) milk may not be served to participants over two years of age. Because the Dietary Guidelines for Americans do not address milk served to children under the age of two, our requirements relating to children in this age group are unchanged at this time.

Non-dairy Beverages

In the case of children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, non-dairy beverages may be served in lieu of fluid milk. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk, as outlined in the National School Lunch Program (NSLP) regulations at 7 CFR 210.10 (m)(3).

COMMON QUESTIONS

What Do I Do About Birthday Parties and Holiday Events?

Ice cream and candy are not creditable on the program. We suggest you plan your celebrations for after meals (desserts).

What About Food Allergies?

Some children are allergic to different foods. A statement from a physician or recognized medical authority must be on file for a child to not be served a required component such as milk.

Can A Vegetarian Participate In The Program?

Yes, but it takes planning to meet the meat alternate requirement. Cheeses, including natural, processed, cheese food, cheese spreads, cottage cheese and ricotta cheese as well as peanut butter, cooked dry beans, peas, and yogurt are acceptable substitutes.

What If The Parent Wants Me To Serve Something Different Than The Pattern?

Only a doctor or recognized medical authority can excuse a child. If a parent does not wish his/her child to be fed according to CACFP guidelines, then that child cannot participate in the program, and his meals are not reimbursable. Every child must be offered the program and have an enrollment on file. The parent has the option to accept or decline. If the parent refuses the program a provider may not claim any meals or snacks for that child.

What About Picnics And Field Trips?

As long as food is prepared in the home, and the provider or approved licensed assistant is present to supervise when the food is eaten, excursions are fine and should be encouraged. Food served must always meet the CACFP pattern. If you are planning a field trip you must notify the office or home reviewer in advance that you will not be home for the meal service. If the office or your home reviewer isn't notified and a visit occurs, you will be disallowed for that meal.

Can A Provider Keep A Kosher Home And Still Participate?

Yes. Although religious custom prohibits the serving of milk and meat at the same meal, there are alternatives such as cheese, peanut butter, beans as well as fish that can be served with milk. The provider can also serve the required milk at a different time of day.

MEAT & MEAT ALTERNATES

BEEF

- 152 Beef Hotdogs& Beans* (I)
- 153 Beef Hotdogs& Cheese* (I)
- 154 Beef Hotdogs& Egg* (I)
- 152 Beef Hotdogs& Yogurt* (I)
- 006 Beef Hotdogs** # (I)
- 008 Beef Liver HF (ACI)
- 010 Beef Lunchmeat/Bologna (I)
- 011 Beef Meatballs HF (I)
- 014 Beef Ribs HF (I)
- 021 Beef Stix *
- 001 Braunschweiger * HF
- 002 Brisket HF
- 003 Chuck Roast
- 004 Corned Beef HF (I)
- 005 Corn Dog * # HF
- 007 Ground / Hamburger (I)
- 012 Meat Spread HF (I)
- 151 Pastrami
- 013 Pot Roast (I)
- 015 Roast Beef (I)
- 016 Round Steak (I)
- 017 Salisbury Steak (I)
- 018 Sausage -Beef* HF (I)
- 156 Steak Tips (I)
- 020 Stew Meat -Beef (I)
- 022 Tripe (I)
- 023 Veal (I)
- 024 Vienna Sausage* HF (I)

CHICKEN

- 025 Chicken Breasts (I)
- 026 Chicken Croquettes (I)
- 157 Chicken Cutlets
- 028 Chicken Gizzards(I)
- 030 Chicken Ground (I)
- 158 Chicken Hotdogs & Beans * (I)
- 161 Chicken Hotdogs& Cheese * (I)
- 160 Chicken Hotdogs & Egg (I)
- 162 Chicken Hotdogs & Yogurt * (I)
- 027 Chicken Hotdogs ** *+(I)
- 031 Chicken Legs (I)
- 032 Chicken Liver (ACI)
- 033 Chicken Lunchmeat (I)
- 034 Chicken Nuggets HF (I)
- 035 Chicken Sticks* HF (I)
- 036 Chicken Thighs (I)
- 037 Chicken Wings (I)
- 038 Whole Chicken (I)

DUCK/GOAT/GOOSE

- 040 Duck
- 041 Goat
- 042 Goose

LAMB

- 043 Lamp Chops (I)
- 044 Lamp Cutlet (I)
- 045 Lamp Roast (I)

PORK

- 046 Canadian Bacon (I)
- 164 Chourico
- 052 Ham
- 165 Linguica * HF(I)
- 047 Pork Chops (I)
- 048 Pork Cutlet (I)
- 051 Pork Ground (I)
- 166 Pork Hotdogs & Beans * (I)
- 168 Pork Hotdogs& Cheese * (I)
- 167 Pork Hotdogs & Egg (I)
- 170 Pork Hotdogs & Yogurt * (I)
- 050 Pork Hotdogs** *+(I)
- 053 Pork Kielbasa HF(I)
- 054 Pork Liver (ACI)
- 055 Pork Lunchmeat (I)
- 056 Pork Meatballs (I)
- 057 Pork Pepperoni(I)
- 058 Pork Roast (I)
- 060 Pork Sausage* HF (I)
- 061 Pork Shoulder (I)
- 062 Pork Spare Ribs HF(I)

SEAFOOD

- 063 Catfish *
- 064 Clams (CI)
- 065 Cod
- 066 Crab (I)
- 067 Fish Fillets *
- 068 Fish Sticks * HF
- 070 Haddock
- 071 Lobster (I)
- 072 Pollock
- 073 Salmon *
- 074 Scallops (I)
- 075 Scrod
- 076 Shrimp (I)
- 077 Swordfish
- 078 Tuna (I)

TURKEY

- 080 Turkey Breast (I)
- 081 Frankfurters*
- 082 Turkey Gizzards (I)
- 083 Turkey Ground (I)
- 084 Turkey Ham (I)
- 171 Turkey Hotdogs & Beans* (I)
- 173 Turkey Hotdogs & Cheese*(I)
- 172 Turkey Hotdogs & Egg* (I)
- 174 Turkey Hotdogs & Yogurt*(I)
- 081 Turkey Hotdogs** # (I)
- 085 Turkey Kielbasa HF (I)
- 086 Turkey Leg (I)
- 087 Turkey Lunchmeat HF (I)
- 088 Turkey Meatballs (I)
- 100 Turkey Nuggets (I)
- 175 Turkey Tips (I)

BEANS /LEGUMES /PEAS

- 102 Baked Beans (I)
- 103 Black Beans (I)
- 104 Black-eyed Peas (I)
- 105 Chick Peas /Garbanzo (I)
- 186 Chili Beans (I)
- 106 Dried Green/ Yellow Peas(I)
- 107 Great Northern Beans (I)
- 108 Lentils (I)
- 110 Lima Beans (I)
- 111 Mung Beans (I)
- 112 Navy Beans (I)
- 113 Pinto Beans (I)
- 114 Red/Kidney Beans (I)
- 115 Refried Beans (I)
- 116 Soy Beans (I)
- 117 Split Peas(I)

CHEESE

- 118 American Cheese HF
- 120 Cheddar Cheese HF
- 121 Cheese Spread/ Food
- 122 Colby Cheese HF
- 123 Cottage Cheese
- 124 Fried Cheese Sticks HF
- 125 Lowfat Cheese
- 126 Monterey Jack Cheese
- 127 Mozzarella Cheese
- 128 Pimento Cheese HF
- 130 Provolone Cheese
- 131 Ricotta Cheese
- 132 String Cheese
- 133 Swiss Cheese (I)

EGG

- 135 Egg**
- YOGURT
- 138 Yogurt *

NUTS OR SEED (Snack Only)

- 5 years of age and up
- 140 Almonds** *SN
- 141 Cashews** *SN HF
- 142 Peanuts** *SN HF (I)
- 143 Pecans** *SN HF
- 144 Pumpkin Seeds** *SN
- 145 Sesame Seeds** *SN
- 146 Soy Seeds** *(I)
- 147 Sunflower Seeds** *SN HF
- 148 Walnuts** *SN HF

SOY

- 185 Soy Meat

NUT BUTTERS

All nut butters not reimbursable for children under 3.

- 182 Almond Butter & Cheese HF (I)
- 181 Almond Butter & Egg HF (I)
- 183 Almond Butter & Luncheon Meat HF (I)
- 184 Almond Butter & Yogurt HF (I)
- 187 Cashew Butter HF (I)
- 188 Cashew Butter & Cheese HF (I)
- 200 Cashew Butter & Egg HF (I)
- 201 Cashew Butter & Luncheon Meat HF (I)
- 202 Cashew Butter & Yogurt HF (I)
- 203 Hazelnut Butter & Egg HF (I)
- 204 Hazelnut Butter & Yogurt HF (I)
- 205 Hazelnut Butter & Cheese HF (I)
- 177 Peanut Butter & Cheese HF (I)
- 176 Peanut Butter & Egg HF (I)
- 180 Peanut Butter & Luncheon Meat
- 136 Peanut Butter -SN HF (I)
- 178 Peanut Butter & Yogurt HF (I)
- 137 Peanut Butter Extra HF (I)



Provider Resources Inc.

- NOT REIMBURSABLE FOR INFANTS UNDER 1 YEAR
- ** NOT REIMBURSABLE FOR CHILDREN UNDER 3 YEARS.

- HF HIGH FAT
- HM HOMEMADE
- SN SNACK ONLY
- BR/SN BREAKFAST OR SNACK ONLY

- (I) HIGH IN IRON
- (A) HIGH IN VITAMIN A
- (C) HIGH IN VITAMIN C
- HS HIGH SALT

VEGETABLES-FRUITS-JUICE

BEAN OR LEGUMES

- 275 Black Beans (I)
- 158 Blackeyed Peas (I)
- 175 Dried Green/Yellow Peas (I)
- 276 Fava Beans (I)
- 180 Garbanzo Beans/Chick Peas (I)
- 181 Great Northern Beans (I)
- 200 Lentils (I)
- 202 Lima Beans (CI)
- 204 Mung Beans (I)
- 207 Navy Beans (I)
- 216 Pinto Beans (I)
- 227 Pork and Beans (I)
- 230 Red/Kidney Beans (I)
- 270 Soybeans (I)

FRUITS

- (Fresh, Frozen, Canned or Dried)
- 001 Apple (C)
- 002 Apple Pie Filling –HM (C)
- 003 Applesauce (C)
- 004 Apricot (A)
- 005 Bananas (C)
- 006 Blackberries (C)
- 007 Blueberries (C)
- 008 Blueberry Pie Filling HM (C)
- 010 Boysenberries
- 011 Cantaloupe (AC)
- 012 Cherries (A)
- 013 Cherry Pie Filling –HM (A)
- 047 Clementines
- 014 Cranberries
- 015 Dates
- 016 Figs
- 017 Fruit Cocktail (AC)
- 082 Fruit in Jello
- 018 Fruit Salad (AC)
- 020 Grapefruit (C)
- 021 Grapes ** **+
- 022 Guava (C)
- 023 Honeydew Melon(AC)
- 024 Kiwi (C)
- 025 Mandarin Oranges (AC)
- 026 Mangoes (C)
- 027 Nectaries(AC)
- 028 Oranges (C)
- 030 Papaya (AC)
- 074 Passion Fruit
- 031 Peaches (AC)
- 032 Pears (C)
- 033 Pineapple (C)
- 034 Plantain (AC)
- 035 Plums (AC)

- 075 Pomegranate (C)
- 036 Prunes (AI)
- 037 Pumpkin Pie Filling – HM
- 038 Raisins ** **+(I)
- (In Raisin Bran not creditable)
- 040 Raspberries (C)
- 041 Rhubarb
- 042 Star Fruit
- 043 Strawberries (C)
- 076 Tangelos (C)
- 044 Tangerines (C)
- 045 Ugli Fruit
- 046 Watermelon (AC)

JUICE 100% Fruit Juice Only

- (8 Months or Older)
- (Fresh, Frozen, Canned Juice)
- 081 100% Fruit Juice (C)
- 077 Apple Cider (C)
- 050 Apple Juice (C)
- 051 Apple Combination (C)
- 053 Carrot Juice * (A)
- 054 Cherry Juice (A)
- 055 Cranberry/Combinations
- 056 Fruit Punch
- 057 Grape Juice (C)
- 058 Grapefruit Juice (C)
- 060 Juicy Juice
- 061 Mixed Fruit
- 062 Orange Juice (C)
- 063 Orange Combinations (C)
- 064 Pineapple Juice (C)
- 065 Pineapple Combinations
- 080 Pomegranate Juice (C)
- 066 Popsicle (100% Juice only)
- 067 Prune Juice (AI)
- 068 Raspberry Juice (C)
- 070 Tangerine Juice (C)
- 071 Tomato Juice*(AC)
- 072 Tropical Fruit-Juice
- 073 V-8 Juice*
- 078 White Grape Juice

VEGETABLES

- (Fresh, Frozen, Canned or Dried)
- 150 Acorn Squash (ACI)
- 151 Alfalfa Sprouts
- 152 Artichokes
- 153 Asparagus
- 154 Avocado (C)
- 155 Baked Beans
- 220 Baked Potato
- 264 Bamboo Shoots
- 156 Bean Sprouts (C)

- 157 Beets
- 265 Bok Choy (AC)
- 160 Broccoli (AC)
- 161 Broccoflower
- 162 Brussels Sprouts (C)
- 163 Butternut Squash (AC)
- 164 Cabbage Red/White (C)
- 167 Caesar Salad
- 165 Carrots (A)
- 166 Cauliflower (C)
- 168 Celery Sticks
- 278 Chinese Vegetables
- 170 Cole Slaw
- 171 Collard Greens (AC)
- 172 Corn
- 173 Corn Chowder
- 267 Corn on the cob
- 174 Cucumbers
- 266 Edamame
- 176 Eggplant
- 177 English Peas (I)
- 182 Green Beans
- 213 Green Peas (CI)
- 184 Greens (AC)
- 185 Greek Salad
- 188 Kale (AC)
- 268 Leeks
- 201 Lettuce & Other Vegetables
- 203 Mixed Vegetables
- 205 Mushrooms
- 206 Mustard Greens (AC)
- 208 Okra (C)
- 210 Olives
- 211 Onions Rings *(C)
- 280 Onions and Other vegetables
- 212 Parsnip (C)
- 281 Pea pods (C)
- 270 Peas and Carrots (ACI)
- 183 Peppers, Green (C)
- 231 Peppers, Red (AC)
- 214 Pickles
- 215 Pigeon Peas (I)
- 217 Plantains (AC)
- 228 Pumpkin (AC)
- 282 Purple Beans (I)
- 232 Refried Beans (I)
- 271 Rutabagas (C)
- 233 Salsa
- 234 Sauerkraut
- 273 Snow Peas (CI)
- 272 Spaghetti Squash (AC)
- 235 Spinach (ACI)

SOUPS

- 253 Bean Soup (I)
- 254 Chicken Vegetable Soup (AI)
- 255 Chunky Vegetable Soup
- 256 Lentil Soup (I)
- 257 Minestrone Soup
- 258 Potato Soup (C)
- 260 Split Pea Soup (I)
- 261 Tomato Soup (AC)
- 262 Turkey Vegetable Soup (I)
- 263 Vegetable Soup (A)

POTATOES

- 220 Baked Potato (C)
- 178 French Fries HF (C)
- 186 Hash Browns HF (C)
- 187 Instant Potatoes (C)
- 221 Mashed Potatoes (C)
- 223 Potato Salad (C)
- 225 Potato Skins (C)
- 226 Potato Sweet / Yams (AC)
- 218 Potato-AuGratin (C)
- 222 Potato Red/White (C)
- 224 Potatoes – Scalloped (C)
- 283 Sweet Potato Fries HF (C)
- 238 Tator Tots HF (C)



Provider Resources Inc.

800 West Cummings Park
Woburn, MA 01801
781-939-9292

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HF HIGH FAT
HM HOMEMADE
SN SNACK ONLY
BR/SN BREAKFASTOR SNACK ONLY

(I) HIGH IN IRON
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HS HIGH SALT

BREAD & BREAD ALTERNATES

BREAD & BREAD ALTERNATES

HOT CEREAL

- 160 Cream of Rice * BR/SN
- 161 Cream of Wheat * BR/SN
- 82 Farina (l)
- 83 Grits
- 162 Malt -o-Meal * BR/SN
- 163 Oatmeal * (AI)
- 164 Ralston * BR/SN

BREADS

- 004 Bagel
- 005 Bagel Chips
- 131 Bagel, Whole Wheat (l)
- 008 Biscuits (l)
- 010 Bread Sticks (l)
- 040 Bread, Cinnamon*
- 011 Brown Bread
- 013 Chow Mein Noodles HF
- 285 Corn Chips * LD/SN
- 016 Corn Dog Wrap
- 017 Corn Meal Porridge
- 126 Crepes HM *
- 018 Croissants HF (l)
- 020 CROUTONS
- 022 Dumplings
- 023 Egg Rolls Wraps
- 024 English Muffin (l)
- 025 Flat Bread
- 026 French Bread
- 027 French Toast (l)
- 028 Friendship Bread
- 002 Fritters, Apple * BR/SN
- 007 Fritters, Banana *BR/SN
- 015 Fritters, Corn * BR/SN
- 030 Granola BR/SN (l)
- 031 Hamburger Buns
- 032 Hawaiian Bread
- 033 Hot Dog Buns
- 034 Hush Puppies
- 035 Italian Bread
- 036 Johnny Cake- Baked
- 127 Lefse
- 128 Monkey Bread BR/SN
- 037 Multi-grain Bread
- 038 Oatmeal Bread (l)
- 041 Pilot Bread
- 042 Pita Bread (l)
- 043 Pita Crisp (l)
- 044 Popovers
- 045 Potato Bread
- 046 Pumpnickel Bread
- 050 Rolls (l)

- 053 Rolls, Snow Flake
- 051 Roti Bread
- 052 Rye Bread
- 054 Sourdough Bread
- 055 Spoonbread
- 056 Wheat Bread (l)
- 057 White Bread (l)
- 058 Wonton Wrapper

CEREAL (Breakfast or snack ONLY) See approved list.

- 061 Cereal, Cold BR/SN (l)
- 062 Cereal, Hot BR/SN (l)

CRACKER

- 140 Cheese Crackers
- 141 Club Crackers
- 064 Crackers
- 142 Goldfish *
- 143 Graham Crackers/Teddy Grahams *SN
- 144 Melba Toast
- 145 Multigrain crackers
- 146 Oyster crackers
- 171 Ritz Crackers/Town House/Hi Ho
- 147 Saltine Crackers
- 150 Snack Crackers
- 148 Soda Crackers
- 151 Triscuits *
- 152 Wheat Crackers (l)
- 153 Zwieback (l)

SWEETS & DESSERTS

- (Breakfast or Snack only)
- No more than twice a week
- 155 Bread Pudding HM* SN
- 111 Bread Pudding *SN
- 156 Brownies HM *SN
- 067 Cereal Bars SN (l)
- 068 Cinnamon Rolls BR/SN
- 070 Coffee Cake BR/SN
- 063 Cookies SN
- 157 Cornbread Pudding *SN
- 071 Donuts BR/SN
- 072 Gingerbread BR/SN
- 073 Granola Bars SN (l)
- 125 Ice Cream Cone SN
- 074 Muffins BR/SN (except corn)
- 075 Pop Tarts BR/SN
- 158 Rice Pudding HM *SN
- 112 Rice Pudding SN
- 076 Sweet Rolls BR/SN

CRUSTS

- 065 Pie Crust HF
- 066 Pizza Crust (l)

* NOT REIMBURSABLE FOR INFANTS UNDER 1 YEAR

** NOT REIMBURSABLE FOR CHILDREN UNDER 3 YEARS.

GRAINS

- 077 Barley
- 078 Bulgur
- 080 Cornmeal (Whole or enriched)
- 081 Couscous
- 084 Millet
- 085 Oats (AI)
- 086 Wheat

PANCAKE

- 087 Pancake
- 088 Waffles

PASTA

- 100 Egg Noodles (l)
- 101 Lasagna Noodles (l)
- 165 Lo Mein Noodles * (l)
- 102 Macaroni Noodles * (l)
- 103 Noodles * (l)
- 132 Orzo * (l)
- 133 Ramen Noodles * (l)
- 104 Ravioli (l)
- 134 Ravioli HM * (l)
- 135 Rice Pasta * (l)
- 106 Tortellini (l)
- 105 Vermicelli Noodles * (l)
- 166 Wheat Pasta * (l)
- 136 Zitit * (l)

PRETZEL

- 108 Hard Pretzel
- 110 Soft Pretzel

RICE

- 167 Balsamic Rice * (l)
- 113 Brown Rice (l)
- 168 Dirty Rice * (l)
- 114 Fried Rice HF (l)
- 138 Rice A Romi * (l)
- 115 Pilaf Rice (l)
- 137 Rice cakes * (l)
- 116 Spanish Rice
- 117 White Rice (l)
- 118 Wild Rice (l)

STUFFING

- 120 Stuffing/Dressing HM

TORTILLA

- 121 Corn Tortilla
- 122 Flour Tortilla (l)
- 123 Taco Shell
- 124 Whole Grain Chips

VEGETABLE OR FRUIT BREAD

- 001 Apple Bread
- 003 Apricot Bread
- 006 Banana Bread

- 154 Blueberry Bread
- 012 Carrot Bread
- 014 Cornbread
- 021 Date Nut Bread
- 047 Pumpkin Bread
- 048 Raisin Bread
- 060 Zucchini Bread



Provider Resources Inc.

800 West Cummings Park
Woburn, MA 01801
781-939-9292

The Minute Menu System

MILK

Fluid Milk ONLY, no powdered mixes /non-fat dry milk. Flavored milk is allowed.

9 Milk

It is a requirement that children over the age of 2 be served either skim milk or 1%.

It is recommended that children over 1 yrs. of age and under 2 be served whole milk.

(l) HIGH IN IRON
(A) HIGH IN VITAMIN A
(C) HIGH IN VITAMIN C
HS HIGH SALT

HF HIGH FAT
HM HOMEMADE
SN SNACK ONLY
BR/SN BREAKFASTOR SNACK ONLY

INFANT FOODS

EGGS/MEAT

- 210 Infant Egg Yolks
- 211 Infant Beef
- 212 Infant Chicken
- 213 Infant Ham
- 214 Infant Lamb
- 215 Infant Turkey
- 216 Infant Veal

FORMULA

- 11 Breast Milk or
Iron Fortified Infant Formula
- 12 Non-Iron Fortified Infant Formula
(Doctor's Statement Required)
- 13 Parent Provided Formula

FOR INFANT FRUITS AND VEGETABLES MAKE SELECTIONS FROM THE CHILDREN'S FOOD CHART.

CEREAL

Iron Fortified Infant Cereal

- 201 Barley
- 202 High-Protein
- 203 Mixed
- 204 Oatmeal
- 205 Rice

BREAD/CRACKER Snack Only

- Infants 8 to 12 months
- 206 Bread – 0 to ½ slice
- 207 Crackers – 0 to 2

INFANT TIDBITS

Infants must be on formula or breast milk until they turn 1 yr. unless a Doctor's note is on file.

Once a child is developmentally ready they can have crackers or bread at snack.

Once they are developmentally they can start table foods that meet the meal pattern.

NON CREDITABLE FOOD

Cheerios and other adult cereal
Combination jarred baby dinners
Gerber puffs
Shellfish or fish with bones
Hotdogs, grapes, raisins, dried fruits, and peanut butter..

* NOT REIMBURSABLE FOR INFANTS UNDER 1 YEAR
** NOT REIMBURSABLE FOR CHILDREN UNDER 3 YEARS.

HF HIGH FAT
HM HOMEMADE
SN SNACK ONLY
BR/SN BREAKFASTOR SNACK ONLY

(I) HIGH IN IRON
(A) HIGH IN VITAMIN A
(C) HIGH IN VITAMIN C
HS HIGH SALT

Good Nutrition

Eating habits develop at an early age therefore it is very important to provide young children with food experiences that promote good nutrition. The staff at Provider's Food Program wishes to promote the following principles of good nutrition.

- Foods Low in Sugar

Research has shown that sugar is linked to tooth decay, hyperactivity, and obesity therefore, highly sugared foods should be limited. Cookies, cake, doughnuts, and brownies are creditable, but discouraged due to the high sugar content and can only be served twice a week at snack.

- Foods High in Fiber

Fiber keeps our digestive system working properly and prevents constipation. Fruits, vegetables, beans, whole grain breads and cereals are good sources of fiber and should be served regularly.

- Foods Low in Fat and Salt

Bacon and other meat substitutes are high in salt and fat and also contain sodium nitrate, a questionable preservative. Therefore, they are not suitable for children in our day care homes.

- Foods Made From Scratch

Beef stew, lasagna, pizza and other homemade meals taste better and are lower in salt and other additives. For these reasons, we recommend making as many dishes as possible from scratch such as chicken nuggets and fish sticks.

- A Variety of Foods

One of the simplest rules to good nutrition is to eat a wide variety of healthy foods. Given a positive environment, children will experiment with and eat raw broccoli, brown rice, and pumpkin bread.

Each year we spend millions of dollars treating health problems and very little on helping to prevent them. You can begin to make a difference by helping the children establish healthy eating habits and preferences. It is a fact that the greater the variety of wholesome foods one consumes the more likely one is to be well nourished. Since nutrients work in the body as a team, it is easier to get the right team members together at the right time when a variety of foods from the various food groups are chosen.

Information on nutrition was obtained through the United States Department of Agriculture.

Sources of Vitamin A, Vitamin C and Iron

VITAMIN A

Vegetables:

Asparagus	Spinach
Broccoli	Squash (Winter)
Carrots	Sweet Potatoes
Chili Peppers (red)	Tomatoes
Kale	Tomato Juice
Mixed Vegetables	Tomato Paste or Puree
Peas and Carrots	Turnip Greens
Vegetable Juice	

Fruits:

Apricots
Cantaloupe
Cherries (red sour)
Peaches (not canned)
Plums, Purple
Prunes
Pumpkin

VITAMIN C

Vegetables:

Asparagus	Peppers (Sweet)
Broccoli	Potatoes (white/red)
Brussels Sprouts	Spinach
Cabbage	Sweet Potatoes
Cauliflower	Tomatoes
Chili Peppers	Tomato Juice
Collards	Tomato Paste or Puree
Kale	Turnip Green
Okra	Turnips

Fruits:

Cantaloupe
Grapefruit
Grapefruit Juice
Oranges
Orange Juice
Raspberries
Strawberries
Tangerines

IRON

Vegetables:

Asparagus (canned)	Parsnips
Beans – Green, Wax	Peas, Green
Lima (canned)	Potatoes (canned)
Bean Sprouts	Sauerkraut (canned)
Beets	Squash (Winter)
Broccoli	Sweet Potatoes
Grains:	Tomato Juice
Rice Bran	Tomato Paste or Puree
Iron Fortified Pasta	Spinach, cooked
Bran Flakes	Turnip Greens
Wheat Bran	Mustard Greens
Enriched Cream of Wheat	Tomatoes

Fruits:

Apples
Apricots (canned)
Cherries
Dried Fruits*
Apricots, Dates*
Peaches, Prunes*
Raisins*, Figs*
Grapes*

Meat:

Liver
Poultry
Beef

Foods rich in Vitamin A, C and Iron are often rich in other nutrients as well.

* Can only be served to children 3 years of age and older

Nutrients and Foods for Good Health

Nutrition is the food you eat and drink, and how the body uses it. Food provides many different substances called nutrients. The body needs nutrients to build, maintain and repair tissues. Altogether, there are some 45 nutrients necessary for growth, development and good health.

No one food contains all nutrients in the exact amount required by the body. A good diet will include a variety of foods that together will supply all nutrients needed.

The following is a list of the nutrients you need, what they do for you and some foods that supply them. The important thing to remember is VARIETY.

CALCIUM - Helps build strong bones and teeth, clot blood, and help muscles and nerves function normally. Calcium activates certain enzymes that help change food into energy. Good sources are milk and milk products such as cheese, sardines and shellfish, green leafy vegetables such as turnip greens, spinach and mustard greens.

CARBOHYDRATES – Supplies food energy and helps the body make the best use of other nutrients. Good sources are cereal, grains, sugar and sweets, rice, pastas, selected fruits as bananas and dried fruits, and selected vegetables like potatoes, corn and lima beans.

FAT - Supplies a large amount of energy in a small amount of food. Fats transport vitamin A, D, E, and K. Needed for healthy skin. Helps delay hunger feelings. Many medical authorities recommend that no more than 35% of the calories eaten in a day come from fat. Good sources are oil, shortening, butter, margarine, bacon, visible fat on meat, chocolate and nuts.

FOLIC ACID - Important for protein metabolism. Liver, yeast, leafy vegetables and legumes are good sources of folic acid. Women who are pregnant and lactating have increased needs for folic acid.

IODINE - Necessary for proper functioning of the thyroid gland. Prevents some forms of goiter. Good sources are seafood and iodized table salt.

IRON - Combines with protein to make hemoglobin, the red substance in the blood that carries oxygen from lungs to cells and myoglobin, which stores oxygen in muscles. Iron helps prevent anemia. Good sources are liver, red meat, shellfish, egg yolk, dark green leafy vegetables, dried peas and beans, dried prunes, raisins, and apricots, black strap molasses, and whole grain and enriched bread and cereal.

MAGNESIUM - Stored in the muscles, soft tissue and bones. The high concentrations of magnesium are found in whole seeds such as nuts, legumes and whole grains.

NIACIN - Promotes normal appetite and digestion. Necessary for healthy nervous system. Needed in certain enzymes that help change food into energy. Good sources are liver, meat, fish, poultry, green vegetables, nuts (don't give to small children – especially peanuts), whole grain bread and cereal and enriched bread and cereal.

PHOSPHORUS – Helps build strong bones and teeth. Needed by certain enzymes that help change food into energy. Good sources are meat, fish, poultry, dried peas and beans, milk and milk products, egg yolk and whole grain breads and cereal.

PROTEIN - Builds and repairs all body tissues – skin, bone, hair, blood, muscle, etc. Helps form antibodies to fight infection. It is a part of hormones and enzymes that are responsible for regulating body functions such as digestion and growth. May be used to furnish energy (calories). Good sources are meat, fish, poultry, eggs, dried peas and bean (especially soybeans), milk and milk products, peanut butter and nuts.

RIBOFLAVIN - Helps cells use oxygen. Helps maintain good vision. Needed for smooth skin. Helps prevent scaling or cracking of the skin around mouth and nose. Needed in certain enzymes that help change food into energy. Good sources are liver, milk, milk products and cheese, green leafy vegetables, meat, eggs, whole grain and enriched bread and cereal.

THIAMIN - Promotes normal appetites and digestion. Necessary for a healthy nervous system. Needed in certain enzymes that help change food into energy. Good sources are liver, meat (especially pork), dried peas and beans, wheat germ and whole grain and enriched bread and cereal.

VITAMIN A - Helps keep the skin healthy. Protects against night blindness. Needed for normal vision. Promotes growth and development. Helps build resistance to infection. Good sources are liver, fish liver, oils, dark green leafy vegetables, deep yellow fruits and vegetables (carrots, sweet potatoes, winter squash), egg yolk, whole milk and vitamin A fortified milk.

VITAMIN B12 - Essential for the functioning of all cells, but especially those of the GI Tract, the nervous system, and the bone marrow. Meat, poultry, fish and milk products are good sources of vitamin B12. Plant foods do not supply vitamin B12.

VITAMIN B6 - Involved in protein metabolism. The richest sources of vitamin B6 are chicken, fish, kidney, liver, pork and eggs.

VITAMIN C (Ascorbic Acid) - Helps bind cells together and strengthens walls of blood vessels. Needed for healthy gums. Help body resist infection. Promotes healing of wounds and cuts. Good sources are certain fruits and vegetables as citrus fruits and juices, broccoli, strawberries, tomatoes, cauliflower, cabbage, melons, green leafy vegetables and potatoes.

VITAMIN D - Helps the body absorb calcium and phosphorus, which build strong bones and teeth. Good sources are vitamin D fortified milk, liver, fish, liver oil, and egg yolks.

VITAMIN E – Is an antioxidant and helps maintain the integrity of cell membranes. Required to synthesize a factor essential in the respiratory chain that releases energy from carbohydrates and fats. The requirement for vitamin E increases with increasing body weight until adulthood. Vegetable oils, wheat germ, dark green leafy vegetables, nuts and legumes are good sources of vitamin E.

VITAMIN K - Can be synthesized by the bacteria of the lower intestinal tract. Involved in blood clotting. Spinach, kale, cabbage, and cauliflower are good sources.

Getting Kids to Eat

No child should be forced to eat anything. Providers are encouraged to offer a variety of foods served in an attractive setting and in a nourishing atmosphere. Children will get hungry and they will eat.

There are lots of helpful hints on how to feed the picky eater. Experts agree upon one thing: *Do not become a short order cook!* If a child does not like what is being served, offer one alternative. If that alternative is not acceptable, he/she can wait until the next meal is served. Cottage cheese, tuna fish or scrambled eggs are popular second choices.

Work with parents to come up with creative solutions. Introduce new foods at snack time. Be patient. Introduce a child to a variety of new food and eventually they will try them.

Every child's eating habit is different. Some children just naturally eat everything while other children need that extra support.

The staff of Providers Food Program has had lots of experience with picky eaters. They are always available to problem solve with you.

Food Variety

Serving a variety of foods in an attractive setting is the best way to insure good nutrition.

In a hot meal, try to include at least one cold food. In a cold meal, try to include at least one hot food.

Use the crisp, firm foods in combination with soft, creamy ones.

Use a combination of mild flavors with strong ones.

Strong-flavored vegetables, such as broccoli, cabbage, and kale, may not be popular with young children. Serve these vegetables only occasionally and in small amounts.

Plan special menus for celebrations, children's birthdays, and other special days.

Plan to use foods in season. Most fresh fruits and vegetables are plentiful during summer months. This is a good time to serve these foods.

Consider regional, cultural, and personal food preferences of children when planning menus.

Food Preparation Tips

Trim fresh fruits and vegetables carefully to conserve nutritional value. Remove damaged leaves, bruised spots, skins, and inedible parts. Nutrients are lost when tissues are bruised. To avoid bruising, use a sharp blade when trimming, cutting, or shredding.

Cook vegetables only until they are tender and in just enough water to prevent scorching.

Cook root and tubular vegetables in their skins to help retain their nutritional value.

Serve the liquid from cans, or use it in gravies, soups, gelatin, and the like to get full nutritional value from canned fruits and vegetables.

Cook meat, fish, and poultry according to the cut or type that you purchased. The less expensive cuts and grades of lean meat contain as much food value as higher priced ones.

When you roast meat and poultry, skim fat from drippings before making gravies. When you stew meat, skim the fat from the broth and use the broth to make soups. The broth has nutrients that you otherwise would lose during cooking.

Making Mealtime a Happy Time

Feeding young children can be fun if you know what foods children should have, and how to bring children and foods together happily.

Pleasant eating experiences are as important as nutritious foods. They provide pleasant associations with food and eating. Food habits and attitudes that form during the preschool years remain with most people throughout life.

Try to understand each child's personality and reaction to foods.

It is important to encourage children to feed themselves. Provide lots of finger foods like cooked vegetables, crackers, etc. First efforts with a spoon may be awkward, but encourage them. These efforts are a step toward growth.

Most one-year-old children can handle bite-sized pieces of food with their fingers. Later they can handle a spoon by themselves. Since they are growing slower than infants, they might be less hungry. They may be choosy and refuse to eat certain foods. Don't worry or force them to eat. Keep offering different foods.

Children may be in no hurry to eat once the first edge is taken off their hunger. They do not have adults' sense of time. Urging them to hurry may spoil their pleasure in eating.

Sometimes children 3 to 6 years old go on food "stages". They may want two or three servings of one food at one meal. Given time they will settle down and eat a normal meal. The overall pattern from week to week and month to month is more important.

Introducing New Foods

Introduce only one new food at a time. Offer a very small variety at first, at the beginning of the meal, so that the children may become accustomed to new flavors and textures. Allow plenty of time for children to look at and examine the foods.

Do not try to introduce a new food when children do not feel well or are cross or irritable. If you offer a new food and children turn it down, don't make a fuss. Offer the food again a few days later. If children do not accept a new food, let them try it again soon so they can become familiar with it.

It may take up to three months of repeated exposure to new foods before children readily accept them.

Encouraging Favorable Food Attitudes and Good Eating Habits

Use a bright, attractive, well-ventilated and comfortable room for serving meals.

Have a physical setting - tables, chairs, dishes, glasses, silverware, and serving utensils - that suit young children.

Provide a quiet time just before meals so that the atmosphere can be friendly and relaxed at mealtime.

Encourage children to participate by setting the table, or by cleaning their own space after eating.

Avoid delays so the children will not have to sit and wait.

Set a good example. Young children sense adult attitudes toward food.

At the table, create an atmosphere of acceptance and respect for each child so that the meal will be both nutritionally and emotionally satisfying.

Serve food family style. An adult should eat at the table with the children. Give small servings and allow second servings, if desired. Children should be encouraged to take second helpings if that is necessary to ensure that they get all the required quantities.

Arrange food on plates to make meals nutritious, interesting, and attractive from the standpoints of color, texture, flavor, and temperature.

Permit children to make some food choices and recognize when their food needs have been satisfied.

Use new foods frequently, but introduce them one at a time with familiar foods, and have only "taste-size" portions until the children accept the food. Snack time is a good time to taste-test new foods.

Temperature extremes are unpleasant to most young children. Usually a child does not object to lukewarm food, beverages are often more pleasing to a child when served at room temperature, rather than ice cold or piping hot.

De-emphasize the "clean-plate" idea. Children may rebel if you force them to eat unwanted food. Children may learn to overeat if they are told too often to finish their meals.

Do not let children use food to gain attention – for example, if they refuse to eat or make special demands.

Safety

While no one likes to think about the possibility of accidents around the home, especially when it involves a child, it is something we must all be prepared for. Some accidents are preventable. There are a number of precautions we can all take in reducing the risks of injury.

Keep poisonous materials, including cleaning products, stored safely and out of the reach of children. Do not store any cleaning or poisons with any food products or near any food products

Keep children strapped into a high-chair. High chair trays can come loose and a child could fall.

Turn pot handles toward the back of the stove so that pots can't be accidentally pulled off.

When drinking a hot drink such as coffee or tea, make sure the drink is well out of the reach of a child on your lap, or one that could reach the table by climbing on a chair. Keep teapots and coffee pots well out of reach.

Kitchen knives must be stored in a safe place and kept well out of the reach of children when in use.

Food Safety

Another area to pay particular attention to is food safety. The main concern is the prevention of illness caused by eating contaminated food. Bacteria, parasitic worms and chemicals can cause food borne illnesses.

Food borne illnesses are preventable! Remember, food that can cause illness may not taste, look or smell bad. Therefore, it is essential that you observe the following guidelines.

How to Prevent Food Contamination

Protect Foods from Contamination

Wash hands, utensils and cutting surfaces thoroughly and often between jobs. This prevents spreading bacteria from one food to another.

Keep food covered.

Keep food dry.

Wash fresh fruits and vegetables before cooking or serving.

Store food separately from non-food items. Store food *only* in containers designed for food storage. *Do not* store poisons or cleaning products in food containers.

Store old and new batches of the same food in separate containers.

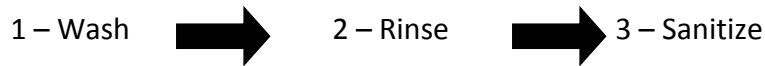
Keep Utensils, Equipment and Work Storage Areas Clean

Wash can opener with soap and water at least once a day after use.

Wash, rinse, and wipe tops of cans before opening.

Use plastic or ceramic cutting boards. Wood cutting boards are very difficult to clean and sanitize properly. When something has been sanitized the bacteria living on it is killed. Kitchen surfaces that come in contact with food, like cutting boards, can and should be cleaned often. One way of doing this is by using a bleach

solution of 1 Tbsp. of bleach to one gallon of water. Use this sanitizing solution on all surfaces and equipment after it has been washed. Follow the three-step plan.



CAUTION! Never mix bleach and ammonia together as a poisonous gas is produced.

Use paper towels or disposable wipes for cleaning storage areas. Sponges and cloths will spread bacteria.

Keep pets and pet food out of work and storage areas.

Keep garbage in covered containers.

If you use plastic gloves, remember they can become as dirty as your hands. Gloves for handling food should only be used once.

How to Prevent Bacterial Growth

Keep hot food above 140°F and keep cold food below 40°F.

Keep food out of the Danger Zone between 40°F and 140°F.

Check your refrigerator's temperature regularly to assure its proper operation. The freezer should be able to maintain an operating temperature below 5° -0°F. The refrigerator should be able to maintain a temperature of below 45° -40°F. Avoid overcrowding in both the refrigerator and freezer. Allow room for air to circulate.

Do not allow food to remain at room temperature for more than 2 hours.

Refrigerate leftovers promptly.

Cool food rapidly. Divide large amounts of food into several small, shallow containers.

Thaw food in the refrigerator or in cold water. Do not thaw foods at room temperature. Foods defrosted in the microwave should be cooked immediately after thawing.

Refrigerate perishable foods immediately. Freeze ground meat if it is not to be used within 1-2 days.

It is a regulation that providers have thermometers in both the refrigerator and the freezer.

How to Cook Foods Thoroughly

Use a meat thermometer to be sure that meat is cooked thoroughly. Poultry should be cooked to at least 165°F, pork to 150°F, and beef to at least 140°F. These are the minimum recommended temperatures. Many experts recommend higher temperatures of 180°F for poultry, 170°F for pork, and 160°F for beef.

Leftovers should be reheated to 165°F.

Gravies and meat sauces should be brought to a rolling boil.

Do not interrupt cooking times. Partial cooking can raise temperatures to the danger zone without becoming hot enough to kill bacteria.

Watch Children During Meals and Snacks to Make Sure They:

- Sit quietly
- Eat slowly
- Chew food well before swallowing
- Eat small portions at one time

Fix Table Foods so they are Easy to Chew By:

- Grinding tough foods up
- Cut food into small pieces or thin slices
- Cut round foods, like hot dogs, into short strips rather than round pieces
- Take out all bones from fish, chicken, and meat
- Cook food until it is soft
- Take out seeds and pits from fruits

Many foods popular with children are often a potential hazard for choking.

Foods That May Cause Choking:

Firm, smooth, or slippery foods that slide down the throat before chewing like:

- Hot dogs
- Peanuts
- Grapes
- * **Hard Candy**

* Not Creditable

Small, dry or hard foods that are difficult to chew and easy to swallow whole like:

- * **Popcorn**
- Nuts and Seeds
- * **Potato Chips**
- Small pieces of raw carrots

* Not Creditable

Sticky or tough foods that do not break apart easily and are hard to remove from the airway like:

- Peanut Butter
- Tough Meat
- Raisins or other Dried Fruits

REMEMBER: Grapes, Raisins, Hotdogs, Peanut Butter, Nuts or Dried Fruit cannot be served to children under 3 due to the possibility of choking or allergies

WASHING HANDS

In order to keep meal time sanitary and safe, each child must



wash their hands before eating.

Remember these hand washing instructions:

- use warm running water and soap
- wash for 10-20 seconds
- rinse
- dry with paper towel

Providers Food Program Policies

Menu Choices

Providers can choose the method of claiming that is best for them.

1. Internet –Our Internet claiming system Minute Menu is web based. Providers do not need any special software to participate. The web can be accessed from any computer that has Internet Explorer. Minute menu is a user friendly site and is an excellent opportunity, which requires no envelopes, stamps, or trips to the post office. For information on how to claim on the internet, ask your home reviewer.
2. Scanned Menus Attendance Only (training manual found in back of manual). A provider writes in the foods served, assigns each child a number and bubbles in (pencil in the circle) the attendance record. A more accurate method for claiming requiring no totals for meals served

Mailing Your Menus

Mail or submit your menus electronically on the last day of the month. If you are mailing your menus be sure to have the correct postage. It is always best to have them weighed at the post office. We are not responsible for menus that arrive after the 5th of the month and miss the first bill to the state. To ensure that menus arrive in time, we suggest that you use our online menu system.

Very Important Information

If you are approved for less than five meals/snacks a day, for example, Breakfast, AM Snack, Lunch and PM Snack and you wish to serve supper, you need to inform the main office **before** claiming the extra meal to obtain approval.

Should your meal times change, you need to inform the main office.

Payment Policy

Menus received in the main office by the **5th of each month** will be submitted on the first bill to the Massachusetts Department of Elementary and Secondary Education. Checks /direct deposits will be issued immediately when funds are received from the state. Providers may take advantage of receiving their reimbursement through;

- Check
- Direct Deposit

Providers Food Program also offers a service through Metropolitan Credit Union which allows providers to either have all or part of their reimbursement deposited into an account with them. Call the main office for further information.

Ending Date

Menus that arrive after the 5th of the month will be placed on the 2nd bill to Massachusetts Department of Elementary and Secondary Education and will be paid when funds become available.

Adjustments

You have 5 days from the time you receive your claim error summary to request an adjustment.

Deductions

The intent of the program is to ensure children are receiving nutritious meals. When all meal components are not present, you cannot be reimbursed.

Most mistakes are careless errors in recording food served. To avoid mistakes:

1. Fill out your menus prior to the each meal service as required.
2. Check your menus before mailing.

Federal Regulation
Reimbursement may not be claimed for any
menu that does not meet the meal pattern.

Holidays

A separate note from the parent is required if the provider is open and claiming for any of the following major holidays. This note must include the reason why their child/ children are in care.

If a note is not present, the meals will be deducted for the day. If the holiday falls on the weekend the parental note is required for the legal holiday.

New Year's Day
Thanksgiving Day

Labor Day
Christmas Day

Memorial Day
July 4th

Easter

Bad Weather

Parents usually go to work even when local schools are closed due to inclement weather. If the Governor calls a state of emergency, please have the parent sign a note if you remain open under such unusual circumstances.

Training

Providers are required to have 6 training hours per year for the food program that has been pre-approved by the Department of Elementary & Secondary Education for the food program. PRI will offer training through home study courses handed out at home reviews. All PRI home study courses are free. The training course requirements may change yearly. Typical subjects include Record Keeping, Nutrition, Health & Safety, & Physical Education.

All 6 training hours must be completed
between October 1st and September 30th

Other Services

Teachable Moments

“Teachable Moments,” created monthly by a licensed dietician and nutritionist exclusively for Providers Food Program, available on our website. This curriculum planner features crafts, songs, recipes and activities to do with the children. All of the information you need to do these activities is arranged in an easy to follow format. The planner includes a calendar with ideas for each day listed on it. The information is time sensitive and incorporates all the major holidays. Each week has a general theme and all of the activities for that week focus on it. This planner can be a source for new ideas and a guide to follow on a daily basis.

Insurance

Liability insurance is a big issue with providers. PRI keeps files on various policies available and continues to search for affordable insurance with maximum coverage.

FORMS

Providers Food Program uses a number of forms, which are critical to its ongoing communication system.

Please note: Forms can change without prior notice. Information supplied on outdated or discontinued forms may need to be re-submitted.

Remember:

When filling out any form to be as neat and concise as possible. The food program is funded through a U.S. Government Agency; therefore all documents become the legal records of the agency, which is audited on a regular basis for accuracy and thoroughness as mandated by federal regulations.

Forms used in Providers Food Program.

1. Site Agreement - example on page 40
2. Permanent Agreement -example on page 41
3. Annual Enrollment Update- Rights and Responsibilities – example on page 42
4. Annual Enrollment Update- Termination Procedure – example on page 43
5. CACFP Family Day Care Home Certificate – example on page 44
6. Child Enrollment Form- School Age Child – example on page 45
7. Child Enrollment Form – example on page 46
8. Infant Meal Notification – example on page 47
9. Claim Information Form (CIF) – example on page 48
10. Scanned Menus – example on page 49
11. Scanned Infant Menus – example on page 50
12. Internet Claiming Signature Form – example on page 51
13. Direct Deposit – example on page 52
14. Weekends, Evenings & Double session approval form - Evening Approval – example on page 53
15. Weekends, Evenings & Double session approval form - Weekend Approval – example on page 54
16. Weekends, Evenings & Double session approval form - Double Session Approval- example on page 55
17. Tiering Forms for Providers - example on pages 56 -59
18. Building the Future Poster example on page 60
19. Medical Statement for Children requiring Special Meals example on page 61

The following pages provide an explanation on the uses of the required forms. Examples of each form can be found at the end of this section.

Site Agreement Form - When a provider joins our program we fill out a site agreement form which contains the provider's name, address, birth date, tier status, hours of operations, license information, and meal times. Example can be found on p. 40

Permanent Agreement -When a provider initially joins our program she signs the permanent agreement. This Agreement specifies the rights and responsibilities of the sponsoring organization and the provider as participants in the United States Department of Agriculture's (USDA) Child and Adult Care Food Program. This

form is required to be kept as long as the provider is in our program and shown at every home visit. Example can be found on p. 41

Annual Enrollment Update - Rights and Responsibilities/ Termination Procedure -At the time a provider signs up and every year, the Rights and Responsibilities are signed. This agreement specifies the additional rights and responsibilities of the provider as participants in the United States Department of Agriculture's (USDA) Child and Adult Care Food Program. This is to be available for every home visit. Example can be found on p. 42 & 43

CACFP Family Day Care Home Certificate- This form is signed when the provider is joining our program. The provider is verifying that she is aware that she can only change sponsors 1 time during our fiscal year. Also it asks the provider has she ever received a letter from EEC regarding Order to protect, Cease and Desist Order, Notice of Action or Voluntary Surrender of License. Example of form can be found on p.44

Child Enrollment Form

A form must be on file for each child enrolled in your day care including your own **if income eligible**. This includes full time, part-time or substitute care children. Be certain to have the parent fill the child's name, date of birth, date started in day care and both the times and the days that the child will be enrolled in day care. When filling out the expected meals, have the parent check off every possible meal during the time frame that the child is present, even if the child is there only occasionally. If this child is school age please note the times the child in school. If the child will attend your day care on school vacation and no school days, it is very important to list the times they will be there and all the meals they may participate in. Every parent must receive a Building for the Future flyer when they enroll their child in your program. Example can be found on p. 45 & p. 46

Enrollment forms are required to be renewed annually, and be submitted to the Main Office April 1st of each year

Send the enrollments in with the first month's menus. Include a new enrollment any time a new child is enrolled. If an enrollment form has not been received by the Main Office you will not receive reimbursement for that child unless the enrollment form is received within 5 days of your menus being processed.

Infant Meal Notification

This is page 2 (part 3) of the enrollment form and must be included with page 1 (parts 1 & 2) of the Child Enrollment Form. All children including infants must be offered the food program. Providers must offer 1 type of formula, however a parent has the right to refuse the provider's choice and supply their own. The infant Meal Notification Form informs the office who is supplying the formula- the provider or parent, or if the child is breastfed. It also informs us who is supplying the baby food- the parent or the provider. Please see the section on page 47 to review infant meals.

Claim Information Sheet – Providers that submit their menus using the scanned menus will receive a claim information sheet (CIF) each month. This form contains the names and numbers of all the children presently enrolled in your day care, the time your meals and snacks are served and your training hours to date. Providers are asked to only return this form with their menus if:

- If you wish to terminate a child from the food program.
- If you are adding a new child write their name next to number you have assigned them.

- If a school age child was present for AM snack or lunch on a school day. We need the date, the child's name and number and the reason. This allows the provider to be paid for that child.
- Your meal times have changed.
- Any other corrections that might be necessary.

Example can be found on p. 48

Scanned Regular and Infant Menus

Follow the CACFP Pattern as listed on the left side of the sheet. When filling out menus, describe each meal so that the reader can "visualize" what has been served. Examples can be found on p. 49 and p. 50

Note the method of preparation:

Examples:

Eggs: scrambled eggs, fried eggs, hard-boiled eggs

Potatoes: mashed potatoes, baked potatoes, French fried potatoes

Chicken: baked chicken, fried chicken, broiled chicken, chicken nuggets

Meat: Roast, steak, hamburger, pork chops,

Note the type of cheese:

Examples:

Cheese: American cheese, Swiss cheese, cheddar cheese

Note the name of the product for cookies, crackers, juices, and cereals

Examples:

Cookies: Oatmeal cookies, Vanilla Wafer

Crackers: Ritz Crackers, Wheat Thins

Cereal: Cheerios, Rice Krispies

Juices: Apple Juice, Cherry Juicy Juice (See the Creditable Food Listing for a list of approved juices).

Fill in all the lines except "other" which is designated for listing additional foods served, of any kind. These foods are not required. Each food served must be recorded at each meal. For example, write the word "milk" whenever required (B/L/S). Do not draw a line or make ditto marks anywhere on your menu.

Remember To Write It All Out

INFANT MENUS- If you have 2 more infants that are in the same age group on your menus, you must record each infant's menus separately. The attendance for the infants will be recorded all on one menu. You can turn the menu over and record the additional meals on the other side, or record them on a separate piece of paper and send in with your menus.

Please see the directions for scanned menus included with this manual. Example can be found on P. ?? & ??.

Internet Menus Signature Form- Providers submitting their menus by internet need to sign the signature form stating what they are submitting is an accurate record of what was served and the children present. This form is required to be signed when you submit your first internet menu.

Example can be found on p. 51.

Direct Deposit - Providers Food Program offers their providers the opportunity to have their reimbursement automatically deposited into their checking or savings account. If you wish to do this, please send in the direct deposit form included with this manual. Please attach either a voided check or a bank verification letter with the direct deposit form. Example can be found on p. 52

Weekends, Evenings Snacks, and Double Session

- **Weekends**- You must receive prior approval to claim for children on weekends. Request the Weekend, Evenings, and Double Session Form from the main office. While you are doing weekend care, your home visitor will be required to do two unannounced visits during the weekend hours within the year. Example can be found on p. 54
- **Evenings**- Providers must receive prior approval to claim children for evening snacks. You will be approved for only the number that you have applied for. If at any time your number increases or decreases, you must reapply. Your home monitor will visit you 4 times a year, 2 of which must be during your evening snack. In addition you must send your EEC licensor a note or e-mail informing them that you are doing evening care, and send a copy to our office. If your license already states non-traditional hours you do not have to write a note or e-mail EEC. Example can be found on p. 53
- **Double Sessions** The occasion can arise where you serve the maximum number of children that appears on your license for a given meal. Providers who care for different children throughout the course of the day may find it necessary to serve a meal or snack more than once. For example, assume four children come to your home at 7:00 am and you serve them breakfast at 7:30 am. They leave at 8:00 am for school, but four more children arrive at 8:15 am. You serve them the same breakfast at 8:30 am. Therefore, you have served breakfast twice. This scenario is referred to as double sessions. Example can be found on p. 55

Provider's claiming double sessions will receive 4 visits a year, 3 of which will be unannounced. Two of the visits will be during the double session meal /snack.

There are many variations on how double sessions work. Call the main office if you have any questions about filling out your form.

Providers Food Program needs to observe both shifts of your pre-approved double session. Providers claiming double session will receive an extra unannounced visit yearly. Should a provider stop the double session situation, she would inform the main office.

You are required to reapply every September. If you are no longer offering double sessions please inform the main office. See example of the double session form.

IMPORTANT- EEC Regulations state that a provider cannot work more than 12 hours per day. If you are open more than 12 hours, you will need to have an approved license assistant. We will need a copy of their license.

You must receive prior approval for double sessions, weekends and evening snacks before claiming for the extra meals.

Tiering Forms and Parent Packets- Please refer to the section on Tiering beginning on page 62 for information on these subjects. Example can be found on

- Income Eligibility for Providers Example can be found on p. 56 & 57
- Meal Benefit form for Provider's Foster Child Example can be found on p. 58 & 59

Building for the Future poster-Is to be posted in your home. Example can be found on 60

Medical Statement for Children Requiring Special Meals – Any time a child cannot eat certain foods due to allergy or a disability, we need a medical statement from a Doctor stating what the child cannot have and which food to offer in its place. Example can be found on p. 61

COMMONWEALTH OF MASSACHUSETTS
Department of Elementary and Secondary Education
OFFICE FOR NUTRITION HEALTH & SAFETY
PROGRAMS
 75 Pleasant Street
 Malden, MA 02148
 781-338-6499

SITE INFORMATION
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
Family Day Care (FDC) Home

1. Agreement Number: 09-314-CF-75
 2. Site Number: _____
 3. Name and Address of Sponsoring Institution:
Provider Resources, Inc.
800 W. Cummings Park, Suite 3100
Woburn, MA 01801-6355

4. Name of Provider & Street Address of FDC Home
 Name: Pocket Polly
 (Last) (First) (Middle)
 Address: 123 Main St.
 City /St/Zip: Boston Ma. 02118
 Telephone number: 781-939-9263
 E-mail: Polly@yahoo.com

11. Verified Provider Information:
 Provider's Date of Birth: 1-1-64

12. Current number of eligible children enrolled in the daycare home program: 3

13. License/Voucher Information
 A. EEC License/Certificate #: 9123456
9-18-14

B. EEC License Expiration Date
6

C. EEC License Capacity _____ E. ICC Voucher Expiration Date _____

D. EEC Letter Date _____ F. ICC # of Children _____

G. Does Provider live at licensed address? Yes No
 If "No", complete Form FDC - PI

5. Days of week that formal care is provided: *If care is provided on weekends, complete & retain the Provider Schedule Form.*

M T W TH F Sat Sun

6. Number of operating weeks per year: 52

7. Age Range of Enrolled Children: (Birth through 12 years)
 From: Birth Through: 12

8. Hours of Care: (Daily hours of formal day care)
 From: 7:00 AM To: 5:00 pm

14. Meals to be served to eligible children:
A maximum of three meals, including one snack may be claimed per child per day. For double sessions, complete and retain Provider Schedule Form for approval by this office. Please indicate which meal services have double session meals by checking the appropriate box below.

Type	Time meal service begins	# of eligible children served	Double Session
A. Breakfast	8	6	
B. A.M. Snack	10	6	
C. Lunch	12	6	
D. P.M. Snack	2	6	
E. Supper			
F. P.M. Snack			

9. Has Provider Contracted With Any Sponsor for CACFP Reimbursement Within the Past 12 Months?
 (Failure to disclose prior participation may result in denial of CACFP approval. Please be advised that you may change sponsor one time per year and only be in one Food Program during any month.) No Yes
 If "Yes", give the name of the sponsor, date provider was terminated and include termination letter from previous sponsor:

15. Home Eligibility Status
 Tier I: Area Income Eligibility
 Census Food Stamps

10. Has the provider ever been determined Seriously Deficient in Massachusetts or any other state? Yes No
 If "Yes", when and by whom? _____

I HEREBY CERTIFY that all of the above information is true and correct. I understand that this information is being given in connection with the receipt of Federal funds; that Department officials may for cause, verify information; and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes. Reimbursement will be claimed only for meals served to eligible enrolled children during the hours they are in attendance at the institution and that any sizeable changes in the above enrollment figures will be reported immediately.

Date: 09-12 Signature of Provider: Polly Pocket
 Date: 8-9-12 Signature of Agency Representative: Colleen Ravel
 completing this form

Date: _____ Signature of Authorized Sponsor Representative
TO BE COMPLETED BY SPONSOR

Income Eligible Provider Children	Foster Children	Non-Residential Children		Total Children	
		Tier I	Tier II	Tier I	Tier II

PERMANENT SPONSOR/FAMILY DAY CARE HOME AGREEMENT

This agreement is made and entered into by and between the Provider Resources Inc and Polly Pocket whose address is 123 Main St Boston MA 02118

- The family day care provider named above shall agree to: 1. Maintain enrollment forms completed annually for all children. 2. Serve and record daily meals by type and attendance at meal service...

- The Provider Resources Inc shall: 1. With or without prior notification, exercise the right to visit the home, either alone or with State agency and/or USDA personnel. 2. Notify and train the family day care providers of all pertinent changes in the regulations...

THE SPONSOR AND THE FAMILY DAY CARE PROVIDER AGREE TO COMPLY WITH ALL RESPONSIBILITIES AND REQUIREMENTS AS SET FORTH IN THE PROGRAM POLICIES AND REGULATIONS 7CFR PART 226. REIMBURSEMENT WILL BE DISALLOWED AND/OR PROGRAM PARTICIPATION WILL BE TERMINATED IF THE PROVIDER OR SPONSOR DOES NOT COMPLY WITH THE PROVISIONS OF THIS AGREEMENT.

Signature of Family Day Care Provider Polly Pocket Date 8-9-12
Signature of Sponsor Representative Colleen Rumer Date 8-9-12

THIS AGREEMENT IS BINDING UPON SIGNATURE OF BOTH PARTIES

White, Yellow, Pink - Office Copies Gold - Provider's Copy

Additional Provider Rights and Responsibilities

- 1) In order for timely payment, you must submit to your sponsoring agency by the 5th day of the following month your menus and counts of meals served by type to children. If you miss this deadline, you will be subject to a delay in payment as determined by the written policy of your sponsoring agency.
- 2) Record and maintain menus of meal service prior to meal service and have available at each meal for sponsor monitors and/or State or Federal reviewers to evaluate the menu as planned with the actual meal served.
- 3) As of October 1 of each year, you must have completed all the required training for the previous Fiscal Year in order to continue to claim. You are required to receive six (6) hours of CACFP training a year in order to claim reimbursement in the Food Program. If you are a new provider, depending on when your effective date is, your training requirements may be pro-rated. Your sponsoring agency will be monitoring the training hours you accumulate. As of June 1, you will receive notification of your accumulated CACFP training hours credited by the sponsor for the current fiscal year. In order to renew your CACFP participation, you must have completed all the required training as of September 30, of the current fiscal year. The sponsor may also determine that you are Seriously Deficient for not obtaining the required CACFP training.
- 4) Your sponsoring agency is required to conduct reviews of your Food Program. Providers must receive three (3) reviews during the fiscal year. Two (2) of the reviews must be unannounced and conducted at an approved meal service. Providers approved for extended hours of care or approved for double session meal service must receive an additional unannounced monitoring review for a total of four (4) reviews within the fiscal year. Three (3) of the reviews must be unannounced and conducted at an approved meal service, and two of these must be during the approved extended hours of care or during the approved double session meal services.
- 5) You may not contract with more than one Food Program simultaneously. If you do, both contracts will be considered null and void. You will have to sit out one month without claiming before being eligible to contract with an agency. Contracting with more than one agency is cause for a Serious Deficiency determination.
- 6) You must notify your sponsoring agency in advance whenever you are planning to be out of your home with the day care children during the reported meal service period. If you fail to notify the sponsor, the sponsor will assess a disallowance for those meals. You must notify your sponsor of any changes in meal times.
- 7) You must maintain the annual enrollment form signed by the parent or guardian in the family day care home.
- 8) The provider must contact Jill Palmer 781-939-9291
(Sponsoring Organization Representative's Name) (Phone Number)

if he/she feels that any of these procedures or terms and conditions of his/her Program Agreement have not been met by the sponsoring organization.

I have reviewed these requirements with the provider at the time of sign-up, and again annually.



(Sponsoring Agency Representative Signature)

8-9-12

(date)

I have read and understood these requirements.



(Provider Signature)

8-9-12

(date)

ANNUAL ENROLLMENT STATUS UPDATE

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

(Instructions: Please review with each new provider during sign-up. Both parties must sign and date where indicated. This form must be reviewed, signed and dated by both parties annually.)

Child and Adult Care Food Program Termination Procedures

In order to terminate your agreement with your Food Program Sponsor, the following steps must be taken:

- 1) You must give your sponsoring agency at least a written 30-day notice of your intent to terminate your Food Program agreement.
- 2) Your sponsoring agency will issue a termination letter to you within 5 working days of receiving your termination letter. This letter will state the date your termination letter was received and the date you will be terminated from that Food Program and that **you may continue to claim with that agency until that termination date**. This letter will also contain a record of your year-to-date training hours and topics done with that agency.
- 3) Review the letter for accuracy. Contact your sponsoring agency if there is a discrepancy between what the letter states and what you expected to see. If you do not receive a letter from your sponsoring agency it is your responsibility to contact them.
- 4) If you intend to contract with another Food Program, a copy of the termination letter must be attached to your sign-up form/agreement in order for your approval to proceed. Once your agreement has been terminated with your previous sponsor, you can contract with any sponsoring agency **once** during a fiscal year. You may only be enrolled in one Food Program during any month.
- 5) If you intend to contract with another Food Program, the new agency will need to immediately provide you with any training that may be missing to ensure that you are current with training requirements. This information will be available in the letter from your previous sponsor.

If you wish to change Food Program sponsorships, you must provide **written** notification to your Food Program to terminate. Once you receive verification that your letter was received you may enter into a contract with another agency for approval, without losing a month of reimbursement. You may only be enrolled with one sponsor during any month.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

June 2010



Massachusetts Department of
**ELEMENTARY & SECONDARY
EDUCATION**

Child and Adult Care Food Program (CACFP) Family Day Care Home Certificate

Sponsor Name: Provider Resources Inc.

Sponsor Address: 800 West Cummings Park Suite 3100 Woburn, MA 01801

I have been told that I can only sign-up with one CACFP Sponsor at a time. I have been told that I may change sponsors only one time during the Fiscal Year between October 1, 2012 and September 30, 2013.

Has the provider ever been issued a letter from the Department of Early Education and Care (EEC), including but not limited to: Order to Protect (for example: Notice of Revocation of License, Notice of Sanctions, or Notice of Emergency Suspension), Cease and Desist Order, Notice of Action, or Voluntary Surrender of License?

Yes _____ No

If the answer is yes, please provide further details including the date(s) of the letter, nature of the circumstances, and how the issues were resolved.. Attach a separate sheet of paper if necessary

I certify that I have received ninety (90) minutes of CACFP training for new providers.

Provider Name (printed): Polly Pocket

Provider Signature: Polly Pocket Date: 10-9-12

Sponsor Representative Name (printed): Colleen Raver

Sponsor Representative Signature: Colleen Raver Date: 10-9-12

In accordance with Federal law and U.S. Department of Agriculture policy. This institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights 1400 Independence Ave. S.W., Washington D.C. 20250-9410 Or call (800) 795-3272 (voice) or (202) 720 6382 (TTY). USDA is an equal opportunity provider and employer

Provider's Food Program -Child and Adult Care Food Program Child Enrollment Form

For questions please contact: Provider Resources Inc. 800 West Cummings Park Suite 3100, Woburn, MA. 01801 781-939-9292

PROVIDERS NAME Polly Pocket SITE # 9001

Dear Parent/Guardian:

Your **Family Day Care Provider** participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) administered by the Massachusetts Department of Elementary and Secondary Education.

Meals served must meet nutrition requirements established by USDA's Child & Adult Care Food Program. In order to participate, your provider has agreed to follow the USDA guidelines. The Provider will give you a copy of the minimum meal components and portion requirements to be served according to the child's age. A medical statement from your doctor is necessary if your child cannot eat foods required by the CACFP. In an effort to assess that these requirements are being met, the USDA and CACFP requires providers to annually collect the enrollment information listed below.

Please complete the form and return it to your Family Day Care Provider. Part 1 and Part 2 to be completed by all families or guardians. Part 3 to be completed ONLY if enrolling an infant child (under the age of 12 months).

CHILD # ASSIGNED 1 PART 1 CHILD ENROLLMENT INFORMATION

Child's First Name	MI	Last Name	Child's Date of Birth & Age	Beginning Date of Child Care
<u>John</u>	<u>S</u>	<u>Smith</u>	<u>9-18-05</u>	<u>8-1-12</u>
Enter the normal hours your child is in care For example 7:30 AM – 5 PM			Check the days your child normally attends <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday	Check the meals your child normally receives while in care <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> AM Snack <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Night Snack
School Age Child – Times child attends school. For example 8:00 AM – 3:00 PM				
Hours from: <u>7</u> to <u>4</u>				
On school vacation or no school day Time attending child care <u>7</u> to <u>4</u>				
School District: <u>Medford</u>		<input checked="" type="checkbox"/> Box <input type="checkbox"/> Schedule Varies	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="checkbox"/> Related <input type="checkbox"/> Non Related

PART 2: PARENT OR GUARDIAN ACCEPTANCE AND SIGNATURE

PARENT OR GUARDIAN NAME Sarah Smith HOME PHONE: 781-589-3214
 MAILING ADDRESS: 321 Winthrop St. CELL PHONE: _____
 CITY Medford STATE MA ZIP CODE 02155 WORK PHONE: _____

I have read this child enrollment form and request that my child receive the above Child and Adult Care Food Program benefits. I have received a copy of this completed form and the "Building For The Future" Flyer.

Sarah Smith _____ 8-17-12
 PARENT OR GUARDIAN SIGNATURE DATE (must be renewed annually)

CIVIL RIGHTS: This information is voluntary and will not affect your children's eligibility. Please indicate the ethnic and racial identity of your children by checking a box in each of the categories. This information is being collected to assure that everyone receives CACFP benefits on a fair basis.

1. **Ethnic Identity** HISPANIC OR LATINO NOT HISPANIC OR LATINO.
2. **Racial Identity** AMERICAN INDIAN OR ALASKA NATIVE ASIAN BLACK OR AFRICAN AMERICAN
 NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER WHITE.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

FOR SPONSOR OFFICE USE ONLY	6/10
Effective Date of this Enrollment Form: _____ Fiscal Year _____	
The effective date can be made retroactive back to the first day the child participates in the CACFP as long as it occurs in the same month this form is received.	

Provider's Food Program -Child and Adult Care Food Program Child Enrollment Form

For questions please contact: Provider Resources Inc. 800 West Cummings Park Suite 3100, Woburn, MA. 01801 781-939-9292

PROVIDERS NAME Polly Pocket SITE # 9001

Dear Parent/Guardian:

Your **Family Day Care Provider** participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) administered by the Massachusetts Department of Elementary and Secondary Education.

Meals served must meet nutrition requirements established by USDA's Child & Adult Care Food Program. In order to participate, your provider has agreed to follow the USDA guidelines. The Provider will give you a copy of the minimum meal components and portion requirements to be served according to the child's age. A medical statement from your doctor is necessary if your child cannot eat foods required by the CACFP. In an effort to assess that these requirements are being met, the USDA and CACFP requires providers to annually collect the enrollment information listed below.

Please complete the form and return it to your Family Day Care Provider. Part 1 and Part 2 to be completed by all families or guardians. Part 3 to be completed ONLY if enrolling an infant child (under the age of 12 months).

CHILD # ASSIGNED 2 **PART 1 CHILD ENROLLMENT INFORMATION**

Child's First Name	MI	Last Name	Child's Date of Birth & Age	Beginning Date of Child Care
<u>Deborah</u>		<u>Miller</u>	<u>10-10-12</u>	
Enter the normal hours your child is in care For example 7:30 AM – 5 PM		Hours from: <u>8</u> to <u>12:30</u>	Check the days your child normally attends <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday	Check the meals your child normally receives while in care <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> AM Snack <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Night Snack
School Age Child – Times child attends school. For example 8:00 AM – 3:00 PM		_____ to _____		
On school vacation or no school day Time attending child care		_____ to _____		
School District: _____		<input checked="" type="checkbox"/> Box <input type="checkbox"/> Schedule Varies		
			Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="checkbox"/> Related <input type="checkbox"/> Non Related

PART 2: PARENT OR GUARDIAN ACCEPTANCE AND SIGNATURE

PARENT OR GUARDIAN NAME Laurie Miller HOME PHONE: 781 555-3210
 MAILING ADDRESS: 118 Joyce Rd CELL PHONE: _____
 CITY Medford STATE: Ma ZIP CODE 02155 WORK PHONE: _____

I have read this child enrollment form and request that my child receive the above Child and Adult Care Food Program benefits. I have received a copy of this completed form and the "Building For The Future" Flyer.

Laurie Miller

PARENT OR GUARDIAN SIGNATURE

8-18-12

DATE (must be renewed annually)

CIVIL RIGHTS: This information is voluntary and will not affect your children's eligibility. Please indicate the ethnic and racial identity of your children by checking a box in each of the categories. This information is being collected to assure that everyone receives CACFP benefits on a fair basis.

1. **Ethnic Identity** HISPANIC OR LATINO NOT HISPANIC OR LATINO.
2. **Racial Identity** AMERICAN INDIAN OR ALASKA NATIVE ASIAN BLACK OR AFRICAN AMERICAN
 NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER WHITE.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

FOR SPONSOR OFFICE USE ONLY

6/10

Effective Date of this Enrollment Form: _____ Fiscal Year _____
 The effective date can be made retroactive back to the first day the child participates in the CACFP as long as it occurs in the same month this form is received.

Provider's Food Program -Child and Adult Care Food Program Child Enrollment Form

PROVIDER NAME Polly Pocket SITE # 9001

PART 3: INFANT MEAL NOTIFICATION (Birth through 11 months)

Nutritious meals meeting the United States Department of Agriculture guidelines are served to all children enrolled in this program, including children under the age of 12 months. The Provider must meet the meal component requirements based on age and development outlined in the Infant Meal Pattern. The Provider will give you a copy of the minimum meal components and portion requirements to be served according to the child's age.

I understand that this Family Day Care Provider will serve a USDA approved formula Goodstart to my infant while in care.
(Name of Iron Fortified Infant Formula)

CHILD # 2

NAME OF CHILD Deborah Miller DATE OF BIRTH & AGE 10-10-12

To help provide the best nutritional care for your infant, please complete the following information.

IF YOU FORMULA-FEED YOUR INFANT, PLEASE CHECK ONE OPTION

I prefer to have the Provider supply the formula offered. OR I will supply formula for my infant child.

IF YOU BREAST-FEED YOUR INFANT, PLEASE CHECK

I will supply expressed (pumped) breast milk for my infant child.

I understand that this Family Day Care Provider will supply infant cereal and infants foods for infants 4 months and older as they are developmentally ready according to the CACFP requirements.

I prefer to have the Provider supply infant cereal and infant foods. OR I will supply infant cereal and infant foods for my infant child.

In order for this enrollment to be accepted you must complete Part 1 and Part 2 in addition to Part 3

Laurie Miller
PARENT OR GUARDIAN SIGNATURE

8-18-12
DATE

For questions please contact: Provider Resources Inc. 800 West Cummings Park Suite 3100, Woburn, MA. 01801 781-939-9292

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June 2010

Claim Information Form (CIF) - September 2012

You must return this with your claim forms each month

Provider, Test
123 Palmer St.
Mattapan, MA 02126
Phone: (855) 555-5555

ID: 9111
License: Plus
License Exp: 03/11/2015
Payment Method: Check

Monitor: Palmer, Jill (97)
County: Suffolk

Tier: 1S
Capacity: 8
IE Exp: / /

Child Name	Status	DOB	DOE	Age	Relation	Sp Needs	Sp Diet	Sch Lvl	Formula	Food	Sex
1	Moran, Tyler	A	05/09/2009	08/01/2012	3Y 3M	N	[]	[]			F
2	Bobbins, Daniel	A	08/03/2011	07/01/2012	1Y	N	[]	[]			M
3							[]	[]			
4	Diaz, Mary	A	01/12/2005	04/01/2012	7Y 7M	R	[]	[]			F
5	Mathews, Rosa	A	07/03/2012	08/01/2012	1M	R	[]	[]	Parent Formula	Provider Food	F
6							[]	[]			
7							[]	[]			
8	Estrada, Elizabeth	A	12/01/2009	04/01/2012	2Y 9M	N	[]	[]			F
9	Fernandez, Jose	A	05/03/2006	04/01/2012	6Y 3M	R	[]	[]			M
10							[]	[]			
11							[]	[]			
12	Goodwin, Jeremy	A	11/12/2011	04/01/2012	9M	N	[]	[]	Parent Formula	Provider Food	M
13							[]	[]			
14							[]	[]			
15	Cassamiris, Blake C	A	06/10/2010	04/01/2012	2Y 2M	N	[]	[]			M
16	Cassamas, Hunter	A	07/06/2011	04/01/2012	1Y 1M	R	[]	[]			M
17							[]	[]			
18							[]	[]			
19							[]	[]			
20							[]	[]			
21							[]	[]			
22							[]	[]			
23	Porter, Stephanie	A	01/04/2012	04/01/2012	7M	N	[]	[]	Provider Formula	Provider Food	
24	Moran, Ashley	A	01/07/2012	04/05/2012	7M	N	[]	[]	Parent Formula	Provider Food	M
25							[]	[]			
26							[]	[]			
27							[]	[]			
28							[]	[]			
29							[]	[]			
30							[]	[]			
31							[]	[]			
32							[]	[]			

Open on Holiday: Date(s) : _____ Holiday(s) : _____ Child(ren) now w/Doctor's Statement: # _____
 Children Starting Kindergarten/1st Grade: # _____ Grade : _____ # _____ Grade : _____ # _____ Grade : _____

Children leaving your care:
 Name: _____ # _____ Last Day in Care : ___/___/___
 Name: _____ # _____ Last Day in Care : ___/___/___

List all school aged children who attended AM Snack or Lunch: (or schedule varies from enrollment)
 # _____ Reason : _____ Date : ___/___/___
 # _____ Reason : _____ Date : ___/___/___
 # _____ Reason : _____ Date : ___/___/___

Meal Times
 Breakfast: 8:00am to 8:30am
 AM Snack: 10:00am to 10:15am
 Lunch: 12:00pm to 12:30pm
 PM Snack: 3:00pm to 3:15pm
 Dinner: 5:00pm to 5:30pm
 EV Snack: 7:00pm to 7:15pm

Training
 Session Date Session Name Total Hours FY

Day(s) Provider Closed: _____
 Signature: _____ Date: ___/___/___

Use back of this form for additional notes or comments.

Total Hours this Fiscal Year: _____

Provider Resources Inc.

MINUTE MENU SYSTEM

CHILD FORM: FOOD SERVED, ATTENDANCE & MEAL COUNT

MENU MONTH

JAN FEB MAR APR MAY JUN JUL AUG **SEP** OCT NOV DEC

Group 2
 DAY 3 0 1 2 3 4 5 6 7 8 9 3
 2nd Serving 2

Group 2
 DAY 4 0 1 2 3 4 5 6 7 8 9 3
 2nd Serving 2

Group 2
 DAY 5 0 1 2 3 4 5 6 7 8 9 3
 2nd Serving 2

MEAL	FOOD SERVED		CHILDREN SERVED		FOOD SERVED		CHILDREN SERVED		FOOD SERVED		CHILDREN SERVED	
	FOOD	CHOOSE	M	FV	FOOD	CHOOSE	M	FV	FOOD	CHOOSE	M	FV
BREAKFAST	BREAD OR ALTERNATE	Cheerios	1 2 3 4	5 6 7 8	BAGEL		1 2 3 4	5 6 7 8	Wheat Bread		1 2 3 4	5 6 7 8
	JUICE OR FRUIT OR VEGETABLE	ORANGE	9 10 11 12	13 14 15 16	Banana		9 10 11 12	13 14 15 16	Apple Juice		9 10 11 12	13 14 15 16
	MILK	milk	17 18 19 20	21 22 23 24	milk		17 18 19 20	21 22 23 24	milk		17 18 19 20	21 22 23 24
	MASTER MENU		25 26 27 28	29 30 31 32			25 26 27 28	29 30 31 32			25 26 27 28	29 30 31 32
AM SNACK	MEAT OR ALTERNATE	Am. Cheese	1 2 3 4	5 6 7 8	Yogurt		1 2 3 4	5 6 7 8			1 2 3 4	5 6 7 8
	BREAD OR ALTERNATE	Ritz Crackers	9 10 11 12	13 14 15 16			9 10 11 12	13 14 15 16	graham cracker		9 10 11 12	13 14 15 16
	JUICE OR FRUIT OR VEGETABLE		17 18 19 20	21 22 23 24			17 18 19 20	21 22 23 24	Banana		17 18 19 20	21 22 23 24
	MILK MAST. MENU		25 26 27 28	29 30 31 32	milk		25 26 27 28	29 30 31 32			25 26 27 28	29 30 31 32
LUNCH	MEAT OR ALTERNATE	Ham	1 2 3 4	5 6 7 8	Tuna Fish		1 2 3 4	5 6 7 8	MEATBALLS		1 2 3 4	5 6 7 8
	BREAD OR ALTERNATE	Wheat Bread	9 10 11 12	13 14 15 16	Hot Dog Roll		9 10 11 12	13 14 15 16	Sub Roll		9 10 11 12	13 14 15 16
	FRUIT OR VEGETABLE	Carrot Sticks	17 18 19 20	21 22 23 24	Cucumber Sticks		17 18 19 20	21 22 23 24	Lettuce + Tomato		17 18 19 20	21 22 23 24
	FRUIT OR VEGETABLE	Pineapple	25 26 27 28	29 30 31 32	Apple Wedges		25 26 27 28	29 30 31 32	Mixed Fruit		25 26 27 28	29 30 31 32
	MILK MAST. MENU	milk	MM		milk		MM		milk		MM	
PM SNACK	MEAT OR ALTERNATE		1 2 3 4	5 6 7 8			1 2 3 4	5 6 7 8			1 2 3 4	5 6 7 8
	BREAD OR ALTERNATE		9 10 11 12	13 14 15 16	SALTINES		9 10 11 12	13 14 15 16	Oyster Crackers		9 10 11 12	13 14 15 16
	JUICE OR FRUIT OR VEGETABLE	APPLE	17 18 19 20	21 22 23 24	Watermelon		17 18 19 20	21 22 23 24	Banana		17 18 19 20	21 22 23 24
	MILK MAST. MENU	milk	MM				MM				MM	
DINNER	MEAT OR ALTERNATE	MEATLOAF	1 2 3 4	5 6 7 8	Chicken wings		1 2 3 4	5 6 7 8	Turkey		1 2 3 4	5 6 7 8
	BREAD OR ALTERNATE	ROLL	9 10 11 12	13 14 15 16	White Rice		9 10 11 12	13 14 15 16	stuffing		9 10 11 12	13 14 15 16
	FRUIT OR VEGETABLE	mashed Potatoes	17 18 19 20	21 22 23 24	Green Peas		17 18 19 20	21 22 23 24	mashed Potato		17 18 19 20	21 22 23 24
	FRUIT OR VEGETABLE	CORN	25 26 27 28	29 30 31 32	Cantaloupe		25 26 27 28	29 30 31 32	Green Beans		25 26 27 28	29 30 31 32
	MILK MAST. MENU	milk	MM		milk		MM		milk		MM	
EVENING SNACK	MEAT OR ALTERNATE		1 2 3 4	5 6 7 8			1 2 3 4	5 6 7 8			1 2 3 4	5 6 7 8
	BREAD OR ALTERNATE		9 10 11 12	13 14 15 16			9 10 11 12	13 14 15 16			9 10 11 12	13 14 15 16
	JUICE OR FRUIT OR VEGETABLE		17 18 19 20	21 22 23 24			17 18 19 20	21 22 23 24			17 18 19 20	21 22 23 24
	MILK MAST. MENU		MM				MM				MM	

I hereby certify that I am not participating in any other USDA Child Care Food Program. I certify that to the best of my knowledge, this information is accurate in all respects. I understand this information is provided in connection with the receipt of federal funds and may be verified. I also understand that deliberate misrepresentation may result in state or federal prosecution.

X Test Provider DATE 9/5/12
 Signature of care provider CK BY _____

PROVIDER	9	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9	
	0	1	2	3	4	5	6	7	8	9	
	0	1	2	3	4	5	6	7	8	9	
#	0	1	2	3	4	5	6	7	8	9	

MINUTE MENU SYSTEM

INFANT FORM: FOOD SERVED, ATTENDANCE & MEAL COUNT

MENU MONTH: JAN FEB MAR APR MAY JUN JUL AUG **SEP** OCT NOV DEC

Group: 2

DAY: 3

Group: 2

DAY: 4

Group: 2

DAY: 5

BREAKFAST

AM SNACK

LUNCH

PM SNACK

DINNER

EV SNACK

MEAL	FOOD SERVED	INFANTS SERVED	FOOD SERVED	INFANTS SERVED	FOOD SERVED	INFANTS SERVED
BREAKFAST	8-11 MONTHS INFANT CEREAL	C 1 2 3 4		C 1 2 3 4		C 1 2 3 4
	FRUIT/VEGETABLE	FV 9 10 11 12		FV 9 10 11 12		FV 9 10 11 12
	FORMULA	F 13 14 15 16		F 13 14 15 16		F 13 14 15 16
	4-7 MONTHS INFANT CEREAL	C 17 18 19 20	Rice Cereal	C 17 18 19 20		C 17 18 19 20
	4-7 FORMULA	F 21 22 23 24	IFIF	F 21 22 23 24		F 21 22 23 24
AM SNACK	0-3 FORMULA	F 25 26 27 28	Breastmilk	F 25 26 27 28		F 25 26 27 28
	8-11 MONTHS BREAD/CRACKER	B 1 2 3 4		B 1 2 3 4		B 1 2 3 4
	JUICE	J 5 6 7 8		J 5 6 7 8		J 5 6 7 8
	FORMULA	F 9 10 11 12		F 9 10 11 12		F 9 10 11 12
	4-7 FORMULA	F 13 14 15 16		F 13 14 15 16		F 13 14 15 16
LUNCH	0-3 FORMULA	F 17 18 19 20	Breastmilk	F 17 18 19 20		F 17 18 19 20
	8-11 MEAT/ALT OR INF CEREAL	MC 1 2 3 4	Chicken	MC 1 2 3 4	Turkey	MC 1 2 3 4
	FRUIT/VEGETABLE	FV 5 6 7 8	CARROTS	FV 5 6 7 8	Squash	FV 5 6 7 8
	FORMULA	F 9 10 11 12	IFIF	F 9 10 11 12	IFIF	F 9 10 11 12
	4-7 MONTHS INFANT CEREAL	C 13 14 15 16		C 13 14 15 16		C 13 14 15 16
PM SNACK	0-3 FORMULA	F 17 18 19 20	Breastmilk	F 17 18 19 20		F 17 18 19 20
	8-11 MONTHS BREAD/CRACKER	B 1 2 3 4	Ritz Crackers	B 1 2 3 4	Ritz Crackers	B 1 2 3 4
	JUICE	J 5 6 7 8		J 5 6 7 8		J 5 6 7 8
	FORMULA	F 9 10 11 12		F 9 10 11 12		F 9 10 11 12
	4-7 FORMULA	F 13 14 15 16		F 13 14 15 16		F 13 14 15 16
DINNER	0-3 FORMULA	F 17 18 19 20		F 17 18 19 20		F 17 18 19 20
	8-11 MEAT/ALT OR INF CEREAL	MC 1 2 3 4	Ham	MC 1 2 3 4	Chicken	MC 1 2 3 4
	FRUIT/VEGETABLE	FV 5 6 7 8	Sweet Potato	FV 5 6 7 8	Green Peas	FV 5 6 7 8
	FORMULA	F 9 10 11 12	IFIF	F 9 10 11 12	IFIF	F 9 10 11 12
	4-7 MONTHS INFANT CEREAL	C 13 14 15 16		C 13 14 15 16		C 13 14 15 16
EV SNACK	0-3 FORMULA	F 17 18 19 20		F 17 18 19 20		F 17 18 19 20
	8-11 MONTHS BREAD/CRACKER	B 1 2 3 4		B 1 2 3 4		B 1 2 3 4
	JUICE	J 5 6 7 8		J 5 6 7 8		J 5 6 7 8
	FORMULA	F 9 10 11 12		F 9 10 11 12		F 9 10 11 12
	4-7 FORMULA	F 13 14 15 16		F 13 14 15 16		F 13 14 15 16

I hereby certify that I am not participating in any other USDA Child Care Food Program. I certify that to the best of my knowledge, this information is accurate in all respects. I understand this information is provided in connection with the receipt of federal funds and may be verified. I also understand that deliberate misrepresentation may result in state or federal prosecution.

X Test Prander DATE _____
Signature of care provider CK BY _____

B _____ AM _____ L _____ PM _____ D _____ EV _____

P	9	0	1	2	3	4	5	6	7	8	9
R	0	1	2	3	4	5	6	7	8	9	0
O	0	1	2	3	4	5	6	7	8	9	0
V	0	1	2	3	4	5	6	7	8	9	0
I	0	1	2	3	4	5	6	7	8	9	0
D	0	1	2	3	4	5	6	7	8	9	0
E	0	1	2	3	4	5	6	7	8	9	0
R	0	1	2	3	4	5	6	7	8	9	0

Internet Claim Filing Agreement

Between Family Child Care Home Provider and Provider Resources, Inc.

Provider Name: Polly Pocket Provider #: _____
Family Child Care Home Provider

Doing Business as: (optional) Pocket Full of Love

Street address: 123 main St.

City: Boston County: Suffolk Zip code: 02118

Phone: 781-939-9263 Email: Polly@yahoo.com

Birth date: 9-18-64 License #: 9123456

I acknowledge that I have been provided with training materials in the use of the Minute Menu WebHX Internet claiming program and as of the date of this Agreement, the following will be my responsibility:

1. I will inform Provider Resources, Inc. in writing, of my desire to discontinue using Minute Menu WebHX.
2. Before submitting my monthly CACFP claim information to Provider Resources, Inc. I will verify:
 - a. All new child enrollments have been finalized
 - b. All child sick days or school out days have been entered
 - c. Any days in the month when I Have been closed have been specified (assuming I'm normally open those days).
 - d. All meal and attendance information has been accurately entered.
3. I will record my meal and attendance information daily at meal service. If I'm not doing so directly in the computer, I will keep paper records of this meal and attendance information for review.

I acknowledge that the menu and attendance information stored in the Minute Menu WebHX system must be made available immediately for review by any Sponsor or State Agency staff when requested. I certify that the information entered into Minute Menu WebHX is accurate in all respects. I certify that my login and password information is not to be shared with anyone other than the staff of Provider Resources, Inc. I also understand that the information I enter into Minute Menu WebHX is provided in connection with the receipt of federal funds and that deliberate misrepresentation may result in state or federal prosecution.

I, the undersigned, CERTIFY that the above information is true and correct to the best of my knowledge and that my signature here serves in lieu of any monthly signature requirement for all Internet claimed meal and attendance information.

Polly Pocket Date: 8-9-12
Family Child Care Home Provider's Signature

Gae Palmer Date: 8-9-12
Provider Resources, Inc. (Representative)

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT
PROVIDER RESOURCES, INC.

Please enclose a voided check with this application or a bank specification sheet with the routing number for savings accounts.

YOUR NAME:		
ADDRESS:		
CITY:	PHONE:	
BUSINESS NAME:		
TYPE OF ACCOUNT:	CHECKING	or SAVINGS
TRANSIT ROUTING NUMBER:	ACCOUNT NUMBER:	

PLEASE CIRCLE ONE

NEW APPLICATION

CHANGE OF ACCOUNT

I authorize and request Provider Resources, Inc. to directly deposit my check to my account named above. I further authorize and request that my bank accept any credit entries initiated by Provider Resources, Inc., and if overpayment occurs, Provider Resources, Inc. may make corrected entries to my account. In the event that I close my bank account without notifying Provider Resources, Inc., I may be charged any fees incurred by the agency.

Signature of Applicant: _____ Date: _____

Provider ID#: _____

**STAPLE VOIDED CHECK
OR
BANK SPECIFICATION SHEET
HERE**

Double Session Approved for 8 Breakfast

Licensed for 6

Provider's Signature: MARY JONES Date: 8/1/12

**PROVIDERS FOOD PROGRAM
CHILD AND ADULT CARE MEAL PLAN**

License No.: 456789 Town: Acton
 Evening Snack Double Sessions Weekend Care
 Morning Snack L=Lunch P=Afternoon Snack S=Supper E=Evening Snack

For Office Use Only
 NAME: _____ APPROVAL NO.: _____
 DOUBLE SESSION APPROVAL NO.: _____ SITE NO.: _____
 DATE: _____

ENROLLED CHILDREN	Age	FIRST SESSION							Totals: Meal Times Served	Office Use Only Reviewed by: Area Rep: Date: Supervisor: Date:
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
Willow Bartley	10	✓	✓	✓	✓	✓	✓	✓	3.00	6:30-7:00
Jason Pratt	11	✓	✓	✓	✓	✓	✓	✓	3.00	3:00-6:00
Totals: 6 Meal Times Served: 12.00									5.00	

ENROLLED CHILDREN	Age	SECOND SESSION							Totals: Meal Times Served	Office Use Only Reviewed by: Area Rep: Date: Supervisor: Date:
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
Colleen Spencer	4	✓	✓	✓	✓	✓	✓	✓	3.00	7:00-5:00
Brandon Coca	4	✓	✓	✓	✓	✓	✓	✓	3.00	7:00-4:30
Jennifer Jackson	2	✓	✓	✓	✓	✓	✓	✓	2.00	7:00-4:30
Mary Muldowney	5	✓	✓	✓	✓	✓	✓	✓	3.00	7:00-5:00
Courtney Madison	5	✓	✓	✓	✓	✓	✓	✓	3.00	7:00-2:30
Ruthie Wilson	3	✓	✓	✓	✓	✓	✓	✓	2.00	7:00-2:30
Totals: 6 Meal Times Served: 12.00									12.00	

PROVIDER RESOURCES, INC.
 Suite 3100
 800 W. Cummings Park
 Woburn, MA 01801



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Family Day Care)

Part 1. All Household Members		
Name of Enrolled Child(ren): <u>Judy Jones</u>		
Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 4 TO SIGN THIS FORM.	CHECK IF NO INCOME
<u>John Jones</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Peggy Jones</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>MARY Jones</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Wyatt Jones</u>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Part 2. Benefits: If any member of your household received SNAP, FDPIR, or TAFDC cash assistance, provide the name and case number for the person who receives benefits. If no one receives these benefits, proceed to part 3.
 NAME: _____ CASE NUMBER: _____

Part 3. Total Household Gross Income—You must tell us how much and how often

A. Name (List only household members with income) <i>(Example)</i> <u>Jane Smith</u>	B. Gross income and how often it was received			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
<u>MARY Jones</u>	<u>\$300/wkly</u>	<u>\$150/twice a month</u>	<u>\$100/monthly</u>	<u>\$ / /</u>
<u>Wyatt Jones</u>	<u>\$700 / monthly</u>	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>
	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>
	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>
	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>

Part 4. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify that all information on this form is true and that all income is reported. I understand that the day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: Mary Jones Print name: MARY Jones
 Date: 9/19/12
 Address: 31 West St. Phone Number: 978-888-8888
 City: HAVERHILL State: MA. Zip Code: 01832
 Last four digits of Social Security Number: ****-**-**** I do not have a Social Security Number



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Family Day Care)

Part 5. Participant's ethnic and racial identities (optional)	
Mark one ethnic identity:	Mark one or more racial identities:
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Don't fill out this part. This is for official use only.	
Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12	
Total Income: _____ Per: <input type="checkbox"/> Week, <input type="checkbox"/> Every 2 Weeks, <input type="checkbox"/> Twice A Month, <input type="checkbox"/> Month, <input type="checkbox"/> Year Household size: _____	
Categorical Eligibility: _____ Eligible: _____ Not Eligible: _____ Tier I _____ Tier II _____	
Reason: _____	
Determining Official's Signature: _____ Date: _____	
Confirming Official's Signature: _____ Date: _____	

The participant in the day care facility may qualify for free or reduced price meals if your household income falls within the limits on this chart.

Household size	Yearly
1	20,665
2	27,991
3	35,317
4	42,643
5	49,969
6	57,295
7	64,621
8	71,947
Each additional person:	+7,326

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Transitional Aid to Families with Dependent Children (TAFDC) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Family Day Care)

Part 1. All Household Members

Name of Enrolled Child(ren): <u>John Simpson</u>		
Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 4 TO SIGN THIS FORM.	CHECK IF NO INCOME
<u>John Simpson (Foster Child)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Part 2. Benefits: If any member of your household received SNAP, FDPIR, or TAFDC cash assistance, provide the name and case number for the person who receives benefits. If no one receives these benefits, proceed to part 3.
 NAME: _____ CASE NUMBER: _____

Part 3. Total Household Gross Income—You must tell us how much and how often

A. Name (List only household members with income) <i>(Example)</i> <u>Jane Smith</u>	B. Gross income and how often it was received			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
<u>Susan Smith</u>	<u>\$200/weekly</u>	<u>\$150/twice a month</u>	<u>\$100/monthly</u>	<u>\$ / /</u>
	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>
	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>
	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>
	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>	<u>\$ / /</u>

Part 4. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify that all information on this form is true and that all income is reported. I understand that the day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: Susan Smith Print name: Susan Smith
 Date: 9/17/12
 Address: 7 Market St Phone Number: 781-777-7777
 City: Woburn State: MA Zip Code: 01801
 Last four digits of Social Security Number: ****-**-**** I do not have a Social Security Number



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Family Day Care)

Part 5. Participant's ethnic and racial identities (optional)	
Mark one ethnic identity:	Mark one or more racial identities:
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Don't fill out this part. This is for official use only.	
Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12	
Total Income: _____ Per: <input type="checkbox"/> Week, <input type="checkbox"/> Every 2 Weeks, <input type="checkbox"/> Twice A Month, <input type="checkbox"/> Month, <input type="checkbox"/> Year Household size: _____	
Categorical Eligibility: _____ Eligible: _____ Not Eligible: _____ Tier I _____ Tier II _____	
Reason: _____	
Determining Official's Signature: _____ Date: _____	
Confirming Official's Signature: _____ Date: _____	

The participant in the day care facility may qualify for free or reduced price meals if your household income falls within the limits on this chart.

Household size	Yearly
1	20,665
2	27,991
3	35,317
4	42,643
5	49,969
6	57,295
7	64,621
8	71,947
Each additional person:	+7,326

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Transitional Aid to Families with Dependent Children (TAFDC) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Building for the Future

This child care receives
Federal cash assistance to
serve healthy meals to your children.
Good nutrition today means
a stronger tomorrow!

Meals served here must meet
nutrition requirements established by USDA's
Child and Adult Care Food Program.

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND**
(1-866-873-2263)

Visit USDA's website: **www.fns.usda.gov/cnd**



United States Department of Agriculture
Food and Nutrition Service
FNS-317
June 2000
Revised June 2001

USDA is an equal opportunity provider and employer.

**Medical Statement for Children Requiring Special Meals in the Child
and Adult Care Food Program**

Note: According to 7 CFR, part 226.20, food substitutions for medical reasons can be made only when there is a written statement from a medical authority. This written statement must include the medical reason and recommended alternate foods.

Part I (To be filled out by Child Care Center/Provider)

Date: _____ Name of Child: _____

Center/Home Attended by Child: _____

Part II (To be filled out by Medical Authority)

Patient's Name: _____ Age: _____

Diagnosis: _____

Describe the medical or other special dietary needs that restrict the child's diet: _____

List food(s) to be omitted from the diet and food(s) to be substituted (Diet Plan): _____

Date

Print Name

Signature of Medical Authority

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

The Tiering System of Reimbursement

What is the Tiering System of Reimbursement?

It is the system for reimbursing family child care providers at different rates based on:

- The location of the day care home;
- Income of the day care provider's household; or
- Income of an individual child's household

This system of reimbursement went into effect July 1, 1997; a result of the Personal Responsibility and Work Opportunity Reconciliation Act passed by Congress in July 1996 and signed into law by President Clinton. The law identified the Tiering System which United States Department of Agriculture then published the regulations to implement the law.

Definitions

Tier 1 Reimbursement – The higher rate of reimbursement. Starting with a base of 1997 Fiscal Year reimbursement rates, you will receive a yearly rate increase as determined by The Department of Agriculture.

Tier 2 Reimbursement – This is a substantially lower rate than Tier 1, in many cases approximately half. (See appendix for current year's income guidelines).

Low-Income – When the combined income of those living within the household is on or below 185% of poverty. (See appendix for current year's income guidelines).

Mixed Homes – This is a Tier 2 home where the provider elects to give all her/his day care families a meal benefit form to see if any of his/her day care children qualifies as low income. If a child qualifies for Tier 1 the provider will be reimbursed the higher rate for that child.

Means Test – Forms completed by providers and/or parents listing all members living in the household and all gross income.

The Tier System

The following are the requirements of the tiering system for reimbursement.

Tier 1 Eligibility

A provider may receive Tier 1 eligibility based on:

School Data – A family child care home located in an area served by an elementary, middle or high school in which at least 50% of the total number of children enrolled receives free or reduced price school meals.

Census Tract Data – A family child care home is located in a geographic area as determined by census data, in which at least 50% if the children residing in that given area are eligible to receive free or reduced price school meals.

Provider's Household Income – Provider's own personal family income.

Qualification

Providers can qualify either by:

Personal Household Eligibility – If the family size and the income of all wage-earning members of the household are equal to or less than the guidelines set by the United States Department of Agriculture of 185% of poverty. Provider income eligibility status is determined at the time of sign up. Income renewal packets for providers are mailed directly to them in May for a June 30th ending date.

Categorical Eligibility – A provider receives funds or benefits through a recognized program or agency that is serving the low-income community. Such programs include Food Stamps, WIC, TANF, or families who already qualify for free and reduced meals through school lunch, pre-school or federally funded Head Start centers.

All day care children enrolled in that home will receive Tier 1 reimbursement rates.

How To Apply For Tier 1 Eligibility Due To Family Income

To apply, providers must fill out the meal benefit form listing the income of all members living in the household before taxes. A provider needs to show proof of all income within the house.

Note: In the case of the provider or any other self-employed member of the household, income should be listed after expenses have been taken out.

How To Fill Out The Forms

A provider qualifying for income eligibility needs to fill out a meals benefit form for herself and listing all income within the household.

When school or census qualified, a provider must submit the meal benefit form for their house, if they wish to claim their own on the program. For complete instructions see “Meal Benefit Instructions.”

REMEMBER!! When writing down income, state whether it is WEEKLY, MONTHLY, etc.

If a provider is not Tier 1 by school or census, they must fill out a meal benefit form with documentation. The most common documentation to submit is the IRS Forms 1040 and Schedule C submitted for the previous year. If a provider receives food stamps or TANF they can include that as their documentation.

Tier 2 Eligibility

Tier 2 is for all other licensed providers who do not qualify for Tier 1 reimbursement.

Providers who are Tier 2 but whose income declines can be reclassified. Contact the main office immediately to have forms sent to you.

Mixed Home Eligibility

MIXED HOME

A family child care home that does not meet the criteria for Tier 1 reimbursement is classified as Tier 2

Tier 2 family child care home have the option to receive Tier 1 rates for children enrolled in their day care whose households income meets the Income Eligibility Guidelines

Once the parent's meal benefit forms has been distributed to a day care household, the packets MUST be distributed to all families enrolling in the day care home.

This information is Confidential.

Reimbursement and Income Eligibility

If you qualify for Tier 1 eligibility due to school area data or census data, and you wish to claim your own children on the food program, you must fill out a Meal Benefit Form and follow guidelines for claiming income eligible children on the following page.

You do not have to submit income verification such as tax returns if you already qualify for Tier 1 status based on school or census data.

If your family meets income eligibility guidelines and has been approved, you may claim your own children. The eligibility amounts change each year.

You must meet the income guidelines. This is determined by taking the income of all people living in the household and comparing it to the USDA income guidelines. The USDA requires that you update this form yearly in order to continue claiming your own children. In determining income for the self-employed, take the gross receipts and subtract all expenses related to your business to arrive at a figure. Remember Child Care Providers are self-employed. Income from your child care business must be included.

PROVIDER REMINDER CHECKLIST

Preparing Your Scanned Menu

- Begin your menus on the first day of the month and end on the last day of the month.
- Claim for no more day care children than the capacity that appears on your license.
- Claim for no more than 2 meals/one snack or 2 snacks/one meal per child per day.
- Have an enrollment form on file for each child.
- Send any new enrollment forms for new children in your day care to the main office as soon as the child enrolls.
- Check that all bubbles are darkened and filled in completely. If you can see the number through the bubble, the scanner might misread your menu.
- Sign all menus submitted.
- Check over your menu to make certain you left no blanks.
- Menus needed to be recorded ahead of time.
- Meal counts need to be recorded by the end of the day.

Sending Out Your Scanned Menus

- Did you send your menus to the main office?
- Did you attach sufficient postage?
- Did you keep your copies?

Preparing Your Internet Menu

- Begin your menus on the first day of the month and end on the last day of the month.
- Enroll any new children into your minute menu system. Have the child's parents will out a paper Child Enrollment form provided at your home reviews. **We cannot accept the enrollment forms printed from minute menu.**

- If you had a school age child present for am snack or lunch on a school day, did you check the “school out” child sick box plus the attendance box?
- Review your menus and attendance prior to submitting. To view what you have inputted go to reports and access the menus and attendance that you will be submitting.
- Send any new enrollments to the main office prior to submitting your menus.
- Submit your menus on the last day of care of that month.

General Checklist

- Send in any license renewal or capacity increase, or any other change in license, immediately upon receipt of new license.
- Send in any double session or weekend approval forms prior to claiming.
- Did you notify the office if you were not going to be home for a meal/snack service?
- Did you notify the office if you were closed for a day, week, or longer?



WebKids Startup Guide

About WebKids

Minute Menu WebKids is a website designed to allow child care providers to record food program claim information on-line, quickly and easily. To use it, you only need Internet Explorer (which comes with Windows). Logging in is simple: you will visit a web site, type a login name and password, and you're in! This guide is designed to help you log into WebKids the first time. Once logged in, [Help] buttons found throughout WebKids will show you how to record your claim information.

Accessing WebKids

To use Minute Menu WebKids, you must have a 9-digit login name given to you by your sponsor, and you must have a password. If you don't have that yet, please ask the appropriate Food Program Sponsor representative for it.

To log in:

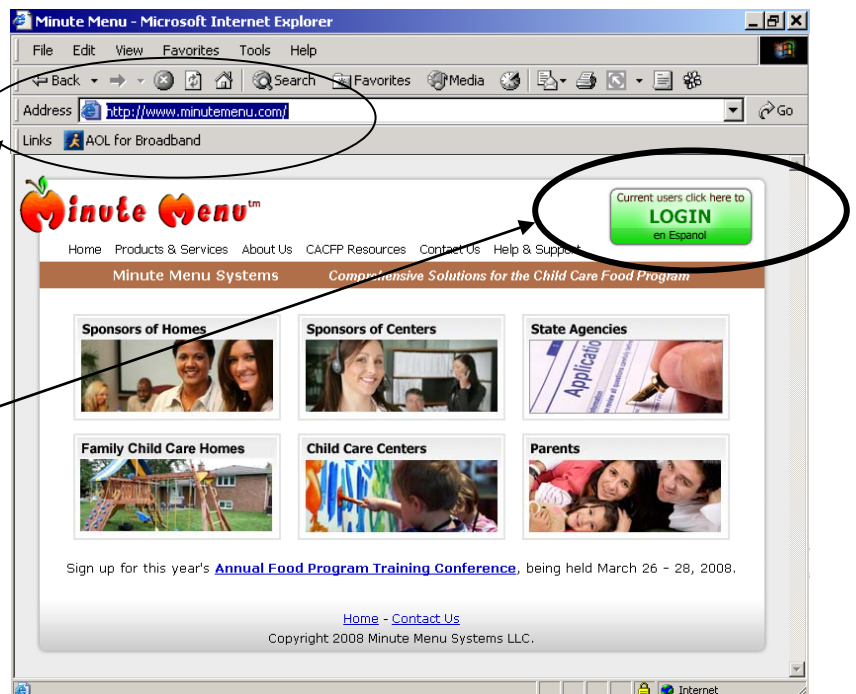
1) Make sure you're logged into the Internet. If you dial-up using a modem, be sure to dial up. If you have DSL or a cable modem, you're always on the Internet, so you can skip this step.

2) Open Internet Explorer. This can typically be done by clicking the "e" icon usually found on your desktop.

3) In the Address bar at the top of your screen, type this web address: **www.minutemenu.com** and click [GO] or [OK]. This will take you to the Minute Menu web site.

4) Click on the "LOGIN" link that you see on the right hand side of the page.

5) This will take you to the secure login page for Minute Menu WebKids. If your browser presents you with a message indicating that the page is secure, you can just hit [OK] to continue. Otherwise, you'll be prompted to supply your login name and password.



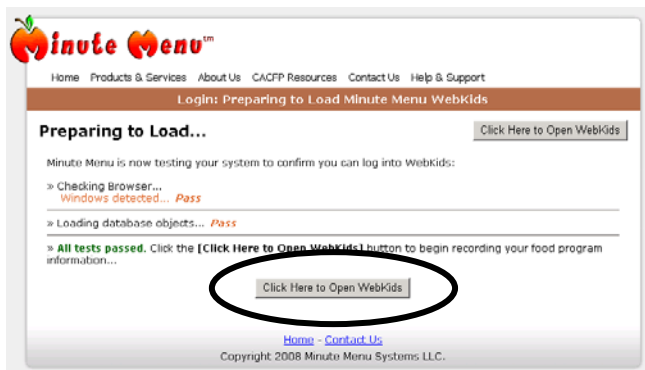
6) On the login screen: Type the **Login** and **Password** that were given to you by your Food Program sponsor. **Note:** if you got your password via email, don't confuse the number zero (0) with the letter (O). And Frequently the lower case "L" and the number "1" look virtually identical: 1 1



7) Press [**Login**] after you've typed your login name and password. If everything is correct, the system will log you into WebKids and you'll be ready to record your claim information.

Quick Login Tip: Before you [Login], you may want to add this page to your Favorites in Internet Explorer. Click on **Favorites >> Add to Favorites**. That way, the next time you want to login to Minute Menu, you can just go to that Favorite that you've saved in Internet Explorer.

Another Quick Login Tip: You may also want to click on "Log in automatically next time" before you hit [Login]. Then, when you go to this login page (by clicking on your saved Internet Explorer Favorite), you'll be immediately logged in!



8) Once you login, you'll be presented with the "Login: Preparing to Load Minute Menu WebKids" page. This will check to see that your computer can log into WebKids without any problems. Assuming there aren't any problems, you'll see **All tests passed**. Then hit [**Click Here to Open WebKids**] to login immediately.

Login Problems

If you have any troubles logging into WebKids, click on the "Having trouble logging into WebKids? [Click Here](#)" link you see on the Login screen. That page will provide a variety of tips to help you resolve any problems you have logging in. And if you can't solve the problems with the advice on that page, you can contact technical support from that page.

After You Login

After you login, you may start using WebKids immediately! If you have any questions about how to use WebKids to record meals and attendance, click [Help] on any screen. But you'll typically start by Recording Meals – or if you don't have any children enrolled yet, click Enroll Child to enroll your children. Or consult the "New to Minute Menu? [Click Here for help getting started](#)" link at the top of the main menu.



Minute Menu HX

Provider Training Workbook

For Providers Using Scannable
Attendance Menus

The Minute Menu system has been designed so that you can quickly and easily record every piece of information required by the USDA Food Program. With a bit of practice you'll soon be able to record an entire meal in only a minute.

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v. 7.2

FORM OVERVIEW

The Minute Menu paperwork includes:

- **Child Enrollment Forms** – filled out and signed by the parents of each new child you enroll into your care (and subsequently into the food program)
- **Infant Menu Forms** – filled out by you each day as you serve meals, used to record both the foods served and the children to whom the foods were served. Infant Menu forms are used for all children in your care that are less than one year of age on the day they attend a meal.
- **Regular Menu Forms** – these are just like the Infant Menu forms, except they are used to record meals served to children that are at least 1 year of age on the day they are served a meal.
- **Food Chart** – the food chart we issue contains a list of every food that we approve for you to serve. Each food has a number, and you use that number to record the food served to children on Infant and Regular Menu forms.
- **Claim Information Forms** – we give you these forms each month, this will help you keep track of the children enrolled your care and communicate information affecting your claim.












GENERAL FORM INSTRUCTIONS



- **ALWAYS** use a #2 pencil to fill out your forms.
- **Be** sure to keep the carbon copy of every scannable form you send in.
- **Don't** use your pencil's eraser to erase a bubble. Instead, use a pink school eraser or other good eraser to make sure any bubble you erase doesn't leave a mark.
- **Always** sign and date your forms.
- **Don't** lose your food chart!
- **Don't** strike through or mark an "X" over areas of a form that you want to leave blank. Just leave it blank. Otherwise, an error will occur.
- **Do NOT** write notes on the scannable forms. You can write notes on your Claim Information Form (CIF).
- **Never** staple, fold, or wrinkle any scannable form. Keep forms away from your kids to avoid spills or wrinkles.
- **Most** of all ...Be careful when you fill in a bubble. See the next page.



YES	FILL IN EACH BUBBLE PROPERLY...				
					
NO					
	Outside the circle, will cause an error	Not enough Pencil mark will not be read	Center of bubble not filled in	Did not use #2 pencil... Too light	Went outside the bubble



RECORDING MEALS WITH REGULAR AND INFANT MENU FORMS

The Regular and Infant Menu forms are used to record all of the meal-specific information required by the USDA Food Program.

The Regular Menu is used to record meals served to all children 1 year of age or older as of the meal date. The Infant Menu is used to record meals served to all children under 1 year of age

General Layout

The Regular and Infant Menus are very similar, and both are divided into three major sections:

1. The form header is everything above the chart, it contains date and certain special information relevant to the meals recorded on the form.
2. The form body is the chart itself. This chart contains the specific Food Served and Attendance information you will record for every meal you serve in a day (and for up to 3 days on a single form).
3. The form footer is everything below the chart. This area of the form contains your provider number, your signature with a date, and a child count summary for each meal as recorded on the given form.

The Meal Chart

The forms have three main columns in the form body. Each column is a single day. There are 6 rows for each column, one for each of 6 meals or snacks that can be served that day.

The food components of each meal are different; they are appropriate for the type of meal being served (Breakfast vs. Snack vs. Lunch/Dinner). They are also different on the Infant Menu vs. the Regular Menu, because Infants have different nutritional needs than non-infants. Each of the meal sections has a section to record both food and attendance.

You can record all of the meals & attendance you serve for up to three days on a single form.

FILLING OUT THE FORM: WHAT TO DO FIRST?

Every time you pick up a new, blank form, you should do the following 7 steps:

In the form footer:

1. **Write your Provider # (in the white boxes)**
2. **Bubble your Provider #**
3. **Sign the Form**
4. **Date the Form (today's date is fine)**

In the form header:

5. **Bubble the Month**
6. **Write the Meal Date (Day) in the 1st Column**
7. **Bubble the Meal Date (Day) in the 1st Column**



Recording the Meal Date

Each form has three columns, which covers 3 days worth of meals. At the top of each column, you'll see an area to indicate that column's day. Since you've already marked the month above, you will only need to fill out the two-digit day to indicate the date of the meals in that column. For example, if today is March 3rd, 2002, you would have bubbled in March for the month, and in the day column you bubble in zero (0) in the first row and three (3) in the second row. (You don't bubble the year anywhere on this form).

D	2	0	1	●	3	2 nd Serving	○	GROUP	2			
A	3	0	1	2	●	4	5	6	7	8	9	3
Y												

↖ 2 - tens place
↖ 3 - ones place

Correct

D	0	●	1	2	3	2 nd Serving	○	GROUP	2			
A	23	0	1	●	●	4	5	6	7	8	9	3
Y												

Not Correct

Ignore "2nd Serving", as well as two bubbles to indicate Group. We'll cover them later in this workbook if they apply to you.

Filling in a Meal Attendance

For each meal served, you must record every child who attended that meal. Do this by marking each numbered bubble that corresponds to the numbers of the children served. Look at your CIF to determine any child's number, and then bubble in all the numbers needed.

We've bubbled in child numbers 1, 3, 7, 8, and 9. Each one of those numbers represents a child, and these would be children listed on the CIF. *Remember: Mark only child numbers for children under 1 year of age on the Infant Menu, and mark only child numbers for children 1 year of age or older on the Regular Menu.*

ATTENDANCE			
●	2	●	4
5	6	●	●
●	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32

If a child is turning 1 year old within a month, this means that at the beginning of the month you will record that child on the Infant Menu, and on the child's 1 year birthday and thereafter you will record that child on the Regular Menu.

Foods

Besides recording the children who attended the meal, you must also record the foods that were served. Write the name of the food served on the line appropriate for that type of food.

Always fill in the circle in the top left corner of each meal served. If the meal circle is not filled in, our scanner will not recognize that the meal is being claimed. Do not mark any of the bubbles in the shaded column to the right of Food Served spaces – these bubbles are for office use only.

Notice "Master Menu" appears on the Regular Menus. You can ignore that for now. We'll cover it later if it applies to you. Here are some examples of Regular Menus:

Correct

B R E A K F A S T	BREAD OR ALTERNATE	<input checked="" type="radio"/>	Bagel	B
	JUICE OR FRUIT OR VEGETABLE		Apple	FV
	MILK		2% Milk	M
	MASTER MENU			MM

Note that each food component is listed on it's own line.

Also note that the bubble in the upper left of this meal was marked.

A M S N A C K	MEAT OR ALTERNATE	C H O	<input checked="" type="radio"/>	Chicken Breast	M
	BREAD OR ALTERNATE	O S E			B
	JUICE OR FRUIT OR VEGETABLE	2 O F		Punch Juicy Juice	FV
	MILK	4			M
MASTER MENU				MM	

For this snack, at least two components were served – a Juice and a Meat. Each food component was indicated on the appropriate row.

Not Correct

B R E A K F A S T	BREAD OR ALTERNATE	<input checked="" type="radio"/>	Bagel	B
	JUICE OR FRUIT OR VEGETABLE		Applesauce	FV
	MILK		2% Milk	M
	MASTER MENU			MM

In this example, the components “2% Milk” and “Applesauce” were written outside the appropriate space. “Applesauce” was even written on top of a bubble in the blue column. This will cause an error.

B R E A K F A S T	BREAD OR ALTERNATE	<input type="radio"/>	Bagel	B
	JUICE OR FRUIT OR VEGETABLE		Apple	FV
	MILK		2% Milk	M
	MASTER MENU			MM

This provider mistakenly marked the bubbles in the blue column for each food, rather than the top left bubble. The Provider would not receive reimbursements for this meal because the menu was filled out improperly.

A M S N A C K	MEAT OR ALTERNATE	C H O	<input type="radio"/>		M
	BREAD OR ALTERNATE	O S E		Chicken Breast	B
	JUICE OR FRUIT OR VEGETABLE	2 O F			FV
	MILK	4		Punch Juicy Juice	M
MASTER MENU				MM	

Infant Menu Foods

On the Infant Menu, each meal is broken down into three smaller age groups:

- 0-3 month olds
- 4-7 month olds
- 8-11 month olds

A 0-3 month old Infant is only to be served Breast Milk or Formula, no matter what the meal is (ie, Breakfast, Snack, Lunch or Dinner). A 4-7 month old can also be served Fruit or Vegetables, along with Infant Cereal, depending upon the meal being served and what is developmentally appropriate for that infant. An 8-11 month old can be served certain meats in addition to the other foods, depending upon the meal being served.

To record this, the Infant Menu form is designed so that each food component that is relevant to the particular age range of a child can be recorded. For example, when you serve a Breakfast, you can serve only Breast Milk / Formula to 0-3 month olds. But there is a section to record Infant Cereal for 4-7 month olds during Breakfast, along with Breast Milk / Formula. And 8-11 month olds can receive Infant Cereal and a Fruit or Vegetable along with Breast Milk / Formula. So each food component as recorded is only relevant to certain children. Here are some examples:

Make sure when using the Infant Menu that you only record children who are under 1 year of age as of the date of the meal. A child who becomes 1 year old in the middle of a month will be recorded on the Infant Menu initially during the month, and then switched to the Regular Menu on his or her birthday.

Correct

B R E A K F A S T	8 - 11 MONTHS INFANT CEREAL	<input checked="" type="checkbox"/> <i>Inf Oatmeal</i>	(C)
	FRUIT/VEGETABLE	<i>Watermelon</i>	(FV)
	MILK / FORMULA	<i>Iron Fort Formula</i>	(F)
	4 - 7 MONTHS INFANT CEREAL		(C)
	4 - 7 FORMULA		(F)
	0 - 3 FORMULA	<i>Breast Milk</i>	(F)
A M S N A C K	8 - 11 MONTHS BREAD / CRACKER	<input checked="" type="checkbox"/> <i>Saltine Crackers</i>	(B)
	JUICE	<i>Apple Juice 100%</i>	(J)
	MILK / FORMULA		(F)
	4 - 7 FORMULA	<i>Breast Milk</i>	(F)
	0 - 3 FORMULA		(F)
L U N C H	8 - 11 MEAT/ALT OR INF CEREAL	<input checked="" type="checkbox"/> <i>Inf Egg Yolks</i>	(MC)
	FRUIT/VEGETABLE	<i>Soybeans</i>	(FV)
	MILK/FORMULA	<i>Breast Milk / Special</i>	(F)
	4 - 7 MONTHS INFANT CEREAL		(C)
	FRUIT/VEGETABLE		(FV)
	4 - 7 FORMULA		(F)
	0 - 3 FORMULA		(F)

This Breakfast was served to Infants who were 8-11 months old and 0-3 months old as of the current date. Each food component is listed on its own row. And the bubble in the upper left hand corner for this Breakfast has been marked.

For this snack, Infants were served who were 8-11 months old and 4-7 months old. A Juice and Cracker was served to the 8-11 month old(s). Breast Milk was given to the 4-7 month old(s). No Infants aged 0-3 months were served at this meal.

For this Lunch, only 8-11 month old Infants were served. But there was at least one Infant served that required Special Provision Milk (as a result of a Doctor's Statement). So both Breast Milk and Special Provision Milk were served to the 8-11 month old Infants.

Not Correct

B R E A K F A S T	8 - 11 MONTHS INFANT CEREAL	<input checked="" type="checkbox"/>	(C)
	FRUIT/VEGETABLE	<i>Watermelon</i>	(FV)
	MILK / FORMULA		(F)
	4 - 7 MONTHS INFANT CEREAL	<i>Inf Oatmeal</i>	(C)
	4 - 7 FORMULA	<i>Iron Fort Formula</i>	(F)
	0 - 3 FORMULA	<i>Breast Milk</i>	(F)
A M S N A C K	8 - 11 MONTHS BREAD / CRACKER	<input type="checkbox"/> <i>Inf Rice</i>	(B)
	JUICE		(J)
	MILK / FORMULA	<i>Breast Milk</i>	(F)
	4 - 7 FORMULA		(F)
	0 - 3 FORMULA		(F)

This provider tried to properly record a meal served to both an 8-11 month old Infant and a 0-3 month old Infant. But, she recorded some of the 8-11 month old food components in the 4-7 month old section. This caused an error, and so she didn't receive reimbursement for the 8-11 month old Infant that was served.

This provider marked the wrong bubbles for the 8-11 month old Infant snack. Make sure you mark the bubble in the upper left hand corner of each meal served, but do NOT mark the bubbles in the shaded column.

Finishing an Infant or Regular Menu form

At the bottom of the form near the signature blank, you'll also notice 6 blank spaces:

B _____ AM _____ L _____ PM _____ D _____ EV _____

If your meal times are changing, please note new meal times in these spaces if required by sponsor.



CLAIM INFORMATION FORM (CIF)

The CIF contains a list of all your currently active children and their child numbers. Each child is listed along with the child's age. The CIF also lists several other pieces of relevant information:

- each child's status (usually this is just "Active") and the child's date of enrollment (DOE)
- each child's relationship to the provider
- an indication as to whether each child is special needs and/or requires special diet child
- the school level of the child
- if the child is an infant, the parent's preference as to who is responsible for supplying formula

You'll notice on the sample CIF that there are several blank spaces between some of the children, indicating several unused child numbers. Make sure you never use the same number for two different children that are in your care at the same time. Each CIF should contain one child per child number – never double up.

Enrolling a New Child and using the CIF, you will add that child to the CIF. This will help you keep track of that child and the child's number when filling out forms during the rest of the month. After you send your monthly claim forms into our offices, we'll send you out a CIF with the newly-enrolled child printed on it. Review the CIF in your packet with your name and provider ID# .

Recording Special Information on the CIF

Each month, when you send in your Regular and Infant Menu forms (and any Child Enrollment forms that may have been filled out), you must also send in the CIF to our offices. On this CIF, make any notes as to any information you think we should know. Also, after we review your claim information each month, we'll send you a new CIF for use during the next month. In most cases, it takes up to 2 months for a new child to show up on your pre-printed CIF, so keep this in mind when assigning numbers to new children.

Telling us You Are Open On Holidays: Record any holiday dates that you were open for business in the space provided.

Telling Us When Children Start School : If you have a child who is starting Kindergarten or School, you should let us know. Write the child number for any child starting school at a particular level, and indicate which School Level the child is attending (using a code from the Legend).

Telling us When Children Withdraw from Care: If a child withdraws from your care during the month, indicate the child number, the last date in care, and the reason for the withdrawal in the space provided.

Telling us Why School Aged Children Attend AM Snack or Lunch: School-aged children should typically be attending school when AM Snack or Lunch is being served. If you serve a school-aged child during AM Snack or Lunch at any time during the month (and it's not during the summer holidays), provide a reason why that child wasn't in school along with the relevant date(s).

Monthly Checklist

Before you mail your claim for reimbursement to your sponsor:

- ✓ Did you include your Claim Information Form (CIF)?
 - Note children withdrawn
 - Note school aged children out of school and attending during school hours
 - Note anything else we should know
- ✓ Is your Provider # filled in on every form page?
- ✓ Is the Menu Month filled in on each Menu form page?
- ✓ Have you filled in each Day column with the correct date on your Menus?
- ✓ Have you filled in every food item on each meal you served?
- ✓ Have you filled in attendance for each meal you served?
- ✓ Have you signed all the Menu forms?
- ✓ Did you have any new child Enrollment Forms to include? If so, did you write the Child's Name & Number on your CIF?
- ✓ Did you keep the carbon copies of every page for your records?
- ✓ Order of the claim for reimbursement packet that you are putting in a large manila envelope and mailing to our agency should be as follows:
 - Claim Information Form (CIF) on top and then in order underneath the CIF:
 - Any new child enrollment forms
 - Infant Attendance Menus
 - Regular Attendance Menus

Using the CIF your first two months

If new to the food program, we won't know the children that are enrolled in your care and will not be able to issue you a pre-printed CIF with all of your children listed. Have a couple of blank CIF for use during the first two months. Fill them out or make a copy, Make sure they both contain the exact same list of children.

Send one copy of these hand-written CIFs into our offices with your first claim, and the other for the second month. By then, you should have received the pre-printed CIF for your next month's claim. We will continue to send you a new CIF every month from then on. Don't forget to write any notes on those CIFs that affects your claim.

Claim Information Form (CIF)

We've referred to the Claim Information Form, or CIF, several times in this workbook and for good reason: the CIF is a very useful quick-reference form that we'll send you every month. Take a quick look at your Claim Information Form (CIF) to familiarize yourself with its content.

The CIF contains a list of all your currently active children and their child numbers. Each child is listed along with the child's age and date of birth (DOB). Pay close attention to the Age category, especially for Infants, as the CIF will indicate the child's age as of the 1st of the month. If a child turns 1 year old within the month, make sure to start recording the child on the Regular Menu on the child's birthday.

The CIF also lists several other pieces of information of relevance to your children:

- each child's status (Active or Pending) I
- each child's date of enrollment (DOE)
- each child's relationship to the provider
- an indication as to whether each child is a special needs child
- an indication as to whether each child requires a special diet
- the school level of the child
- if the child is an infant, the parent's preference as to who is responsible for supplying formula

You'll notice on the sample CIF that there are several blank spaces between some of the children, indicating several unused child numbers. This is fine! Feel free to skip as many numbers as you like. But make sure you never use the same number for two different children that are in your care at the same time. Each CIF should contain one child per child number – never double up.

Enrolling New Children

You'll use the Child Enrollment form to enroll a new child with the Food Program. But you should also add that child to the CIF so you can keep track of that child and the child's number when filling out forms during the rest of the month. After you send your monthly claim forms into our offices, we'll send you out a CIF with the newly-enrolled child printed on it.

Take some time to review the example Claim Information Form on page 48 or review the one given to in your packet with your name and provider ID# .

Recording Special Information on the CIF

Each month, when you send in your Regular and Infant Menu forms (and any Child Enrollment forms that may have been filled out), you must also send in the CIF to our offices. On this CIF, make any notes as to any information you think we should know. Also, after we review your claim information each month, we'll send you a new CIF for use during the next month. In most cases, it takes up to 2 months for a new child to show up on your pre-printed CIF, so keep this in mind when assigning numbers to new children.

Telling us You Are Open On Holidays

Record any holiday dates that you were open for business in the space provided. Check the Holidays listed on p. ?? . Any holiday listed on this page will need a signed note from the parent verifying you provided care.

Telling Us When Children Start School

If you have a child who is starting Kindergarten or School, you should let us know. Write the child number for any child starting school at a particular level, and indicate which School Level the child is attending (using a code from the Legend).

Telling us When Children Withdraw from Care

If a child withdraws from your care during the month, indicate the child number, the last date in care, and the reason for the withdrawal in the space provided.

Telling us Why School Aged Children Attend AM Snack or Lunch

School-aged children should typically be attending school when AM Snack or Lunch is being served. But sometimes, children stay out of school when they are sick but will still attend care in your home. And sometimes, a child doesn't go to school because school isn't in session that day.

If you serve a school-aged child during AM Snack or Lunch at any time during the month (and it's not during the summer holidays), provide a reason why that child wasn't in school along with the relevant date(s).

Using the CIF your first two months

When you get starting using this paperwork, we won't know the children that are enrolled in your care, so we won't be able to issue you a pre-printed CIF with all of your children already on it. So, you should have a couple of blank CIF for use during the first two months. Fill them out so that they both contain a list of your children with their corresponding child numbers. (There's no need to supply any of the other child-specific information within the list itself). Make sure they both contain the exact same list of children.

You'll send one copy of these hand-written CIFs into our offices after your first month, and the other after your second month. By that time, you'll have received the pre-printed CIF for your next month, and we'll continue to send you a new CIF every month from then on. And don't forget to write any notes on those CIFs that you think necessary to tell us, just as you would any other month.

Seriously Deficient

Serious deficiency is a serious matter which we all hope will never happen. Providers are asked to follow the simple rules and regulations of the food program and the staff of Providers Food Program will make every effort to train and reinforce information given to you.

The CACFP regulations at 226.6(c) as defined by the USDA states the following “serious deficiencies” for family child care homes that, if not corrected, would result in a provider’s termination for cause:

- Misrepresentation of information submitted on the application;
- Submission of false claims for reimbursement;
- Simultaneous participation under more than one sponsor;
- Non-compliance with the Program meal pattern;
- Failure to keep required records; or
- Any other circumstance related to non-performance under the sponsor-provider agreement, as specified by the sponsoring organization or the State Agency.

If we should discover dishonesty or willful disregard for the policies and regulations of the food program, a corrective action plan will be designed. Should a provider fail to meet the requirements of the Corrective Action Plan they will be declared seriously deficient. The Massachusetts Department of Elementary and Secondary Education will be informed. All such providers are entitled to an appeal hearing. Should corrective action stand, this provider will be barred from all federal food programs for seven years.

Should the licensing agency “EEC” pull a provider’s license for health or safety reasons the food program is required to declare the provider seriously deficient with the same consequences.

PROVIDER RESOURCES, INC.

POLICIES AND PROCEDURES

Revised August 21, 2012

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PROVIDER APPROVALS & PROVIDER REVISIONS POLICY

1. Request for new provider approvals
 - a. Complete sign-ups will be sent to the Mass Department of Elementary & Secondary Education Nutrition Program & Services twice a month, approximately on the 15th and the last day of every month
 - b. All sign-ups will be reviewed by the Office Manager to ensure all information has been filled out and that the license is valid.
 - c. School area will be checked on each sign up to see if they qualify for Tier 1 AS. If they do not qualify, their address will be checked for census qualifications. If the provider does not qualify for either school or census. She will be given the meal benefits form with instructions. Any provider that submits their meal benefit form with the required documentation will be given to the Office Manager in charge of Tiering.
2. Organization Management
 - a. Provider records such as site sheet, permanent agreement and current license will be placed in the License & Permanent Agreement Binder alphabetically.
 - b. Provider records such as Annual Enrollment Update, CACFP Program Sign Up Verification, new enrollments, trainings, termination letters and any notes from the provider will be placed in their office file. At the end of the year files will be boxed and placed in storage for a total of 3 years plus the year we are currently in.
 - c. Provider's scanned and manual menus will be placed in a box each month and placed in storage for a period of 3 years plus the year we are currently in.
3. Provider Standard Administration and Operations
 - a. Providers will be given a manual upon joining the program
 - b. Any new regulations or changes to the program will be given out as an addendum to the manual. These will be handed out and reviewed with the provider during their home visit and any questions will be answered.
4. Instructions Guidance
 - a. All information submitted on the letters to Mass Department of Elementary & Secondary Education Nutrition Program & Services monthly will be reviewed at the end of the month to verify that the information in our computer system matches.

EXTENDED HOURS OF CARE POLICY

1. Providers can apply for double sessions, evening snack, or weekend care by filling out the Extended Hours form and showing a need for the request. They also are required to email EEC to inform them that they are extending their day care hours or working week-ends and mail the notice in with the extended hours form.

2. Office Manager will be assigned to review their request. He/she will also check that they have notified EEC and there are enrollments to verify that the provider has children enrolled during the time frame of extended care.
3. Office Manager will send a letter to the provider verifying that they have been approved with the names of the children approved for the extended meal.
4. If Office Manager cannot prove a need, a letter of denial will be mailed to the provider.
5. All extended hours request forms, approval and denial letters will all be kept in the Extended Care Approval Binder.
6. Providers that are approved for extended hours will receive an additional unannounced monitoring review, totaling 4 during the fiscal year.
7. Two of the unannounced visits must be during the extended hours.
8. A Provider working more than 12 hours is required to have an assistant and a copy of the license must be on file.

PROVIDER AGREEMENTS & PRE-APPROVAL TRAINING POLICY

1. New sign-ups
 - a. Any provider that contacts the office or is contacted by us from the EEC list and is not on any other food program, who wishes to join the program will be asked if she /he currently have non-residential children enrolled in his/ her program.
 - b. If a provider has non-residential children enrolled an appointment will be made.
 - c. If a provider does not have children enrolled her / his name will be placed on a waiting list and will be called on a monthly basis.
 - d. At the set appointed time, a staff member will review and explain the program including but not limited to these details :
 - i. What is the CACFP
 - ii. Food requirements that meet the meal patterns for reimbursement.
 - iii. How to record their attendance daily
 - iv. How to enroll a child including what information t is required if the child is an infant or school age.
 - v. How to fill out menus.
 - vi. How to submit your menus.
 - vii. Deadlines for submitting your menus.
 - viii. When you receive your error report and you believe the office has made a mistake on your reimbursement what do you do?
 - ix. Tiering options.
 - x. Extended hours of care.
 - xi. What we expect from the provider when we do a home review.
 - xii. The minimum number of reviews required
 - xiii. Training required.

- xiv. Reviewing the permanent agreement and rights and responsibilities line by line with the provider and answering any concerns or questions he/she might have.
 - e. The home monitor will fill out all the required paperwork with the provider if he/she decides to join the food program, including asking the provider for a copy of their child care license.
 - f. The pre-approval visit, training and sign up will last not less than 90 minutes.
 - g. The provider will be given a red binder with Providers Food Program manual, PRI's Policy and Procedures and the blue "Building for the Future Poster" to display. Also "Building for the Future" fliers, WIC, and CACFP meal pattern packets for the provider to give to her day care parents.
 - h. If a new provider does not submit her menus for 3 months in a row, the home monitor will do another 90 minute training visit.
 - i. If a provider has only 1 non residential child enrolled at the time of the sign up that terminates shortly after starting, Providers Food Program will do 90 minute training with the provider if he/she goes 3 months without claiming or she will be terminated.
 - j. A provider who re-contracts with us after 3 months of termination will receive a 90 minute pre-approval training.
 - k. All new sign-ups will receive a monitoring review within the first 4 weeks of CACFP participations.
2. Organization Management
- a. Providers Food Program will submit to the Mass Department of Elementary & Secondary Education Nutrition Program & Services the white and yellow copy of the site sheet, permanent agreement and the CACFP sign up verification form for any provider signed up during that month.
 - b. Providers Food Program will place its copy of the provider's site sheet and permanent agreement once the provider has been issued a site agreement number, in the License & Permanent Agreement Binder with their current license or voucher for Informal Care
 - c. Providers Food Program will provide a 90 minute training prior to signing up the provider along with training handouts

LICENSING AND INFORMAL CHILD CARE POLICY

1. All day care licenses are kept in a plastic sleeve in the License & Permanent Agreement Binder.
2. Any provider required to have an assistant will send a copy of all their assistants' licenses and certificates. These will be entered in the computer and filed with the provider's license.
3. Every month the staff will print the license expiration list. They will contact the provider and request a copy of their new license. If the provider hasn't received their license they need to send a copy of the letter from Department of Early Childhood and Care "EEC" to show they are in the renewal process.
4. Any of ICC providers whose voucher is expiring needs to submit a copy of their new voucher in order to keep claiming.
5. All providers with changes in their license have 5 days from receipt of their new license to submit a copy to the main office.

6. All licenses that have been renewed or changed for capacity, name, or address will have that information submitted to Mass Department of Elementary & Secondary Education Nutrition Program & Services.
7. A provider with a capacity increase will not go into effect unless that license is received and the info sent to Mass Department of Elementary & Secondary Education Nutrition Program & Services during the present month.
8. Any provider that cannot show he/she is in the process of renewal, or if he/she cannot provide a new voucher in the case of an ICC provider will be placed on hold and he/she claim will not be processed past the expiration date. After 3 months the provider will be terminated if a license, EEC letter or voucher has not been received.
9. Home reviewers, when out on visits are to make sure the licenses are posted, including the assistants, and that the information matches what is in our computer.
10. A copy of the assistant's license needs to be submitted to the office every time a change is made to the license.

TIER STATUS DETERMINATION POLICY

1. All new and transferring providers to the Program.
 - a. When a staff person is doing a pre-training and sign up, they are to explain the three ways a provider may qualify for tier 1. The staff person will leave with the provider the meal benefit form and directions along with the contact person's name and number at the main office if they may have any question.
 - b. When a new provider signs up with Providers Food Program it is the responsibility of the staff person in charge of compiling the letter to the Mass Department of Elementary & Secondary Education Nutrition Program & Services to check the school listings to see if he/she qualifies for tier 1 by school.
 - c. If they do, they will complete the tier section on the sign up for Tier 1 School and will make a copy of the school listing for the provider's file in the Tiering file cabinet.
 - d. If a provider does not qualify for tier 1 school, they will proceed with the census website.
 - e. If a provider's address shows it is at 50% or higher for (% 185% Poverty under 13) the tier section for tier 1 census on the site agreement will be completed. A copy of the census map for the provider will be made and put into the Tiering file cabinet.
 - f. If the provider does not qualify for school or census, the office will check with the office manager assigned to handle tier 1 income eligibilities to see if this provider has sent in any paperwork for income qualification. If the provider has not, the office manager will classify the provider as Tier 2 on the sign up. If he/she does qualify for tier 1 based on income that will be checked off on her site agreement form.
 - g. All new providers will receive their tier status through the mail
2. Existing provider
 - a. Once a year in March, or when the new information is released for tier 1 school, Provider Resources Inc. will check each provider living in any town or city where new schools have been

- added as tier 1 against the provider's street listing.
- b. Any existing provider who is expiring will be re-qualified if they live within the updated tier 1 school area. Any provider who does not qualify will be reclassified as Tier 2 and a letter will be sent to the provider with the option of applying for tier 1 based on income or means testing their day care parents.
 - c. Any existing provider found to be tier 1 school qualified will receive a letter stating that she is now tier 1 for school and will be put on the current letter to Mass Department of Elementary & Secondary Education Nutrition Program & Services.
 - d. A copy of the Street listing and Approved School Tier List will be placed in the providers file in the locked file cabinet for Tiering.
 - e. Their Tiering status will be changed in the computer on the providers screen allowing her to be reimbursed as Tier 1
 - f. Every 10 years an updated census list is compiled
 - g. Every provider that is tier 2 or a provider that is expiring will be checked against the new map.
 - h. Any provider to be found Tier 1 census classified will be sent a letter stating that they are tier 1 for census and put on the ESE letter.
 - i. A copy of the census map showing their address and percentage of 50% or more, will be placed in her folder in the locked file cabinet specifically for Tiering.
 - j. Any provider that is Tier 1 based on School or Census and will be expiring will be notified in writing if they no longer qualify based on school or census. They will be told of the option to qualify based on income or the option means test their day care parents.
3. When a provider is seeking approval for Tier 1 based on income they are required to return their meal benefit form, completely filled out, and tax form 1040 and schedule C as well as any other paperwork such as pay stubs to show all others household income when applicable.
 4. When a provider is denied Tier 1 because of income they are sent a letter of denial and a written Appeal Procedure.
 5. Any MEDICAID/SC HIP forms that are returned are kept in the provider's tier file.
 6. Any provider that is currently Tier 2 that wishes to have their homes means tested will have parents packets sent to them. They are to be distributed to the parents of all the day care children in their care. These packets will include a self addressed stamped envelope to be mailed back to the office directly.

PROVIDER TRANSFER POLICY

1. Providers can only be with one food program during a month.
2. If a provider contracts simultaneously with two programs, both contracts are null and void.
3. Providers must give a 30 day written notice to terminate.
4. Providers Food Program will take a transferring provider, when they have terminated with their previous program and have not been on any another program within the current fiscal year.
5. The provider must supply a copy of their letter of termination from their previous sponsor which will show the date they terminated and the training name and hours they have completed.

6. The provider's termination letter will accompany their sign up and is sent to the Mass Department of Elementary & Secondary Education Nutrition Program & Services.
7. All transfers will be reassessed for their Tier Status based on school or census.
8. New transfer sign-ups will receive a 90 minute visit explaining our program and will receive a monitoring review within the first 4 weeks of CACFP participations.
9. Providers transferring are required to complete the training hours for that fiscal year.

PROVIDER TERMINATION POLICY

1. When a provider joins Provider Food Program they will receive in writing the procedures for terminating and annually thereafter.
2. A provider may be terminated as long as they are not being reviewed as part of the parent contact or serious deficiency process.
3. Providers must give a 30 day written notice requesting to terminate. Within 5 working days of receipt of the provider's request for termination we will issue a termination letter that states the date the letter was received by the sponsor and the date the agency is officially terminating the provider from the CACFP. It shall also explain that the provider may claim with that agency through the established termination date. It must also provide a record of the provider's training hours and training topics completed since the start of the fiscal year.
4. If a provider has not claimed for 3 months we will send them a letter with the last month they claimed listed. The letter will explain that the provider will be terminated by the specific date listed unless we hear back from the provider.
5. All terminations will be sent each month to the Mass Department of Elementary & Secondary Education Nutrition Program & Services.

CHILD ENROLLMENT FORM POLICY

1. Each provider must submit a completed enrollment form signed by the parent for each child in their day care.
2. Every provider must keep a copy of the signed enrollment form in their Provider Food Program Folder. It must be available at home reviews.
3. Every March each provider will be sent two re-enrollments packets. The day care parents are to review all the information, make any changes, corrections or additions in both packets. They are to also sign both packets. One packet is to be returned to the main office, the other packet will be placed in the Provider Food Program folder.
4. Enrollments must show the type of (for Infants)iron fortified formula the provider offers, all enrollments are required to have the days of care, the hours of care for the child, meals served while in care and school attendance information.
5. The main office will make any changes on the re-enrollments into the computer.
6. If an enrollment is not returned or is not signed, the child will be withdrawn and the provider will not be able to claim the child for reimbursement until a new enrollment is received.

7. Anytime a provider passes out an enrollment form for a new day care child or at the time of annual renewal, the parent must be handed a copy of the USDA's "Building for the Future" flyer, WIC and CACFP meal pattern.
8. Any provider supplying substitute care must supply an enrollment form within 24 hours. If the provider is providing substitute care for a provider within our agency, we can make a copy of the child's enrollment and send the sub provider a copy and place one in her file.

INFANT MEAL POLICY

1. Family child care providers participating in CACFP must offer program meals to all eligible children enrolled in their day care home. Infants must have access to the CACFP.
2. All providers must offer a brand of infant iron fortified formula.
3. Parents can accept the provider's formula or choose to supply their own. They must record their choice on the infant menus. The provider can claim the child either way, however once the child is developmentally ready the provider must supply the other components of the meal.
4. Providers can claim for infants (0-7 months) that are on breast milk when the mother expresses breast milk and leaves it at the day care home.
5. Separate and individualized menus for all infants in care will be recorded on the menus with the food served and amount offered.
6. Infant menus must meet the CACFP requirements which includes by limited to no adult cereal including cheerios, no infant cereal added to the bottle unless doctor's note on file, meat sticks and no combination meals.
7. All children under the age of 1 must be maintained on the infant menu.

FOOD SAFETY AND SANITATION POLICY

1. During home reviews, the monitor will validate that the provider's compliance with the safety and sanitation requirements related to the CACFP.
2. The reviewer will make sure the provider practices appropriate sanitation practices while preparing and serving food.
3. The reviewer will observe that the children have washed their hands prior to helping with any food preparation and eating.
4. The reviewer will check the refrigerator and freezer for thermometers and cleanliness, and will check to make sure food is properly stored and covered.
5. All refrigerated medicine will be kept out of the reach of children.
6. The reviewer will check dry food storage.
7. The reviewer will make sure that chemicals and medicine are stored out of the reach of children and away from any food.

8. The reviewer will make sure no pets or pet dishes are allowed in the food service area.
9. Child care equipment is to be cleaned and sanitized on a regular basis.
10. The reviewer is to observe that there are no obvious health, fire or safety issues.
11. The reviewer is to look to make sure there is no sign of rodent or insect infestation.
12. If the reviewer observes any food safety or sanitation problems, they are to be written on the home review form and a corrective action plan will be discussed. A follow up visit will be required within 10 days to see that the corrective action was implemented. If the problem is not resolved on the follow-up, the provider will be found serious deficient.
13. Any problems that are not corrected on the follow up the provider will be found serious deficient.

CREDITABLE FOOD AND NUTRITION POLICY

1. Providers Food Program will ensure that the provider implements nutritional standards when planning menus by serving foods that offer a variety of vitamins, minerals, whole grains, colors, and textures at each meal.
2. Providers are to incorporate low fat, low sodium, and low sugar foods throughout the menu cycles.
3. Commercially purchased processed foods such as ravioli, chili, spaghetti with meat sauce, beef stew, chicken entrée (nuggets, patties, stick, fingers and popcorn), fish sticks, pocket sandwiches, and pizza rolls may not count as meat/meat alternative, unless: one of the following is available: extra cheese or meat is added, the product is CN labeled, a product analysis sheet is available stating the amount of cooked lean meat/meat alternative or documentation stating the required amount of lean meat.
4. Vegetables and fruits used for flavoring or as optional ingredients, such as garnishes, may not be counted to meet the vegetable/fruit component, such as pickles, onions, peppers and lettuce. These amounts are generally not controlled, and it is hard to determine the contribution to the meal.
5. Vegetables and fruits served as a combination item, such as fruit cocktail, succotash, peas and carrots, lettuce/tomato, in a taco, mushroom/green peppers on pizza may be credited to meet only one of the two required components.
6. Breading on items such as processed chicken and processed fish is insufficient to meet the grain requirement.
7. Although some meat/meat alternates are creditable foods, the protein percentage in the product is difficult to determine. The composition of the processed meats must be known to properly credit the meat/meat alternate. Therefore, in order to provide a creditable portion only all meat or all poultry processed products may be served.
8. All combination foods that contain two or more creditable food items may not count for more than two creditable components. Each of the items must contain at least half (1/2) of the required serving size to be credited. The other half (1/2) of the required component portion must be served with the meal.
9. No home canned food can be used in the CACFP. This requirement stems from the concern over the safety of all children being served in the program. Home canned food that is not properly processed can spoil. This includes homemade jams and jellies.

10. If an allergy or condition is severe and life threatening a signed doctor's note must be given stating the condition and the food that may be substituted.
11. Young children can choke on numerous foods that are creditable in the CACFP. Developmental consideration omits the servings of frankfurters, grapes, nuts, nut butters and dried fruit for children under the age of three (3).

MEAL SERVICE DOCUMENTATION

1. Menus must be recorded prior to the meal service.
2. Providers must document their meal counts by the close of the business day being claimed. Meal counts not documented on the actual day of the service cannot be claimed.
3. The actual meal service times must correspond to the actual meal service times on file with Providers Food Program.
4. Providers must notify the agency or home monitor when there is change in their meal time.
5. Providers that will not be home during the scheduled meal time are to call the main office

CLAIM PROCESSING POLICY

1. All menus must be received or submitted into the main office of each month.
2. Every morning a data transfer will be taken to retrieve any internet menus and to update all internet providers to provide them with their most recent information.
3. Menus will be stamped in when received in the office.
4. Menus will be read by Providers Food Program staff for accuracy in food documentation. Any mistakes will be deducted. The staff member will initial the back of the menu.
5. Scanned menus will go through the scanner and 4 reports will be printed out
 - a. Office error report
 - b. Provider error report
 - c. Meal counts
 - d. Child Information Form "CIF" forms which lists all the children currently enrolled and the providers training information to date.
6. A staff member will review every error report for accuracy and initial next to each error.
7. If the menu was not read accurately by the scanner, it will be rescanned.
8. All error reports are sent out within 2 days to the provider along with their CIF form.
9. They have 5 days to contact the office if they believe an error has been made.
10. Menus received by the 5th will be reviewed and processed for payment on the first bill. Providers will be paid when funds become available from the state.
11. The outstanding claims reports will be given to the monitors every Tuesday and Friday morning by the Field Manager to call all providers on the late claims list.

12. Providers that miss the first billing will be called every Tuesday and Friday. Their menus need to be received no later than the 22nd of the following month when Providers Food Program submits the final bill. These providers will experience a significant delay in payment.
13. The monitors upon making the calls for the late claims are to return the list back to the Field manager for monitoring. The Field Manager will report each Friday to the Director the total number of outstanding menus.
14. Menus that had a review during that month will be matched to their home review form and checked for accuracy. The remaining menus will be placed in alphabetical order.

SPONSOR TRAINING POLICY

1. Providers Food Program is required to monitor and ensure that their personal and each provider obtain a minimum of six CACFP related training hours annually. Personnel training shall include topic areas related to the administration and operation of the CACFP and as outlined the current management plan.
2. The staff is trained as follows:
 - a. Full time staff has a 3 hour meeting each month during that time, policies and procedures are reviewed.
 - b. Part time employees have 2 area meetings a year each lasting 3 hours. During that time we review policy and procedures on all monitoring duties including sign ups, home reviews, health and safety, food safety, record keeping, tiering, and review the trainings that will be given to the providers.
 - c. Once a year a 6 hour annual meeting is held for the entire staff where a review is given on all areas of the program.
 - d. Staff must sign in for all meetings.
3. Day Care Providers are required to receive the following training:
 - a. 2 hours of training in record keeping including meal counts and menus
 - b. 2 hour of training in food safety and sanitation
 - c. 2 hour of training in nutrition education and physical Activity.
4. If a provider joins mid-year the training will be pro-rated.
 - a. Providers that join between October and January need 6 hours of CACFP training . See section 3 for the details.
 - b. Providers that join between February and May need 4 hours of CACFP training as follows
 - i. 2 hours in record keeping
 - ii. 1 hour of nutrition
 - iii. 1 hour of food safety
 - c. Providers that join June through September need 2 hours of CACFP training:
 - i. 1 hour of CACFP record keeping training and
 - ii. 1 hour of food safety and sanitation
5. In addition the providers receive a monthly news letter covering topics from issues we have seen.

Some of topics discussed include Tiering, Over-claiming meals, health and safety, license issues, claim procedure for receiving your reimbursement in a timely manner, creditable foods. These are sent to the provider and staff as well as posted monthly on our web site.

6. Providers receive a training letter in June telling them how many hours they have and it is also noted each month on their CIF form.
7. In order to renew their CACFP participation, the provider must have completed all the required training as of September 30, of the current fiscal year. If a provider does not complete the required training, she will not be able to submit any claims until completing the training and they will be Seriously Deficient.

SPONSOR MONITORING REQUIREMENTS POLICY

Provider Resources, Inc. with or without prior notification, exercise the right to review the home, either alone or with State agency and/or USDA personnel. As part of the review the provider records and meal services during the hours of program operation will be reviewed and parents of enrolled children may be contacted.

Scheduling:

1. All providers must receive a minimum of three visits per fiscal year of which two or all are unannounced and conducted during the approved meal service.
2. The state agency or Providers Food Program may determine that additional monitoring reviews are required for a provider.
3. Providers that have been approved for extended hours of care (double sessions, weekends, and/or evenings) must have 4 visits a year. Three of these visits must be unannounced and conducted during the approved meal service. Out of the 4 visits, two of the visits must be unannounced and completed during the extended hours during the approved meal service.
4. Any time a provider requires a follow up visit, it must be unannounced.

Review Requirements:

1. Providers Food Program will train the provider to maintain their menus prior to the meal service and to have copies available at the time of the review.
2. At the first review of every year, the provider will be given a folder to keep all the paperwork in that is required to be view by the monitor at every review. During the first review, the monitor will move the permanent agreement, license and assistant license if applicable from the old folder to the new one. The monitor will make sure that the re-enrollments are signed and are in the new folder. The monitor will review Annual Enrollment Status Update with the provider and both will sign both copies. The provider will verify the review sheet information and sign off on it.
3. The monitor will review all the menus for the month to ensure the provider is following the meal pattern and claiming creditable foods. The provider will be deducted for incomplete meals, meals missing, or non creditable food.

4. Reviewers that visit providers that use scannable forms will initial off on the meal observed and the record the number of children being claimed for that meal on the menu as well as the number claimed for the 5 previous days.
5. Reviewers will verify each child being claimed has a signed enrollment form.
6. Reviewers will record each child present on the review worksheet including those enrolled and those that are not. They will also list all absent enrolled children.
7. The reviewer will have the provider review the "review worksheet" for accuracy verifying in particular their phone number, meal service times, and children enrolled. Any changes will be signed off by the provider.
8. If a provider served a meal or snack prior to the reviewer's arrival, that visit will not apply to the meal service review.
9. If a provider is not home when the monitor arrives, she must wait a minimum of 15 minutes but not longer than 30. If the provider does not arrive, she is deducted for that meal or snack.
10. Health and safety problems viewed at the home review will have a corrected action plan made at the visit. Within 10 days an unannounced follow up will occur to make sure the problems have been corrected. If the follow up does not see the corrected action implemented on any health and safety issue a serious deficiency notice with the corrective action will be mailed to the provider and they will have a minimum of one follow up.
11. Menus not up to date will be deducted and an unannounced follow up review to make sure the provider is keeping her menus up daily. If the follow up does not see the corrected action implemented on the menus being completed daily a serious deficiency notice with the corrective action will be mailed to the provider and they will have a minimum of one follow up.
12. Low attendance compared to the 5 previous days will require an unannounced visit with 10 days. If a low attendance has not been corrected at the 10 day follow up, a parent contact will be conducted.
13. Providers are to keep their records for 3 years plus the current year.
14. Through the year all new policies and procedures and any addendums made to the manual are past out at the home visit and explained to the provider. They are also sent out monthly in the newsletter and posted on the website.

TRAINING MATERIALS POLICY

1. Prior to use or implementation, all training materials will be sent to Mass Department of Elementary & Secondary Education Nutrition Program & Services for approval.
2. All training as such, developed with CACFP funds will be identified.
3. All training developed with private funding will be identified.

HOUSEHOLD CONTACT POLICY

1. Providers Food Program will make household contact when a discrepancy of 2 more children are present at the home review comparing it to the past 5 days attendance for the same meal unless a follow up is completed within 10 days and found no attendance discrepancies.

2. Providers Food Program will request an updated enrollment for that child from the provider in order to claim that meal or day.
3. We will make household contact when we declare a provider Seriously Deficient for discrepancies with meal counting and claiming and/or with child enrollment documentation.
4. Household contact will be made to validate the following:
 - a. Child's or children's enrollment in a provider's family day care or
 - b. Claim submitted by a provider.
5. We will pay the valid portion of the provider's claim during the household contact process.
6. We will make parent contact by phone or letter. If a parent fails to respond to the parent contact letter or phone call, a 2nd letter will be sent.
7. If the parent fails to respond to all attempts the child will be withdrawn and we will assess a fiscal disallowance against the provider's claim for the reimbursement.
8. The child will be reinstated when a new enrollment is received.
9. We will assess a fiscal disallowance when the household contact documentation received does not support the provider's claim submitted.
10. We will give written notification to the provider on the fiscal disallowance based on the outcomes of the household contacts.
11. Parent contacts are made when a claim is in question of its accuracy.

HOUSEHOLD CONTACT WILL CONTAIN

1. A phone call or letter will be sent to every child enrolled in the provider's home.
2. Parents will be requested to verify enrollment or withdrawn date, attendance, regular hours of care and meals the child received each day of the review/claim month.
3. A request for the parent/guardian to return documentation within 5 days. A self addressed stamped envelope will be included. A 2nd letter if necessary will be mailed to verify the information.
4. Our phone number for parents to call if they have any questions or concerns.

SERIOUS DEFICIENCY POLICY

The CACFP regulations at 226.6(c) as defined by the USDA states the following serious deficiency for family day care homes that, if not corrected, would result in a provider's termination for cause.

- Misrepresentation of information submitted on your application.
- Submission of false claims for reimbursement.
- Submitting claims to more than one sponsor.
- Failure to keep required records.
- Noncompliance with the program meal pattern
- EEC license revoked for health and safety of the children.
- Completion of required training each year

If any of the above situations occurs, a serious deficiency notification will be mailed out to the day care provider and also notification to the State Agency. The sponsor will at that point create a corrective action plan for the provider. The provider will respond to the sponsor, on how he/she will implement the corrective action plan. A response is required to be in writing and received by the sponsor within five business days.

The sponsor will conduct an unannounced follow-up review, to verify that the corrective action plan has been implemented. The sponsor will also conduct another unannounced review, to make sure that the corrective action is permanently corrected, the provider will then receive a rescind letter. If at any time, the provider receives a second serious deficiency notice the provider will then be terminated and put on the national disqualifying lists.

If the sponsor conducts an unannounced review and finds that the corrective action has not been implemented, the sponsor will then send the provider a notice of proposed termination and also send notification to the state agency.

With the proposed termination notice the provider will receive an appeals procedure; the provider will **then** have the opportunity to request a hearing in writing within the timeframe that the appeals procedure has stated. The provider can have her record and documentation reviewed by a Hearing Officer either in person or a review of the record. If the provider wins the appeal the provider will be mailed a rescind letter on the serious deficiency determination and notification sent to the state agency. If the sponsor wins the appeal then a termination notice will be mailed to both the state agency and the provider. The provider will then be put on the national disqualifying list, which will not allow him/her to participate in a Child and Adult Care Food Program for the next seven years or until all debts are clear.

MEDICAL EXCEPTION POLICY

1. A child that is unable to consume a food item because of medical or other dietary needs must have supporting documentation on file signed by a recognized medical authority which includes:
 - a. An identification of the medical or other special dietary needs and restrictions of the participant's diet
 - b. The food or foods to be omitted from the participant's diet, and the food or foods that may be substituted.
2. A provider may not claim for meals that a food or foods were substituted without a Doctor's medical note.

CIVIL RIGHTS POLICY

1. We will make sure the civil rights statement is on all printed materials and public statements pertaining to the Child and Adult Care Food Program. The full statement will read: "In accordance with Federal law and U.S. Department of Agriculture policy. This institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights 1400 Independence Ave. S.W., Washington D.C. 20250-9410 Or call (800) 795-3272 (voice) or (202) 720 6382 (TTY). USDA is an equal opportunity provider and employer
2. If the material is too small to permit the full statement to be included, the material will at minimum include the statement , in print size no smaller than the text, that "This institution is an equal opportunity provider"
3. Providers will be given "Building for the future" fliers to pass out to the parents of all their day care children.
4. Providers will display the blue "Building for the Future" poster.