A HEAD START INNOVATION AND IMPROVEMENT PROJECT

TABLE Child and Adult Care Food Program (CACFP)

Guide to the TABLE Recordkeeping System
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A project of Community Development Institute

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Part 2
Welcome to the TABLE Recordkeeping System for Head Start and Early Head Start programs. We hope this easy-to-use filing system supports you in understanding, managing, and receiving funds from the U.S. Department of Agriculture’s (USDA) Child and Adult Care Food Program (CACFP).

The recordkeeping system includes this Guide and Tabs (for your CACFP management of important documents) that will take you from month to month with ease. As you familiarize yourself with the information provided here, we are confident your questions will be answered, your understanding of CACFP will be expanded, and you will feel you have a toolkit for keeping records current. Remember, the benefit of effectively managing your CACFP is to enable programs to integrate nutritious food service which supports children’s physical, cognitive, social, and emotional growth and development.

This Guide is your resource for:

- Guidance on how to set up and maintain CACFP records using our TABLE Recordkeeping System
- Descriptions of CACFP as it relates to Head Start (HS) and Early Head Start (EHS)
- Tips and additional resources to support you in all aspects of your program
How the **TABLE Recordkeeping System** is Organized

To make recordkeeping easier for you, we have taken the main elements of CACFP requirements and divided them into three categories:

1. Organizational
2. Audit and Review
3. Monthly Supporting Documentation

Within each category, there are eight tabs to guide you in filing:

1. Organizational
   - All your basic program yearly CACFP application materials

2. Audit and Review
   - Documents needed for a review by CACFP state agencies

3. Monthly Supporting Documentation
   - Monthly claim and reimbursement information
Why the System Works

The TABLE Recordkeeping System is a simple filing system of Tabs for CACFP documents that helps Head Start programs meet CACFP requirements. When you use the Tabs filing system, all your documents for CACFP are properly categorized and in place so that you can more easily complete your monthly claim. Using this filing system also prepares you and your program for a CACFP review. When a review comes up, your documents will already be in order and at your fingertips.

You have two options for organizing your system. You can organize the filing system in binders if your program is smaller and has less paperwork or for large programs, a filing cabinet may be used. Either way, using the Tabs will give you a clearer understanding of what is required to successfully manage your CACFP work.

Who Should Use the Guide

This Guide is intended for all Head Start and Early Head Start programs nationwide. Anyone who contributes to the monthly claim for reimbursement process or anyone with signing responsibilities for the claim will find it useful, from members of the fiscal team and nutrition managers to Head Start directors and head cooks. The Guide was also developed with the nutrition and classroom staff in mind—cooks, registered dieticians, consultants, teachers, kitchen aides, and those staff members who might be creating menus and conducting point-of-service meal counts and CACFP monitoring.

How to Use the Guide

The information in the TABLE Guide is intended to support your understanding about what items should be placed behind each tab on a monthly and annual basis.

Part 1, TABLE Tab System, describes the TABLE tab recordkeeping system. Each of the three categories of Tabs are explained so that you know exactly what should be included in your files.

Part 2, Supporting Resources, includes resources and further explanation of CACFP issues that are important to Head Start and Early Head Start programs, including Family Style Dining (FSD) and infant feeding. It also
At TABLE, we encourage and applaud the efforts of Head Start programs across the nation to serve wholesome, attractive, and nutritious meals in a sociable environment, while meeting CACFP regulations and Head Start Program Performance Standards.

The Child and Adult Care Food Program (CACFP) is administered by the Food and Nutrition Service, an agency within the USDA. The CACFP provides reimbursements for meal services in child care facilities. Eligible facilities can be child care centers, Head Start programs, emergency shelters, at-risk after school care, adult day care, and family child care homes. Each State CACFP administrative agency provides technical assistance and oversight for child care facilities to provide services to low income children.

Meal reimbursements are the calculated dollar amount per meal service that a Head Start program will receive to offset the cost of the meal. The per meal reimbursement rate is determined by an annual review of the Food Away From Home series of the Consumer Price Index for All Urban Consumers. New meal reimbursement rates are published in the Federal Register every July; this guideline informs Head Start programs of the new reimbursement rates per each meal service. Alaska and Hawaii are calculated...
with an exception and reflect higher rates of reimbursement per meal service.

Meals claimed for each child per day, for reimbursement purposes, cannot exceed more than two meals and a snack, or two snacks and a meal. Adult meals for Head Start program staff are not reimbursable from CACFP funds. Head Start programs require staff to model meals for the children in a family style dining concept and consider mealtime a part of the education curriculum around nutrition and social skills. However those adult meals are not reimbursable from CACFP funds, but are to be paid for by the Head Start grant funds.

Maintaining a high quality, nutritious meal service in a Head Start program requires commitment to excellence from the program staff. At TABLE, we encourage and applaud the efforts of Head Start programs across the nation to serve wholesome, attractive, and nutritious meals in a sociable environment, while meeting CACFP regulations and Head Start Program Performance Standards.

**Note:**
*Throughout the TABLE guide we suggest you contact your state agency as a resource.*

includes a list of CACFP federal resources and a glossary of terms.

Special sections (indicated by graphics or colors) flag important information and invite you to reflect on your understanding of CACFP management and the TABLE Recordkeeping System. Throughout the Guide, watch for:

- *Call outs* to emphasize key information throughout the guide.
- *TABLE Tips* that provide supplemental information to enhance your understanding of the CACFP management process and direct you to more resources.
Part 1

**TABLE Tab System**

This section of the Guide will help you understand how to use our TABLE Tab System by offering background information for each Tab and describing the information each Tab should house. You will notice that some Tab descriptions include more information than others. This is because documentation for some areas is more complex than others. We have made every effort to give you more background and guidance for those Tabs that require more in-depth understanding on your part.

Our TABLE Tabs use a traditional filing system format to standardize and organize recordkeeping. This system is comprised of three main Tab categories: Organizational; Audit and Review; and Monthly Supporting Documentation. The purpose of the three categories is to help you keep all CACFP related recordkeeping documentation centrally organized for review purposes. Within each category is a series of eight Tabs that describe exactly what needs to be filed.

» If no information has been filed behind a Tab, then something is deficient.

You should always double check that every TABLE Tab includes information or documentation. If a Tab is not needed because it is not required by the state, it is a good practice to place a note behind it so that everyone knows there is not a requirement. The Tabs are designed to be used as your checklist on your annual and monthly CACFP management timeline.
TABS CATEGORY 1: ORGANIZATIONAL

This category includes eight Tabs. Use it for organization related materials—the basic documents and information about your program that shows your CACFP state agency you are capable of managing a USDA program.

TAB 1 Application Materials

Place information required for the renewal CACFP application for the state agency behind this first TABLE Tab. Other required information, such as budget and management plan, has its own Tab so that it can be easily accessed for review.

If your program has more than one site where children are receiving meals, then each site’s information should go in this Tab.

At times, a state may not have a specific form your program may need. You will have to create your own form, however, it will need to be submitted and approved by your state office. File the state office’s approval of your form in this Tab.

TAB 2 Management Plan

The management plan requirements from the CACFP state agency are placed in this section of your TABLE Tabs. Some states have a specific format for the management plan. Other states provide very little guidance on the content or format of a management plan.

Your program must have a written management plan that describes how your CACFP will be operated to ensure that all regulations and policies are in compliance. This plan needs to be comprehensive, descriptive, and reflect how your program staff does business as it relates to the delivery of CACFP nutrition services. The CACFP has three areas in which programs are expected to demonstrate competency: Financial Viability, Administrative Capability, and Program Accountability. In CACFP circles the acronym for this concept is VCA, it communicates a commitment to integrity for all institutions. Keep this in mind while you are writing your management plan.
Adding New Sites to Your Program

Pre-approval visit of all new facilities is a standard requirement for sponsoring organizations in all states before participation and submission of claims can begin. During this visit, your director (or designee) ensures that center staff understands the CACFP requirements including:

- The importance of accurate and timely daily attendance and point-of-service meal counts. (Point-of-service meal count: when meal is recorded at the time the meal is served to the child.)
- Children’s meals are reimbursable; staff meals are not reimbursable.
- Classroom staff eat child-sized portions when eating with the children.
- All monitoring visits must include a five-day reconciliation of attendance and meal count records. The “five-day reconciliation” ensures that meal counts do not exceed actual attendance and that attendance counts look reasonable over the selected five-day period.

Note: New programs as well as already existing ones must demonstrate VCA yearly.

1 7 CFR 226.6 (b) (2) (vii) (B) (CACFP)—Compliance with performance standards

Performance Standard 2—Administrative Capability. The renewing institution must be administratively capable. Appropriate and effective management practices must be in effect to ensure that the Program operates in accordance with this part. To demonstrate administrative capability, the renewing institution must document that it meets the following criteria:

- Has an adequate number and type of qualified staff to ensure the operation of the Program in accordance with this part;
- If a sponsoring organization, documents in its management plan that it employs staff sufficient to meet the ratio of monitors to facilities, taking into account the factors that the State agency will consider in determining a sponsoring organization’s staffing needs, as set forth in 226.16(b)(1); and
- If a sponsoring organization, has Program policies and procedures in writing that assign Program responsibilities and duties, and ensure compliance with civil rights requirements

Note: New programs as well as already existing ones must demonstrate VCA yearly.
TAB 3  
**CACFP Budget**

This TABLE Tab holds your program’s CACFP budget, which includes projected expenses and projected CACFP reimbursements.

» **Please note:** your projected reimbursements should never be more than projected expenses.

The CACFP budget line items (as reported to the state agency) should be a part of your coding process for food service related purchase orders. The cost breakdowns of monthly CACFP expenses are filed in *Category 3, Monthly Supporting Documentation, Tabs 7 and 8*.

CACFP requires a monthly accounting of costs for food service in your program. Comparison of food service related costs to reimbursements received is required to document a nonprofit food service in CACFP. CACFP may not cover all of the cost of food services.

The costs are separated into two categories: administrative costs and operating costs. The CACFP state agency requires a budget from your program annually in the renewal application for CACFP.

Costs related to planning, overseeing, and managing food service and program participation under CACFP can be categorized as *administrative costs*.

An operating cost includes, but is not limited to, food, non-food supplies, labor for cooks and assistant cooks, cleaning supplies, paper products used in meal services, and other costs related to preparing and serving a meal.

TAB 4  
**Procurement Standards and Food Vendor Contracts**

Like Head Start and Early Head Start programs, CACFP is funded with federal dollars. Any organization that operates with federal dollars is required to have procurement protocols. Your program can write its own procurement standards or you can adopt state procurement standards as your own. Either way, your standards must be clear on how purchasing is carried out in your organization and they must be placed in this Tab. In addition, include your food vendor contracts or school food authority contract behind this Tab.

Any and all purchasing, whether it is done by sealed bids or by negotiation, *regardless of dollar value*, should always be done in a manner which promotes maximum open and free competition. It is also important for you to remember that bid procurement
What is permitted to be allocated to administrative costs is governed by FNS 796.2 Rev.3 (which explains the purpose, authority, scope and allowable costs for the Child and Adult Food Program) and state agency financial management instructions. This section establishes standards and guidelines for procurement of foods, supplies, equipment, and other goods and services. These standards are furnished to ensure such materials and services are obtained efficiently, and economically, and in compliance with the provisions of applicable federal law and executive orders.

Federal regulations require annual open competition bidding for any purchase related to CACFP. Procurement procedures should not restrict or eliminate competition. You want to have open competitive bidding so that your program can find the best products and services. Examples of what is considered to be restrictive of competition include, but are not limited to 1) placing unreasonable requirements on firms in order for them to qualify to do business with you, 2) noncompetitive practices between firms, 3) organizational conflicts of interest, and 4) unnecessary experience and bonding requirements.

Your program’s signed agreement as an institution to participate in CACFP is placed in this Tab. The agreement comes from your CACFP state agency director or representative, is signed by this person and your local Head Start director, and is sent after your application is approved. This agreement is a legal requirement.

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**TABLE Tip**

Defining open competition: Anyone is invited to bid for the opportunity to work with your program to promote maximum participation in the process. Services are enhanced by ensuring open and fair competition.

For other requirements check your agency’s procurement protocol.
and binding contract, so take time to read this agreement carefully. It is very important to remember that by signing this document your agency is agreeing to follow all guidelines instituted by your state CACFP agency\(^4\). This Tab does not include your food vendor contracts or school food authority contract; food vendor contracts are filed under Tab 4.

**TAB 6**

**Civil Rights Documentation**

To comply with the Civil Rights Act of 1964, some states will require a questionnaire or a survey be completed (with the initial CACFP application) by your local Head Start or Early Head Start program director. This is also the Tab where you place any civil rights training materials. Some states conduct an annual training that addresses the civil rights issues related to CACFP. All state agencies ensure compliance with the Civil Rights Act of 1964.

**TAB 7**

**Racial and Ethnic Composition TABLE**

In most cases, the state only requires the ethnic breakdown for your program’s children when the program first applies with CACFP. In some instances, this information is requested on a yearly basis. Either way, you must place that information behind this Tab. There are several ways your program can obtain the information. Ethnic breakdown can be provided by 1) a population census showing local demographics (usually provided by the state agency) or 2) a survey of children enrolled in your Head Start or Early Head Start program conducted by your program staff. Often, your program is doing this type of census already, and it can be obtained through your enrollment information.

**TAB 8**

**Mandatory State Agency Training**

Documentation for training required annually on specific CACFP requirements is filed here. Proper documentation includes the certificate of attendance or other evidence of attendance in the format required by the state agency. Do not file documentation of annual trainings you conduct for your program staff here—it belongs in Category 2, Audit & Review under TABLE Tab 8.

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\(^4\) 7 CFR 226.6 (b) (4) Program Agreements (CACFP)

The State agency must require each institution that has been approved for participation in the Program to enter into an agreement governing the rights and responsibilities of each party. The State agency may allow a renewing institution to amend its existing Program agreements in lieu of executing a new agreement.
TABS CATEGORY 2: AUDIT & REVIEW

This category is where you will place CACFP audit related documents. Documents in this category support CACFP review process. There are eight Tabs in this section.

TAB 1
CACFP Enrollment Forms

Enrollment documentation is required for every child enrolled in Head Start and is to be placed behind this Tab. CACFP enrollment forms describe the days and types of meal services parents expect their children to receive. They are different from income eligibility statements. Typically enrollments would include information on child, days in care, hours of care, and meals received. Some states require forms to be used as enrollment verification. In any case each child must have proof of enrollment to participate in CACFP.

Income Eligibility Statements

If your program has a collaboration to feed another program’s children who do not fall under the Improving Head Start for School Readiness Act of 2007, and claim them for reimbursement, you will need to obtain Income Eligibility Statements (IES) on those children. In such cases, you must evaluate the Income Eligibility Statements and categorize each as free, reduced price, or paid.

Remember: Early Head Start has the same eligibility criteria as Head Start. Therefore, the amendments to the Richard B. Russell National School Lunch Act that make any child enrolled in Head Start automatically eligible for free meals also apply to participants in your Early Head Start program.

» Remember: Early Head Start has the same eligibility criteria as Head Start.

TAB 2
Head Start/Early Head Start Policies and Procedures Guide

A copy of the TABLE Guide or your program’s written procedures pertaining to CACFP needs to be placed behind this Tab. Also, a copy of your agency’s operations guide and any written
procedures your program may have regarding CACFP or nutritional needs and services should be placed in this Tab.

**Negative Count Policy**

If your program has staff using a computer software system to log in each child’s arrival and departure from the site, and this software system also automatically counts the meals for the time the child is logged in, you will need a Negative Count Policy. These software systems automatically count meals just by knowing when the child was logged in and out. This does **not** override the point-of-service meal count taken in the classroom. Just because a child is present does not always mean the child received the meal. A Negative Count Policy tells how you are going to check that the point-of-service count is the same as the computer count. This policy must be written not just verbal. If your program needs a Negative Count Policy, it should be part of your management plan since it reflects that you are accountable for the meals you are claiming.

**TAB 4 Monitoring Documentation**

You are required to conduct at least three monitoring visits to each center in your program annually; at least two of these three visits must be unannounced. CACFP requires observation of a meal service as part of one unannounced review. Food services and center staff will **not** be informed of the actual dates on which unannounced visits will occur. A monitoring visit for a new center must be conducted during the first four weeks of program operation. It is a good idea to conduct a review of all sponsored facilities within six weeks of the start of each CACFP fiscal year, which begins on October 1. You should conduct all other monitoring visits no more than six months apart. Documentation of all these visits should be placed in this Tab.

**TAB 3 Organizational Chart and Job Descriptions**

Your program’s organizational chart needs to be placed behind this Tab annually or whenever there is a change in the organizational chart. In addition to your organizational chart, this Tab should include any job descriptions for positions that share CACFP responsibilities in your program (for example: cooks, teachers, aides, nutrition manager, etc.).

» **Remember**: the purpose of your monitoring visits is to determine compliance, strengths, and needs of your program’s CACFP services.
CACFP Requirements Assessed

During monitoring visits, all CACFP requirements will be assessed. These include, but are not limited to:

- Two months of CACFP claims
- Two months of food related expenditures
- Head Start/Early Head Start enrollment forms for each child if necessary
- Current child care license available and posted in all sites
- Meal plans and daily meal plans (menus) posted and available for review
- Creditable daily menus posted and available for review
- Complete process of 5-day reconciliation process comparing attendance and meal counts
- CACFP training schedule, content, and attendance
- Monitoring schedule and documentation of visits and findings and corrective action
- Posted “And Justice for All” and “Building for the Future” posters, and public notices provided by CACFP at all program sites
- Child time-in and time-out records if required by the state (only applicable for child care partnerships)
- Observation of meal preparation and/or delivery
- Head Start enrollment forms
- Roster signed by director

Monitoring is designed to assess how well a center is doing with their CACFP. You should record any deficiencies identified from a monitoring visit on a monitoring form with a statement of corrective action to remedy that deficiency. When you observe deficiencies, a follow-up visit must be conducted to ensure the corrective action has been properly implemented immediately.

This may mean your facility could have more than three visits per year.

Unannounced monitoring visits should be kept confidential to protect the integrity of the monitoring visits. Head Start best practices, to ensure quality family style dining, should include a monitoring visit for each meal.
TAB 5
CACFP State Agency Reviews

This Tab must include the most recent CACFP review results and any corrective action that your program has received along with the appeal procedures of the state agency. Remember, a review is looking at the following: recordkeeping, meal counts, administrative costs, facility licensing, and training. Each state agency has a policy on how to complete an appeal of an adverse decision. Please make sure that you have these on file. Ask your state CACFP agency for a copy.

Usually, notice is provided to your program about an upcoming administrative review; however, some states conduct their reviews without advance notice. Federal regulations require state CACFP agencies to conduct a review on one-third of their sponsors every year. This means that your program will receive a review every three years, if not more frequently.

State CACFP staff conduct an onsite audit to review your documents for a specific “review month(s).” In addition, they review your food storage, food safety, and sanitation practices; meal and menu planning; and preparation and meal service as well as claim accuracy. There are three main objectives for these reviews:

- Ensure program recordkeeping is consistent with monthly CACFP claims that you have submitted for reimbursement
- Verify that meals and snacks are nutritious and meet CACFP meal pattern and portion requirements
- Provide technical assistance to your program’s CACFP staff

Facilitating an Effective Review

If possible, provide space (empty office or meeting room) to the state CACFP staff for use during the review. The TABLE Tabs recordkeeping system binders or file cabinets must be complete and accessible. All of your program staff with CACFP responsibilities should be available to answer questions and provide assistance during the review. Take advantage of the opportunity to ask questions and receive technical assistance from the state CACFP staff assigned to your program. Recognize that a review is an opportunity to identify strengths and address issues in your CACFP food services.

» Recognize that a review is an opportunity to identify strengths and address issues in your CACFP food services.
services. At the end of your review, there often is an informal exit interview. If there are any main findings, they will be mentioned by the state office staff. This is a great time to ask questions and get suggestions on how to correct any findings from your state agency.

**Corrective Action Plans**

Once your Administrative Review is complete your state CACFP office will send a letter with the results. If no deficiencies were found, this letter will indicate that the review is “closed.” If deficiencies were found, the state will require a Corrective Action Plan (CAP). You will need to develop a CAP and submit it to your state agency by the date specified in the letter. You must respond by the date given in the letter. If you do not respond, it is possible that your program could be eliminated from ever receiving CACFP funds. Some states may issue CAP instructions, or may require your program to use their form and fill in your responses. Others states do not specify any format for the CAP. If you have several findings, remember to keep your answers straightforward and address only one finding at a time. It is very important to remember that you not only need to write the CAP but you also need to follow it. You must follow up on and provide training on all corrections, and then you must document that the issue(s) has been resolved.

**TAB 6**

**Menus and CN labels**

All menus for your program year need to be filed here. The use of cycle menus—a set of planned menus that are repeated in the same order for a period of time (usually 6-8 weeks)—saves time and offers variety for children's meals. Cycle menus can be created and then checked and double checked to ensure all the minimum requirements for CACFP have been met. Once the meal components are met, then the menus can be analyzed by a registered dietician (RD) or nutritionist under Head Start performance standards. An RD can assist you in creating a menu that meets CACFP requirements and the Dietary Guidelines for Americans.

**Note:** Although an RD or nutritionist may be very knowledgeable regarding nutrition for the Head Start or Early Head Start age group, make sure that they are aware of CACFP requirements and that all Head Start and Early Head Start programs must follow the meal component requirements in order to be reimbursed. This is an excellent question to ask when you are interviewing for an RD or nutritionist to work or volunteer in your program. If the RD does not have any prior CACFP knowledge, he/she can start by looking at the CACFP meal component requirements for each meal period in Section 2 of this Guide.
Another reason to use cycle menus is financial. If you use the same menu once every six to eight weeks, your program is utilizing the ingredients for meals at their capacity. For example, if rice is used in a recipe and you are using this ingredient at another time you may be able to buy this item in bulk, ultimately cutting costs to the program.

If your program has a caterer, ensure the cycle menus are provided to you annually or more often if they make substitutions. Also ensure this request is included in the bid requirements given to all prospective vendors. It is important to work with your caterer on cycle menus so that your needs are being met as far as ethnic and cultural preferences, including parent input on menus, and in meeting all other Head Start requirements.

The Head Start Performance Standards also encourage involving parents in nutrition program planning. Parents can have some wonderful input related to what to feed their children. In turn, by involving parents in the planning process, you can teach parents how to introduce new foods and about nutrition in general.

A Child Nutrition (CN) label clearly identifies the contribution (i.e., portions, serving sizes) of a product toward the meal pattern requirements. These labels are exclusive to products that have more than one meal component. CN labels are not the same as a Nutrition Facts panel on labels. Examples of these products include entrée foods such as cheese or meat pizzas and breaded fish. If a CN labeled product is requested, you must ensure this is clearly stated in the purchasing specifications included in the bid.

CN labels look like this:

```
Five .875 oz. breaded fish nuggets with APP provides 2.0 oz. equivalent meat/meat alternate and 1 serving of bread alternate for the Child Nutrition Meal Pattern Requirements. (use of this logo and statement authorized by the Food and Nutrition Service, USDA 08/00)
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TAB 7

**Medical Statements**

A medical statement must be completed for all children with food allergies or other special dietary needs by a physician or other medical authority. The medical statement indicates which foods to omit from the child’s diet and the choice of foods to substitute. CACFP has different medical statement requirements for

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5 **CACFP regulations state:**

“Substitutions because of medical needs shall be made only when supported by a statement from a medical authority.” (226.20)(h)
children with disabilities and children with special dietary needs. Keep the original medical statement in the child’s file and place a copy of the medical statement behind this Tab.

» The medical statement must list the foods that have been excluded and the foods that should be substituted.

TAB 8
Annual Training Records
This Tab holds documentation of the annual training for staff with CACFP responsibilities including a signed roster and an agenda of CACFP related trainings. These trainings are specific to your program. It is also helpful to file any new employee training agenda, sign-in roster, and dates under this Tab.

TAB 1
Total Program Monthly Claim
This Tab should include the copy of what you actually submit to the state office for reimbursement. If your state office offers reimbursements online, you need to print out a copy, have your authorized signer sign the document, and place it here. All backup information will be filed in Tabs 2 through 8.

TAB 2
Site Monthly Claims
Meal count and claim summaries by individual sites are placed within this Tab. If your program has only one site, then this Tab is not used. If you have more than...
one site, this is where you place individual site meal claim documentation. This is a great way to evaluate how much reimbursement is received for each site.

**TAB 3**

**Program Roster**

The program roster lists each child’s name, enrollment data, and eligibility category for the month being claimed. Every child who attended at least once during the month is counted. Place the roster behind this Tab.

**TAB 4**

**Meal Count Documentation**

The point-of-service meal counts for all sites are placed within this Tab. Meal counts may be recorded on a state agency form, if required.

» You must not claim a meal that does not meet minimum component and portion requirements.

**TAB 5**

**Monthly Dated Menus**

This Tab includes the original menus for each site with your program’s name and the name of the site (center) on each menu. Your menus need to have the minimum portions for each meal component on the menu. It is important you have menus by month and day listing juices as 100 percent and indicating that milk is being served at all breakfast and lunch meal services. Substitutions must be noted and double checked with the CACFP meal components. Menus should be checked for any non-creditable meals every month. You must not claim a meal that has not met minimum component and portion requirements.

**TAB 6**

**Production Worksheets**

*If Required*

Some state CACFP agencies require this information monthly in order to submit the claim for reimbursement. If your state does not require this, do not use this TABLE Tab. Remember: it is helpful to place a note in this Tab indicating this is not your state’s requirement.

Use production worksheets to ensure that sufficient amounts of food are prepared for the number of participants claimed and staff served in your program. These
are reports that show quantities and number of components and portions prepared for each meal service. Production worksheets should be completed prior to meal preparation and may be used as a tool to plan for the amount of food needed, create a purchase list, and record actual amounts of food used.

TAB 7
Food Cost Report
If Required

Some state CACFP agencies require this information each month in order to submit the claim for reimbursement. If your state does not require this, you do not have to use this Tab. Remember: it is helpful to place a note in this Tab indicating this is not your state’s requirement.

If a Food Cost Report is required:

• Separate your reports by food and non-food supplies.

• Include recordkeeping forms indicating food and non-food items used for the month.

Food Cost Reports, if required, are recorded on a state agency form. Ask your state representative or check your state website if you are unsure whether this is a requirement in your state.

TAB 8
Labor Costs and Time Sheets
If Required

Some CACFP state agencies require labor cost information monthly in order to submit the claim for reimbursement. If this is not a requirement in your state, this TABLE Tab may remain unused.

Time sheets must be obtained monthly in order to show labor costs. Most states do not require the time sheets of staff that have 100 percent CACFP job (for example cooks or kitchen aides), depending on your program structure and what other duties a staff member might have through the day. You will definitely need the timesheets from any staff who may have a portion of time allocated to CACFP, for example, a health and nutrition manager who works 20 percent of her time preparing menus for children with special needs diets. Place required timesheets in this Tab.
Supporting Resources & Other Information

Interested in learning more? This section of the TABLE Guide offers you information and more resources to enhance your ability to support the food and nutritional aspects of your Head Start program.

With family style dining meal service, your teaching staff models and develops the following concepts for children:

- Opportunities to try tasting new foods and politely decline food they have tasted and don’t enjoy
- Experiences serving his/herself (for example: pouring, spooning, spearing) appropriate portions and passing food to others
- Understanding appropriate use of utensils
- Discussion of the day’s events and other appropriate social interactions during mealtime
- Assistance with setting and cleaning up the table

Family style dining is when children and teaching staff sit in a group around a table for a meal or snack. This practice, an educational opportunity required by Head Start Program Performance Standards, helps children make healthy food choices based on positive attitudes from your teaching staff. Family style dining is recognized as an option for meal service by CACFP.
Food is served in bowls and platters, and milk is served in an age-appropriate pitcher for pouring considerations. Portions of food and milk on the table must be sufficient for all children and adult(s) at the table.

You will need child size community tables and chairs for family style dining. Serving and eating utensils must be of adequate size to accommodate child reach and hands.

**Make the Meal Special**

Head Start and Early Head Start programs are encouraged to make family style dining a special experience. During the meal, have staff help children serve themselves and pass to the next child. Encourage children to help set and clean up the table. Help children take responsibility for their own spills by having a sponge and a child-safe cleaning solution on-hand.

» Read more about point-of-service meal counts and other terms in the glossary of useful terms at the back of this guide.

**CACFP Family Style Dining Requirements**

- Required CACFP portions of each meal component must be prepared, taking into consideration staff participation, child participation, seconds, and spillage of food for each meal service.

- All meal components and recommended portion sizes for all children and staff must be presented on the table at the same time. Adults receive a child’s portion of each component to model for the children.

- No food item can be held back as a reward or treated as a dessert item. All food must be served at once. Milk cannot be held back until the children eat the solid foods.

- Children may choose the foods they want and the amount. Adults are asked to invite children to taste all foods.

- A child may refuse to eat any part of the meal. Adults may not use any type of coercion, mental or physical, on the child to eat any food or beverage they decline.

Once the table is set with all meal components and children are eating, a meal count can be performed for the children at the table. This is called a point-of-service meal count.
Challenges

Whenever possible, it is important for your program to follow this guidance in creating family style dining experiences. However, there are legitimate circumstances that prohibit programs from implementing these practices exactly as requested. When programs are faced with unresolvable challenges in implementing family style dining, modifications may be acceptable to your state agency assuming all CACFP requirements are still met.

The challenges your program may need to work around include:

- Insufficient physical space
- Lack of age appropriate chairs, tables, or utensils
- Lack of staff participation or support for the practice

Remember: Any time a component is given to the children by a staff person, the correct minimum portion must be given to the child in one serving. For example, if there is no room for even a small pitcher of milk on the table, staff will pour each child a full serving of milk. Staff cannot decide to only pour 2–3 ounces of milk at a time due to spillage concerns.

» Remember: Any time a component is given to the children by a staff person, the correct minimum portion must be given to the child in one serving.

TABLE Tip

The TABLE Talk DVD on family-style dining is a great resource for both teachers and parents, and is packed with information for every age group in Head Start and Early Head Start.
INFANT FEEDING SPECIFICATIONS

Infants need special care in many aspects of development, but especially when it comes to feeding. Consequently, when infants are enrolled, staff and families are to work together to identify each infant’s nutritional needs, especially if the infant has nutrition-related health problems or disabilities. Head Start programs are required to provide the formula and or other nutritional health related support for each infant, if necessary.

Juice

Juice may only be served to infants eight months or older. The juice must be 100 percent full-strength, unsweetened juice and served in a cup.

Keep in Mind

For a meal to be considered creditable by CACFP guidelines, cereal must be prepared with formula or breastmilk (for those who are developmentally ready to eat cereal). Daily Infant Meal/Production Records must be completed each day for every infant in care.

Infant Meal Patterns

You will find infant meal patterns for CACFP on pages 27–29. These meal patterns change every few months based on age. It is important to have them posted in your infant rooms as well as your kitchen.

» Staff and families are to work together to identify each infant’s nutritional needs.
# CACFP Meal Pattern for Infants

## Breakfast

<table>
<thead>
<tr>
<th>Birth through 3 months</th>
<th>4 through 7 months</th>
<th>8 through 11 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>4–6 fluid ounces of formula(^1) or breastmilk(^2,3)</td>
<td>4–8 fluid ounces of formula(^1) or breastmilk(^2,3)</td>
<td>6–8 fluid ounces of formula(^1) or breastmilk(^2,3)</td>
</tr>
<tr>
<td>— and —</td>
<td>— and —</td>
<td>— and —</td>
</tr>
<tr>
<td>0–3 tablespoons of infant cereal(^1,4)</td>
<td>2–4 tablespoons of infant cereal(^1)</td>
<td>1–4 tablespoons of fruit or vegetable or both</td>
</tr>
</tbody>
</table>

1. Infant formula and dry infant cereal must be iron-fortified.
2. Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth–11 months.
3. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered if the infant is still hungry.
4. A serving of this component is required when the infant is developmentally ready to accept it.
# CACFP Meal Pattern for Infants

## Lunch or Supper

<table>
<thead>
<tr>
<th>Birth through 3 months</th>
<th>4 through 7 months</th>
<th>8 through 11 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>4–6 fluid ounces of formula(^1) or breastmilk(^2,3)</td>
<td>4–8 fluid ounces of formula(^1) or breastmilk(^2,3)</td>
<td>6–8 fluid ounces of formula(^1) or breastmilk(^2,3)</td>
</tr>
<tr>
<td>— and —</td>
<td>— and —</td>
<td>— and —</td>
</tr>
<tr>
<td>0–3 tablespoons of infant cereal(^1,4)</td>
<td>2–4 tablespoons of infant cereal(^1)</td>
<td>1–4 tablespoons of fruit or vegetable or both(^4)</td>
</tr>
<tr>
<td>— and —</td>
<td>— and/or —</td>
<td>— and —</td>
</tr>
<tr>
<td>1–4 tablespoons of fruit or vegetable or both(^4)</td>
<td>1–4 tablespoons of meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½–2 ounces (weight) of cheese; or 1–4 ounces (volume) of cottage cheese; or 1–4 ounces (weight) of cheese food or cheese spread</td>
<td>1–4 tablespoons of fruit or vegetable or both</td>
</tr>
</tbody>
</table>

\(^1\) Infant formula and dry infant cereal must be iron-fortified.

\(^2\) Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth–11 months.

\(^3\) For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered if the infant is still hungry.

\(^4\) A serving of this component is required when the infant is developmentally ready to accept it.
CACFP Meal Pattern for Infants

**Snack**

<table>
<thead>
<tr>
<th>Birth through 3 months</th>
<th>4 through 7 months</th>
<th>8 through 11 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>4–6 fluid ounces</td>
<td>4–6 fluid ounces</td>
<td>2–4 fluid ounces</td>
</tr>
<tr>
<td>of formula(^1) or</td>
<td>of formula(^1)</td>
<td>of formula(^1) or</td>
</tr>
<tr>
<td>breastmilk(^2,3)</td>
<td>breast milk(^2,3)</td>
<td>breast milk(^2,3),</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or fruit juice(^5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>— and —</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0–½ bread(^4,6),</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or 0–2 crackers(^4,6)</td>
</tr>
</tbody>
</table>

\(^1\) Infant formula and dry infant cereal must be iron-fortified.

\(^2\) Breastmilk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth–11 months.

\(^3\) For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.

\(^4\) A serving of this component is required when the infant is developmentally ready to accept it.

\(^5\) Fruit juice must be full-strength.

\(^6\) A serving of this component must be made from whole-grain or enriched meal or flour.
TABLE Resources

CACFP Federal Resources

CACFP
Reimbursement Rates and Meal/Pattern Requirements

National reimbursement rates are updated annually in July to reflect the Consumer Price Index (CPI).

To retrieve information on national rates and meal pattern requirements, visit the following web page and click on the link for CACFP: http://www.fns.usda.gov

TABLE Tip

We also suggest throughout the TABLE guide that your CACFP state agency is always your first resource for guidance on CACFP related issues or questions. They are there to help and will be happy that you have expressed interests and concerns.
# CACFP Meal Pattern for Children

## Breakfast

<table>
<thead>
<tr>
<th></th>
<th>Age:</th>
<th>1 through 2 years</th>
<th>3 through 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Must be fluid milk</em></td>
<td></td>
<td>½ cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td><strong>Vegetable or Fruit or Juice</strong></td>
<td></td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td><strong>Grains/Breads</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>A serving is a bread or bread alternate and/or cereal:</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread, enriched or whole-grain</td>
<td></td>
<td>½ slice</td>
<td>½ slice</td>
</tr>
<tr>
<td>Cereal, enriched or whole-grain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cold dry cereal or</td>
<td></td>
<td>¼ cup*</td>
<td>½ cup**</td>
</tr>
<tr>
<td>Hot cooked cereal</td>
<td></td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td>Cooked pasta or noodle products</td>
<td></td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
</tbody>
</table>

1. **If you are serving juice:** Try not to serve juice to meet the fruit/vegetable requirement too many times throughout the day. It may fill up the children and take the place of other needed nutrients.

2. **If you are serving cold dry cereal for breakfast:**
   - *For ages 1 and 2 years, serve: 1/4 cup (volume) or 1/3 oz (weight), whichever is less.*
   - **For ages 3 through 5 years, serve: 1/3 cup (volume) or 1/2 oz (weight), whichever is less.*
## CACFP Meal Pattern for Children

### Lunch or Supper

<table>
<thead>
<tr>
<th></th>
<th>1 through 2 years</th>
<th>3 through 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk</strong></td>
<td>½ cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td><em>Must be fluid milk</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meat</strong> or <strong>Meat Alternate:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat, poultry, or fish (cooked, lean meat without bone)</td>
<td>1 oz</td>
<td>1½ oz</td>
</tr>
<tr>
<td>Cheese</td>
<td>1 oz</td>
<td>1½ oz</td>
</tr>
<tr>
<td>Egg (large)</td>
<td>½</td>
<td>¾</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td>¼ cup</td>
<td>⅜ cup</td>
</tr>
<tr>
<td>Peanut butter or other nut or seed butters</td>
<td>2 Tbsp</td>
<td>3 Tbsp</td>
</tr>
<tr>
<td>Nuts and/or seeds¹</td>
<td>½ oz</td>
<td>¾ oz</td>
</tr>
<tr>
<td>Yogurt, plain or sweetened²</td>
<td>4 oz</td>
<td>6 oz</td>
</tr>
</tbody>
</table>

¹For children 2 years of age or younger, ½ oz of nuts and/or seeds may be substituted for ½ oz of milk.
²For children 3 years of age or older, 4 oz of yogurt may be substituted for 1 oz of meat or meat alternate.
continued: cacfp meal pattern for children, lunch or supper

<table>
<thead>
<tr>
<th></th>
<th>Age:</th>
<th>1 through 2 years</th>
<th>3 through 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>vegetable or fruit or juice</strong>¹</td>
<td></td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>serve two different vegetables and/or fruits to equal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>grains/breads:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a serving is a bread or bread alternate and/or cereal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bread, enriched or whole-grain</td>
<td>½ slice</td>
<td>½ slice</td>
<td></td>
</tr>
<tr>
<td>cooked cereal grains, enriched or whole-grain</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td></td>
</tr>
<tr>
<td>cooked pasta or noodle products</td>
<td>¼ cup</td>
<td>¼ cup</td>
<td></td>
</tr>
</tbody>
</table>

¹ if you are serving nuts and seeds for lunch or supper: this portion can meet only one-half of the total serving of the meat/meat alternate requirement. for determining combinations: 1 oz of nuts or seeds = 1 oz of cooked lean meat, poultry, or fish. Tree nuts and seeds that may be used as meat alternates are peanuts, soynuts, tree nuts (almonds, brazil nuts, cashews, hazelnuts, macadamia nuts, pine nuts, pistachios, walnuts, and pecans), and seeds (sunflower, sesame, squash, and pumpkin).

CAUTION: children under 4 years of age are at the highest risk of choking. for this age group, USDA recommends that nuts and/or seeds be ground or finely chopped and served to children in prepared food.

² commercially prepared yogurt is now permitted as a meat/meat alternate. you may serve 4 oz (weight) or ½ cup (volume) of plain, sweetened, or flavored yogurt to fulfill the equivalent of 1 oz of the meat/meat alternate component. for younger children, 2 oz (weight) or ¼ cup (volume) fulfills the equivalent of ½ oz of the meat/meat alternate requirement.

³ if you are serving juice: try not to serve juice to meet the fruit/vegetable requirement too many times throughout the day. it may fill up the children and take the place of other needed nutrients.
CACFP Meal Pattern for Children

**Snack**

Select 2 of the 4 components shown. If you select milk as one of the components, you may **not** serve fruit juice as the other component.

<table>
<thead>
<tr>
<th>Age:</th>
<th>1 through 2 years</th>
<th>3 through 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk</strong></td>
<td>½ cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td>Must be fluid milk</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meat or Meat Alternate:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat, poultry, or fish (cooked, lean meat without bone)</td>
<td>½ oz</td>
<td>½ oz</td>
</tr>
<tr>
<td>Cheese</td>
<td>½ oz</td>
<td>½ oz</td>
</tr>
<tr>
<td>Egg (large)</td>
<td>½</td>
<td>½</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td>Peanut butter or other nut or seed butters</td>
<td>1 Tbsp</td>
<td>1 Tbsp</td>
</tr>
<tr>
<td>Nuts and/or seeds¹</td>
<td>½ oz</td>
<td>½ oz</td>
</tr>
<tr>
<td>Yogurt, plain or sweetened²</td>
<td>2 oz</td>
<td>2 oz</td>
</tr>
</tbody>
</table>
Continued: CACFP Meal Pattern for Children, Snack

<table>
<thead>
<tr>
<th>Age:</th>
<th>1 through 2 years</th>
<th>3 through 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetable or Fruit or Juice[^3]</td>
<td>½ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Grains/Breads:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A serving is a bread or bread alternate and/or cereal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread, enriched or whole-grain</td>
<td>½ slice</td>
<td>½ slice</td>
</tr>
<tr>
<td>Cereal, enriched or whole-grain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cold dry cereal[^4] or Hot cooked cereal</td>
<td>¼ cup[^*]</td>
<td>¼ cup</td>
</tr>
<tr>
<td>Cooked pasta or noodle products</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
</tbody>
</table>

[^1]: If you are serving nuts and seeds for a supplement (snack): For determining combinations: 1 oz of nuts or seeds = 1 oz of cooked lean meat, poultry, or fish. Tree nuts and seeds that may be used as meat alternates are peanuts, soynuts, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pine nuts, pistachios, walnuts, and pecans), and seeds (sunflower, sesame, squash, and pumpkin). CAUTION: Children under 4 years of age are at the highest risk of choking. For this age group, USDA recommends that nuts and/or seeds be ground or finely chopped and served to children in prepared food.

[^2]: Commercially prepared yogurt is now permitted as a meat/meat alternate. You may serve 4 oz (weight) or ½ cup (volume) of plain, sweetened, or flavored yogurt to fulfill the equivalent of 1 oz of the meat/meat alternate component. For younger children, 2 oz (weight) or ¼ cup (volume) fulfills the equivalent of ½ oz of the meat/meat alternate requirement.

[^3]: If you are serving juice: Try not to serve juice to meet the fruit/vegetable requirement too many times throughout the day. It may fill up the children and take the place of other needed nutrients.

[^4]: If you are serving cold dry cereal for a supplement (snack):  
* For ages 1 and 2 years, serve: ¼ cup (volume) or ½ oz (weight), whichever is less.  
** For ages 3 through 5 years, serve: ½ cup (volume) or ½ oz (weight), whichever is less.
Useful Websites

fns.usda.gov
This website provides information about federal nutrition assistance programs and resources, including WIC, Supplemental Nutrition Assistance Program (SNAP) formerly food stamps, Team Nutrition, the Healthy Meals Resource System, and My Pyramid for Preschoolers.

nfsmi.org
National Food Service Management Institute, University of Mississippi
This website is a resource for nutrition, tips to give to parents, family style dining, and feeding infants. The website has a library of resources. CARE Connection can be contacted through this website as well. CARE Connection specifically talks about CACFP but always keep in mind it is general CACFP information and does not speak directly to Head Start programs.

» Most state websites have downloadable forms and information.

eclkc.ohs.acf.hhs.gov
This website is directly from the Office of Head Start and gives specific information regarding Head Start programs. It does include CACFP information just for Head Start and Early Head Start programs. You can also find a wealth of knowledge for Head Start including conference calendars, information for parents, program directory, and information regarding nutrition assessments and other non-CACFP Head Start nutrition requirements.

nutrition.gov
This site gives information about nutrition for all age levels. It references Head Start and other child and family food assistance programs as well.
TABLE GLOSSARY OF USEFUL TERMS

Administrative Costs
Costs incurred by a program related to planning, organizing, and managing food service under the CACFP Program, and allowed by the state agency financial management instructions. FNS Instruction 796-2 Rev 3

Administrative Review
The term “Administrative Review” describes a review conducted by the CACFP state agency staff. The outcomes of a review by the state agency can be found in 7 CFR 226.6 (m) (CACFP).

Child Nutrition (CN) Labels
Clearly identifies the contribution (for example: portions, serving sizes) of a product toward the meal pattern requirements. These labels are exclusive to products that have more than one meal component. CN labels are not the same as a Nutrition Facts panel on labels.

Corrective Action Plan (CAP)
A Corrective Action Plan is a program’s response to findings of a state agency review.

Family Style Dining
When children and teaching staff sit in a group around a table for a meal or snack. The group should be no larger than seven children per one adult. Food is served in bowls and platters and milk is served in an age appropriate pitcher for pouring considerations. Portions of food and milk on the table must be sufficient for all children and adult(s) participating in the meal service.

Income Eligibility Statement
An Income Eligibility Statement (IES) is a form that gathers the following info: name of child, names of household members, income received by household members, and a signature of an adult household member, with a social security number or a statement that he/she does not possess one. The form is used to categorize the family as either free, reduced, or paid. Each year the state agency is required to provide to sponsoring organizations the new income guidelines in order to determine a child’s eligibility in the CACFP program. Though Head Start and Early Head Start children are categorically eligible, there may be circumstances where a Head Start program or Early Head Start program have child care partners (whose children are under the agreement
of the Head Start or Early Head Start program). These programs need to complete and keep an Income Eligibility Statement on file for those children.

**Negative Policy Count**
A negative count policy tells how you are going to check that the point of service count is the same as the computer meal attendance count. This policy must be written, not just verbal (if you use). If your program needs a negative count policy, it is part of your management plan as it reflects that you are accountable for the meals you are claiming.

**Operating Costs**
Expenses incurred by a program in serving meals to participants under the CACFP, and allowed by the state agency financial management instructions. FNS Instruction 796.2 Rev. 3

**Point-of-Service**
The correct method of counting meals for claim purposes. The children should be seated and offered the meal service with correct components and minimum portions. Point-of-Service serves as the basis for meal count accuracy.

**Program Roster**
A document that combines the enrollment data and the eligibility category of each child for the month being claimed. It provides the child’s name, the enrollment data, and the eligibility category for each child for the month being claimed.

**CACFP State Agency**
The governing body that oversees the CACFP on the state level.

**Unannounced Review**
An on-site review for which no prior notification has been given to the facility or the agency.
the factors that the State agency will consider in determining a sponsoring organization's staffing needs, as set forth in 226.16(b)(1); and

• If a sponsoring organization, has Program policies and procedures in writing that assign Program responsibilities and duties, and ensure compliance with civil rights requirements.

What is permitted to be allocated to administrative costs is governed by FNS Instruction 796-2 Rev.3 (which explains the purpose, authority, scope and allowable costs for the Child and Adult food program) and state agency financial management instructions.”

7 CFR 226.22(a) (CACFP)
“This section establishes standards and guidelines for procurement of foods, supplies, equipment, and other goods and services. These standards are furnished to ensure such materials and services are obtained efficiently, and economically, and in compliance with the provisions of applicable federal law and executive orders.”

7 CFR 226.6 (4) (CACFP)
Program Agreements
“The State agency must require each institution that has been approved for participation in the Food Program

REFERENCES

Code of Federal Regulations (related to CACFP) and USDA Memos

7 CFR 226.6 (b) (2) (vii) (B) (CACFP)
Compliance with Performance Standards
“Performance Standard 2—Administrative Capability. The renewing institution must be administratively capable. Appropriate and effective management practices must be in effect to ensure that the Program operates in accordance with this part. To demonstrate administrative capability, the renewing institution must document that it meets the following criteria:

• Has an adequate number and type of qualified staff to ensure the operation of the Program in accordance with this part;

• If a sponsoring organization, documents in its management plan that it employs staff sufficient to meet the ratio of monitors to facilities, taking into account
to enter into an agreement governing the rights and responsibilities of each party (State agency and Institution). This agreement can be expanded into a permanent agreement with the State agency if appropriate steps are taken and the State agency can facilitate the service. The existence of a valid agreement, however, does not eliminate the need for an institution to comply with the reapplication process each year. It is important however to understand that this agreement explains the basic responsibilities and duties that the institution must be implementing to ensure compliance with the State agency.”

**7 CFR 226.20(h) (CACFP)**

“Substitutions because of medical needs shall be made only when supported by a statement from a medical authority which includes recommended alternate foods.”

**USDA Memo SP#34-2008, CACFP#10-2008, SFSP#09-2008**

This memorandum supplements the guidance issued on May 16, 2008 concerning automatic eligibility for free meals for any child who is enrolled in Head Start. It was issued to provide information about free meal benefits for participants in Early Head Start.

**USDA Memo SP 23-2008, CACFP #07-2008, SFSP#06-2008**

This memorandum provides guidance regarding amendments to the Richard B. Russell National School Lunch Act (NSLA) that extend automatic eligibility for free meal benefits, including free milk, to all children enrolled in Head Start and participating in child nutrition programs.