

**LUTHERAN SERVICES FLORIDA  
CHILD CARE FOOD PROGRAM**

**ANNUAL PROVIDER TRAINING  
2020-2021**

3615 W. Waters Avenue Tampa, FL 33614  
Phone: 813-877-9303  
Email: [ccfp@lsfnet.org](mailto:ccfp@lsfnet.org)  
<https://www.lsfnet.org/children-families/child-care-food-program/>

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1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Contents**

Reviewing the contents of this handbook is **MANDATORY** and is considered your **Annual Provider Training for 2020-2021**.

### **Topics**

Menu Planning and Meal Pattern Requirements

Infant Feeding

Meal Counts and Other Record Keeping Requirements

Claims Submission and Review Procedures

Reimbursement System

Food Safety and Sanitation

Nutrition Education

Civil Rights Requirements

### **Contact Information**

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**Mail all correspondence to:**  
LSF Child Care Food Program  
3615 W. Waters Avenue  
Tampa, FL 33614

**Phone:** 813-877-9303  
**Fax:** 813-514-9815  
**Email:** ccfp@lsfnet.org

**Website:**

<https://www.lsfnet.org/children-families/child-care-food-program/>

*\*Use the door slot on our office door to drop off program documents*

## Annual Reminders

### **Tips for a Successful Review**

1. Make sure your records are always updated and available for review.
2. Submit a copy of your updated child care license as soon as you receive a new one.
3. Serve meals during the approved meal service times listed on the Provider Data Sheet (exception: feed infants when they are hungry, not by a strict schedule). Record all meals counts at least by the end of the day.
4. A current menu must be posted, legible, and maintained on file.
5. Site review visits are conducted a minimum of three (3) times per year, are unannounced, and can be at any meal type (breakfast, lunch, snack, or supper). If a provider is permitted to claim meals on weekends, evenings and/or holidays, a monitoring review visit may also occur during this time.
6. A Department of Health representative may conduct an unannounced monitoring visit jointly with LSF CCFP Program staff or unaccompanied. Providers must allow the DOH Representative access to review the food program records.

### **Enrollment Forms**

1. Enrollment forms must be filled out completely. If any information is missing in the enrollment form, the child will not be added to your roster until the missing information is obtained. The child's Enrollment Date is effective on the date of the Parent's signature.
2. On the Infant Enrollment Form, you must notify us who supplies the infant formula and food.
3. For more information, contact *Becky Morris* at 813-676-9402 or email: [bmorris@lsfnet.org](mailto:bmorris@lsfnet.org).

### **Monthly Claims**

1. Claims are due by the 3<sup>rd</sup> of the month.
2. Ensure new enrollment forms are in our office by the 3<sup>rd</sup> of the month.
3. For more information, call your *Program Monitor*.

### **Tier I/ Own Child Application**

1. This application must be in the office before the 25<sup>th</sup> day of the month.
2. Submit your Tier I application with income verification for all Household Members. If you are receiving Food Assistance or TANF, you must submit the application with a copy of your Award Letter.
3. For more information, contact *Ramonita Figueroa* at 813-676-9410 or email: [ramonita.figueroa@lsfnet.org](mailto:ramonita.figueroa@lsfnet.org)

### **Closure/ Field Trip Policy**

1. You must notify your Program Monitor, in advance, if your day care will be closed or if you are planning a field trip.
2. You must call our office immediately if you receive a CCFP Visit Attempt Form.

<b>Reimbursement Rates</b> <b>(effective July 1, 2020 to June 30, 2021)</b>			
<b>TIER I:</b>	<b>Breakfast - \$1.39</b>	<b>Lunch/Supper - \$2.61</b>	<b>Snack - \$0.78</b>
<b>TIER II:</b>	<b>Breakfast - \$0.50</b>	<b>Lunch/Supper - \$1.58</b>	<b>Snack - \$0.21</b>

\*Reimbursement rates effective July 1, 2021 to June 30, 2022 has not been released as of publication.

## **NOTICE OF RIGHT TO ADMINISTRATIVE REVIEW**

You have the right to appeal a notice of intent to terminate your agreement for cause, or a notice of suspension of your participation, and have your case heard by an independent and impartial hearing official. In the event that you wish to challenge either of these circumstances, should they arise, the procedures outlined below must be followed.

If you wish to receive an administrative review of such notice, a written request for a review must be submitted no later than 15 calendar days after receipt of the notice to:

***LSF Child Care Food Program***  
***3615 West Waters Avenue, Tampa, FL 33614***  
***Phone: 813-877-9303 / Fax: 813-514-9815***

The request must provide a brief explanation of the basis of the administrative review. We, the sponsoring organization, will acknowledge receipt of the request within 10 calendar days and will appoint an administrative review official (ARO). **Robert Haley, Esq., Staff Attorney**. Failure to request the administrative review within 15 calendar days will result in termination.

You have the right to review the records related to your case and can function as your own representative or can be represented by legal counsel or someone else.

Documentation in opposition to the notice of intent to terminate or notice of suspension must be submitted no later than 30 calendar days after receipt of such notice. The administrative review official will consider the notice based upon written submissions. The administrative review official must make a determination based on the information provided by the sponsoring organization and the day care home and on Federal and State laws, regulations, policies, and procedures governing the Program. A hearing will be held in addition to, or in lieu of, a review of written information only if you request such a hearing in the initial written request for administrative review.

The administrative review official will notify both parties in writing of his or her decision within three (3) business days of the administrative review. The administrative review official's determination is final. If you desire to contest the administrative review official's decision, you must do so through a court of law. The administrative review (hearing or paper review) must be concluded within 30 calendar days from the date the written appeal request was received by the sponsor.

## **Menu Planning**

### **Reminders**

- Please refer to the meal pattern requirements section of this handbook.
- Have copies of CN Labels or Product Formulation Statements (PFS) for all main dish commercially processed/combination foods that have been purchased and are on your menu. Be sure to use the calculations on the label to ensure the correct amounts are being served.
- A current menu must be legible, posted in a visible area to parents, and maintained on file.
- Menus must have dates, menu type (breakfast, lunch, snack, supper), menu items, type of milk (for example, 1%, whole, etc.) and flavored or unflavored milk, and “WG” for whole grain or “WGR” for whole grain-rich items.
- Fruit juice does not appear on the menu more than once a day.
- Menu changes must be made prior to the meal service and must reflect any meal component substitutions that are made.

Below are some tips for basic menu planning:

- Determine the ages of the children you will serve and the required meal pattern components.
- Schedule a quiet time to plan menus. Collect menu resources.
- Plan menus in advance, at least the week before they are to be used.
- Take advantage of fruits and vegetables in season. See Florida Department of Agriculture and Consumer Services’ link at: <https://www.fdacs.gov/Consumer-Resources/Buy-Fresh-From-Florida/Crops-in-Season>
- Plan snacks last to balance your meals.
- Make sure you are meeting the nutritional needs of the children. It is recommended to include good sources of:  
✓ Vitamin A at least twice a week    ✓ Vitamin C daily    ✓ Iron daily

Serving nutritious meals and snacks provides children the energy for active lives and keeps them healthy and fit. The child care setting is an excellent opportunity to make mealtimes pleasant. Just like motor and other developmental skills, proper eating skills are developed early. Children can learn healthy eating habits when they are young. Providing nutrition education during mealtime or at play can help build healthy habits for life.

## **ABC’s of Creative Menu Planning**

### **Strive for Balance**

- Balance flavors in appealing ways. Balance high-fat foods with ones that have less fat. Serve low-fat side dishes to balance high-fat entrees.

### **Emphasize Variety**

- Include a wide variety of foods from day to day. Vary the types of main courses you serve. Include different forms of foods and prepare them in a variety of ways. Include a small amount of a new or unfamiliar food periodically.

### **Add Contrast**

- Think about the texture of foods as well as their taste and appearance. Plan a pleasing combination of different sizes and shapes of foods.

### **Think About Color**

- Avoid using too many foods of the same color in the same meal. Use colorful spices creatively. Use colorful foods in combination with those that have little or no color.

### **Consider Eye Appeal**

- Think of the total presentation. As you plan for color, consider the color of the dishes, plates, or trays to be used as well as the colors of the foods. Visualize how the food will look when served and decide on the most attractive arrangement.

## Child Care Food Program Meal Pattern for Children

The Child Care Food Program (CCFP) provides aid to child care institutions and family day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children. **Child care providers must ensure that each meal served to children contains, at a minimum, each of the food components in the amounts indicated for the appropriate age group as stated in the CCFP Meal Pattern for Children.**

Child Meal Pattern Food Components:		Age Group and Serving Size:		
		1 and 2 year olds:	3 – 5 year olds:	6 – 18 <sup>1</sup> year olds:
<b>Breakfast</b> (3 components)	<b>Milk<sup>2</sup></b>			
	Fluid milk	4 fluid ounces	6 fluid ounces	8 fluid ounces
	<b>Vegetables, fruits, or portions of both<sup>3</sup></b>			
	Vegetable(s) and/or fruit(s)	1/4 cup	1/2 cup	1/2 cup
	Grains <sup>*5,6,7,14</sup> *whole grain, whole grain-rich, enriched Bread Bread product such as biscuit, roll, muffin Cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta Ready-to-eat breakfast cereal (dry, cold) <sup>8</sup> Flakes or rounds Puffed cereal Granola  *Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. <sup>6</sup>	1/2 slice 1/2 serving 1/4 cup  1/2 cup 3/4 cup 1/8 cup  *1/2 oz. (optional)	1/2 slice 1/2 serving 1/4 cup  1/2 cup 3/4 cup 1/8 cup  *1/2 oz. (optional)	1 slice 1 serving 1/2 cup  1 cup 1 1/4 cup 1/4 cup  *1 oz. (optional)
<b>Lunch/Supper</b> (5 components)	<b>Milk<sup>2</sup></b>			
	Fluid milk	4 fluid ounces	6 fluid ounces	8 fluid ounces
	<b>Meat and Meat Alternates</b>			
	Lean meat, poultry, or fish <sup>10</sup>	1 oz.	1 1/2 oz.	2 oz.
	Tofu, soy products, or alternate protein products <sup>11</sup>	1 oz.	1 1/2 oz.	2 oz.
	Cheese	1 oz.	1 1/2 oz.	2 oz.
	Large egg	1/2 egg	3/4 egg	1 egg
<b>Lunch/Supper</b> (5 components)	Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
	Peanut butter or soynut butter or other nut/seed butters	2 Tbsp.	3 Tbsp.	4 Tbsp.
	Yogurt, plain or flavored, unsweetened or sweetened <sup>12</sup>	4 oz. or 1/2 cup	6 oz. or 3/4 cup	8 oz. or 1 cup
	Peanuts, soynuts, tree nuts, or seeds <sup>9</sup>	1/2 oz. = 50%	3/4 oz. = 50%	1 oz. = 50%
	<b>Vegetables<sup>3,4</sup></b>			
	Vegetables	1/8 cup	1/4 cup	1/2 cup
	<b>Fruits<sup>3,4</sup></b>			
	Fruits	1/8 cup	1/4 cup	1/4 cup
<b>Lunch/Supper</b> (5 components)	<b>Grains<sup>*5,7</sup></b> *whole grain, whole grain-rich, enriched Bread Bread product such as biscuit, roll, muffin Cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/2 slice 1/2 serving 1/4 cup	1/2 slice 1/2 serving 1/4 cup	1 slice 1 serving 1/2 cup

**Note:** Milk must be served with each breakfast, lunch and supper meal. Between a child's first and second birthday, whole milk is required. After the child's second birthday, it is required that lowfat or fat-free milk be served. Flavored milk cannot be served to children less than 6 years of age.

Conversions:

1/2 cup = 4 fl. oz.  
3/4 cup = 6 fl. oz.  
1 cup = 8 fl. oz.

1 pint = 2 cups  
1 quart = 2 pints = 4 cups  
1 gallon = 4 quarts = 16 cups

## CCFP Meal Pattern for Children *(continued)*

Child Meal Pattern Food Components:		Age Group and Serving Size:		
		1 and 2 year olds:	3 – 5 year olds:	6 – 18 <sup>1</sup> year olds:
<b>Snack<sup>13</sup></b> (Select 2 different components)	<b>Milk<sup>2</sup></b> Fluid milk	4 fluid ounces	4 fluid ounces	8 fluid ounces
	<b>Meat and Meat Alternates</b> Lean meat, poultry or fish <sup>10</sup> Tofu, soy products, or alternate protein products <sup>11</sup> Cheese Large egg Cooked dry beans or peas Peanut butter or soynut butter or other nut/seed butters Yogurt, plain or flavored, unsweetened or sweetened <sup>12</sup> Peanuts, soynuts, tree nuts, or seeds	1/2 oz. 1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 Tbsp. 2 oz. or 1/4 cup 1/2 oz.	1/2 oz. 1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 Tbsp. 2 oz. or 1/4 cup 1/2 oz.	1 oz. 1 oz. 1 oz. 1/2 egg 1/4 cup 2 Tbsp. 4 oz. or 1/2 cup 1 oz.
	<b>Vegetables<sup>3</sup></b> Vegetables	1/2 cup	1/2 cup	3/4 cup
	<b>Fruits<sup>3</sup></b> Fruits	1/2 cup	1/2 cup	3/4 cup
	<b>Grains*<sup>5,7</sup></b> *whole grain, whole grain-rich, enriched Bread Bread product such as biscuit, roll, muffin Cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta Ready-to-eat breakfast cereal (dry, cold) <sup>8</sup> Flakes or rounds Puffed cereal Granola	1/2 slice 1/2 serving 1/4 cup  1/2 cup 3/4 cup 1/8 cup	1/2 slice 1/2 serving 1/4 cup  1/2 cup 3/4 cup 1/8 cup	1 slice 1 serving 1/2 cup  1 cup 1 1/4 cup 1/4 cup

1. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
2. For children age one – must be unflavored whole milk.  
For children two through five years – must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk.  
For children six years and older – must be unflavored or flavored low-fat (1 percent) or fat-free (skim) milk.
3. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
4. A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
5. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
6. At breakfast, meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains (one serving).
7. Beginning October 1, 2021, ounce equivalents will be used to determine the quantity of creditable grains.
8. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).
9. At lunch and supper, no more than 50% of the meat/meat alternate requirement can be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.
10. The serving size for lean meat, poultry, or fish is the edible portion as served.
11. Alternate protein products must meet the requirements in Appendix A of Part 226.
12. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
13. At snack, select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
14. Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is 1/4 cup for children ages 1-2; 1/3 cup for children ages 3-5; and 3/4 cup for children ages 6-18.

## **CCFP Meal Pattern for Children *(continued)***

Child care providers have the unique opportunity to ensure healthy eating habits are developed early and promote wellness to all children in their care.

### **Fluid Milk:**

- After the child's first birthday and prior to the second birthday, whole milk must be served.
- After the child's second birthday, lowfat (1%) or fat-free milk must be served.
- Flavored milk is not allowed for children under the age of six. Children ages six and older may be served lowfat or fat-free flavored milk.
- The type(s) of milk served must be noted on the menu (fat content and unflavored or flavored).

### **Vegetable or fruit or juice:**

- Vegetable or fruit juice must be full-strength, pasteurized, and 100% juice. Unless orange or grapefruit juice, it should also be fortified with 100% or more of Vitamin C.
- Fruit juice must not be served more than once a day.
- One cup of leafy greens counts as  $\frac{1}{2}$  cup of vegetables.
- Less than  $\frac{1}{8}$  cup of vegetables and fruits may not be counted to meet the vegetable and/or fruit component.
- At lunch and supper, one vegetable and one fruit *or* two different vegetables may be served (two fruits may not be served to meet this requirement).

### **Grains:**

- Grain foods must be whole grain, enriched, or made from whole grain or enriched meal or flour. Bran and germ are counted as enriched or whole-grain meals or flours. Corn masa and masa harina are considered whole grain-rich. Corn flour, corn meal, and other corn products must be whole or treated with lime (nixtamalized) to be considered whole grain-rich.
- At least one serving per day, across all eating occasions, must be whole grain-rich. 100% whole grain strongly encouraged. This must be noted on the menu (e.g. "whole grain bread" or "WG Bread" or "WGR crackers").
- Only ready-to-eat and cooked breakfast cereals containing 6 grams (g) of sugar or less per dry ounce may be served (refer to the Florida WIC Approved Cereal List).
- Prepackaged grain products must have enriched flour or meal or whole grains as the first ingredient listed on the package.
- Grain-based desserts (e.g. cookies, donuts, granola bars) do not count towards meeting the grains requirements.

### **Meat or meat alternate:**

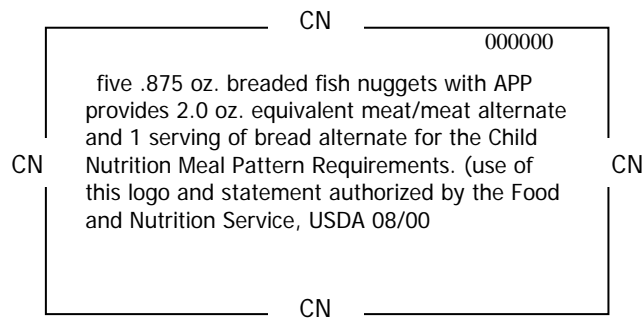
- Commercially processed combination foods (convenience entrees – frozen or canned) must have a CN Label or manufacturer's Product Formulation Statement stating the food component contribution to the meal pattern.
- A serving of cooked dry beans or peas may count as a vegetable or as a meat alternate, but not as both components in the same meal.
- Yogurt must not contain more than 23 g of total sugars per 6 ounces (15 g per 4 ounces or 3.8 g per ounce).
- At breakfast, meat/meat alternates *may* be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat/meat alternate is equal to one ounce equivalent of grains (one serving).

**\*\*Please note that donated foods cannot be used to contribute to the meal pattern requirements\*\***

# Child Nutrition (CN) Labeling and Product Formulation Statements

Main dish combination products that are commercially processed such as ravioli, beef stew, spaghetti with meat sauce, egg rolls, pizza, chicken nuggets, fish sticks, etc. must contain a CN Label or Product Formulation Statement to show that the product contains sufficient quantities of meat/meat alternate, grains/breads, and/or vegetables/fruit to meet the meal pattern. Otherwise, it may not be counted towards a reimbursable meal.

## Example of a CN Label:



For a detailed explanation of CN Labeling visit the USDA Food and Nutrition Service (FNS) website at [www.fns.usda.gov/cnd/CNlabeling](http://www.fns.usda.gov/cnd/CNlabeling).

## Product Formulation Statement (or Manufacturer's Analysis Sheet):

- Can be obtained by calling the 1-800 number on the packaging of the food item
- Can usually be faxed or mailed from them to you
- Will differ from food manufacturer to food manufacturer
- Must contain a statement about the amount of meat/meat alternate, grain/bread, and/or vegetable or fruit component per serving
- Must be signed by an official of the manufacturer, not a salesperson

## If a CN Label or Product Formulation Statement Cannot Be Obtained:

A processed combination food may be used if another creditable ingredient is added in sufficient quantity to meet the meal pattern.

The added ingredient must:

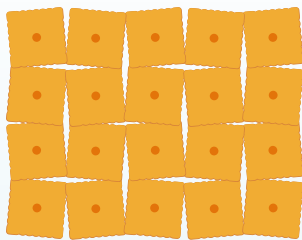
1. Be sufficient on its own to meet the meal pattern requirement, and
2. Be one of the ingredients already in the processed combination food or typically associated with the food being served. For example, beef chunks could be added to canned stew, ground beef could be added to spaghetti sauce, or shredded cheese could be added to pizza.

\*For your use in determining serving sizes, a CN Label and Product Formulation Statement Calculator is available on our website ([www.floridahealth.gov/ccfp/](http://www.floridahealth.gov/ccfp/)).

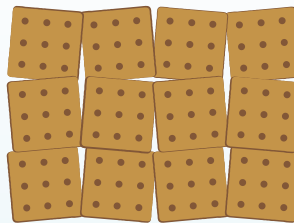
# Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

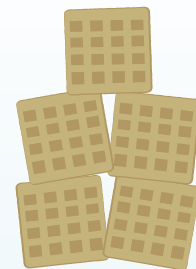
## How Much Is 1 Ounce Equivalent?



**20 cheese crackers**  
(1" by 1") = 1 oz. eq.



**12 thin wheat crackers**  
(1 ¼" by 1 ¼") = 1 oz. eq.



**5 woven whole-wheat crackers**  
(1 ½" by 1 ½") = 1 oz. eq.

## Using the Grains Measuring Chart


The Grains Measuring Chart on pages 2-4 tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements. To use this chart:

- Find the grain you want to serve under the "Grain Item and Size" column.
- Check if the chart lists a size or weight by the name of the grain. If the chart:
- Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

**Lists a weight** for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.

**Does not list a weight or size** for the grain, then you do not need to check the size or weight of the product before using the chart.

**Lists a size** for the grain, such as *about 1 ¼" by 1 ½"*, then check if the item is the same size, or larger than, this amount. See page 6.

 <b>Grain Item and Size</b>		<b>1- through 5-year-olds</b> at Breakfast, Lunch, Supper, Snack
<b>Grain Item and Size</b>		<b>Serve at Least</b> ½ oz. eq., which equals about...
<b>Pita Bread/Round</b> (whole grain-rich or enriched) at least 56 grams*		¼ pita or 14 grams
<b>Popcorn</b>		1 ½ cups or 14 grams
<b>Pretzel, Hard, Mini-Twist</b> (about 1 ¼" by 1 ½")**		7 twists or 11 grams

# Grains Measuring Chart for the Child and Adult Care Food Program



## Grain Item and Size

## Age Group and Meal

**1- through 5-year-olds**  
at Breakfast, Lunch,  
Supper, Snack

**6- through 18-year-olds**  
at Breakfast, Lunch,  
Supper, Snack  
**Adults** at Snack only

**Adults** at Breakfast,  
Lunch, Supper

**Serve at Least**  
**½ oz. eq.,** which equals  
about...

**Serve at Least**  
**1 oz. eq.,** which equals  
about...

**Serve at Least**  
**2 oz. eq.,** which  
equals about...

**Bagel** (entire bagel)  
at least 56 grams\*

¼ bagel or 14 grams

½ bagel or 28 grams

1 bagel or 56 grams

**Bagel, Mini** (entire bagel)  
at least 28 grams\*

½ bagel or 14 grams

1 bagel or 28 grams

2 bagels or 56 grams

**Biscuit** at least 28 grams\*

½ biscuit or 14 grams

1 biscuit or 28 grams

2 biscuits or 56 grams

**Bread** (whole grain-rich or  
enriched) at least 28 grams\*

½ slice or 14 grams

1 slice or 28 grams

2 slices or 56 grams

**Bun or Roll** (entire bun  
or roll) at least 28 grams\*

½ bun/roll or 14 grams

1 bun/roll or 28 grams

2 buns/rolls or 56 grams

**Cereal Grains** (barley,  
bulgur, quinoa, etc.)

¼ cup cooked or  
14 grams dry

½ cup cooked or  
28 grams dry

1 cup cooked or  
56 grams dry

**Cereal, Ready-to-Eat:**  
**Flakes or Rounds**

½ cup or 14 grams

1 cup or 28 grams

2 cups or 56 grams

**Cereal, Ready-to-Eat:**  
**Granola**

⅓ cup or 14 grams

¼ cup or 28 grams

½ cup or 56 grams

**Cereal, Ready-to-Eat:**  
**Puffed**

¾ cup or 14 grams

1 ¼ cup or 28 grams

2 ½ cups or 56 grams

**Corn Muffin**  
at least 34 grams\*

½ muffin or 17 grams

1 muffin or 34 grams

2 muffins or 68 grams

**Cracker, Animal**  
(about 1 ½" by 1")\*\*

8 crackers or 14 grams

15 crackers or 28 grams

30 crackers (~1 cup)  
or 56 grams

**Cracker, Bear-Shaped,**  
**Sweet** (about 1" by ½")\*\*

12 crackers (~¼ cup)  
or 14 grams

24 crackers (~½ cup)  
or 28 grams

48 crackers (~1 cup)  
or 56 grams

**Cracker, Cheese, Square,**  
**Savory** (about 1" by 1")\*\*

10 crackers or 11 grams

20 crackers (~⅓ cup)  
or 22 grams

40 crackers (~⅔ cup)  
or 44 grams

**Cracker, Fish-Shaped**  
**or Similar, Savory**  
(about ¾" by ½")\*\*

21 crackers (~¼ cup)  
or 11 grams

41 crackers (~½ cup)  
or 22 grams

81 crackers (~1 cup)  
or 44 grams



\*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

\*\*Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

# Grains Measuring Chart for the Child and Adult Care Food Program

 <b>Grain Item and Size</b>	<b>Age Group and Meal</b>		
	<b>1- through 5-year-olds</b> at Breakfast, Lunch, Supper, Snack	<b>6- through 18-year-olds</b> at Breakfast, Lunch, Supper, Snack <b>Adults</b> at Snack only	<b>Adults</b> at Breakfast, Lunch, Supper
	<b>Serve at Least</b> <b>½ oz. eq.,</b> which equals about...	<b>Serve at Least</b> <b>1 oz. eq.,</b> which equals about...	<b>Serve at Least</b> <b>2 oz. eq.,</b> which equals about...
<b>Cracker, Graham</b> (about 5" by 2 ½")**	1 cracker or 14 grams	2 crackers or 28 grams	4 crackers or 56 grams
<b>Cracker, Round, Savory</b> (about 1 ¾" across)**	4 crackers or 11 grams	7 crackers or 22 grams	14 crackers or 44 grams
<b>Cracker, Saltine</b> (about 2" by 2")**	4 crackers or 11 grams	8 crackers or 22 grams	16 crackers or 44 grams
<b>Cracker, Thin Wheat, Square, Savory</b> (about 1 ¼" by 1 ¼")**	6 crackers or 11 grams	12 crackers or 22 grams	23 crackers or 44 grams
<b>Cracker, Woven Whole-Wheat, Square, Savory</b> (about 1 ½" by 1 ½")**	3 crackers or 11 grams	5 crackers or 22 grams	10 crackers or 44 grams
<b>Croissant</b> at least 34 grams*	½ croissant or 17 grams	1 croissant or 34 grams	2 croissants or 68 grams
<b>English Muffin</b> (top and bottom) at least 56 grams*	¼ muffin or 14 grams	½ muffin or 28 grams	1 muffin or 56 grams
<b>French Toast Stick</b> at least 18 grams*	2 sticks or 35 grams	4 sticks or 69 grams	8 sticks or 138 grams
<b>Grits</b>	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
<b>Melba Toast</b> (about 3 ½" by 1 ½")**	2 pieces or 11 grams	5 pieces or 22 grams	8 pieces or 44 grams
<b>Muffin and Quick Bread</b> (banana, etc.) at least 55 grams*	½ muffin/slice or 28 grams	1 muffin/slice or 55 grams	2 muffins/slices or 110 grams
<b>Oatmeal</b>	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
<b>Pancake</b> at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams



\*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

\*\*Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

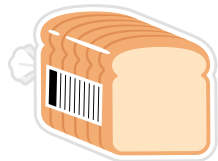
# Grains Measuring Chart for the Child and Adult Care Food Program

 <b>Grain Item and Size</b>	<b>Age Group and Meal</b>		
	<b>1- through 5-year-olds</b> at Breakfast, Lunch, Supper, Snack	<b>6- through 18-year-olds</b> at Breakfast, Lunch, Supper, Snack <b>Adults</b> at Snack only	<b>Adults</b> at Breakfast, Lunch, Supper
	<b>Serve at Least</b> <b>½ oz. eq.</b> , which equals about...	<b>Serve at Least</b> <b>1 oz. eq.</b> , which equals about...	<b>Serve at Least</b> <b>2 oz. eq.</b> , which equals about...
<b>Pasta</b> (whole grain-rich or enriched, all shapes)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
<b>Pita Bread/Round</b> (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams	½ pita or 28 grams	1 pita or 56 grams
<b>Popcorn</b>	1 ½ cups or 14 grams	3 cups or 28 grams	6 cups or 56 grams
<b>Pretzel, Hard, Mini-Twist</b> (about 1 ¼" by 1 ½")**	7 twists (~⅓ cup) or 11 grams	14 twists (~⅔ cup) or 22 grams	27 twists (~1 cup) or 44 grams
<b>Pretzel, Hard, Thin Stick</b> (about 2 ½" long)**	16 sticks or 11 grams	31 sticks or 22 grams	62 sticks or 44 grams
<b>Pretzel, Soft</b> at least 56 grams*	¼ pretzel or 14 grams	½ pretzel or 28 grams	1 pretzel or 56 grams
<b>Rice</b> (all types)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
<b>Rice Cake</b> at least 8 grams*	1 ½ cakes or 11 grams	3 cakes or 22 grams	5 ½ cakes or 44 grams
<b>Rice Cake, Mini</b> (about 1 ¾" across)**	7 cakes or 11 grams	13 cakes or 22 grams	25 cakes or 44 grams
<b>Taco or Tostada Shell, Hard</b> at least 14 grams*	1 shell or 14 grams	2 shells or 28 grams	4 shells or 56 grams
<b>Tortilla, Soft, Corn</b> (about 5 ½")**	¾ tortilla or 14 grams	1 ¼ tortillas or 28 grams	2 ½ tortillas or 56 grams
<b>Tortilla, Soft, Flour</b> (about 6")**	½ tortilla or 14 grams	1 tortilla or 28 grams	2 tortillas or 56 grams
<b>Tortilla, Soft, Flour</b> (about 8")**	¼ tortilla or 14 grams	½ tortilla or 28 grams	1 tortilla or 56 grams
<b>Waffle</b> at least 34 grams*	½ waffle or 17 grams	1 waffle or 34 grams	2 waffles or 68 grams



\*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

\*\*Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.



## Using the Nutrition Facts Label

Some items on the Grains Measuring Chart may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

- Find the grain item and its minimum weight in the Grains Measuring Chart.

For example, the minimum weight for a pancake is at least 34 grams.

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
<b>Pancake</b> at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams

- Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size (usually provided as grams (g)). One serving of Brand P pancakes weighs 117 grams.

- Using the Nutrition Facts label, find how many items are in one serving. There are three pancakes in one serving of Brand P pancakes.

- If there is more than one of an item in a serving, you will need to divide to find the weight of each item. For example, the serving size of Brand P pancakes is three pancakes.

Divide the serving weight by the number of items in one serving to find the weight of each item.

### Brand P Pancakes

#### Nutrition Facts

4 servings per container  
Serving size **3 Pancakes** **117g**

Amount per serving	
<b>Calories</b>	<b>280</b>
% Daily Value*	
<b>Total Fat</b> 9g	<b>12%</b>
Saturated Fat 1.5g	<b>8%</b>
Trans Fat 0g	

$$\begin{array}{ccccc}
 \text{117 grams} & \div & \text{3 pancakes} & = & \text{39 grams per pancake} \\
 \text{Serving Weight} & & \text{Serving Size} & & \text{Weight of Each Item}
 \end{array}$$

**Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?**



**Yes:** Use the Grains Measuring Chart to see how much of your grain to serve to meet CACFP meal pattern requirements. In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each Brand P pancake weighs 39 grams, you may use the chart as a guide to the minimum serving amount.



**No:** Use another method to determine how much of a grain item to serve. See “What If My Grain Is Different?” on page 6 for more information.



# Are There Other Menu Planning Considerations?

If you serve an item that is larger, or weighs more, than what’s listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The Grains Measuring Chart can help make serving enough grains easier. However, the tools described under “What If My Grain Is Different?” can also help you determine how much of an item to serve to meet the meal pattern without serving more than what is needed.

## What If My Grain Is Different?

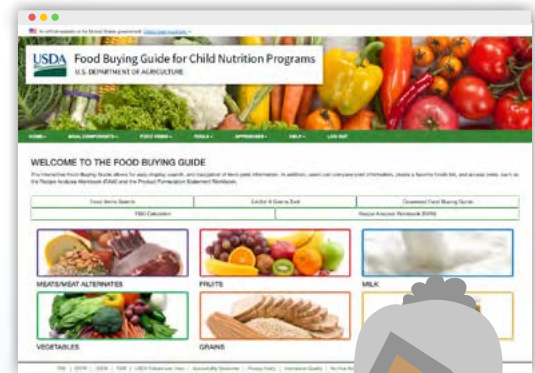
Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If so, you will need to use another way to tell how much to serve in order to meet CACFP meal pattern requirements. You could:

- Enter information from the Nutrition Facts label into the *Food Buying Guide for Child Nutrition Program’s (FBG) Exhibit A Grains Tool*.<sup>\*</sup> This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the *FBG Recipe Analysis Workbook (RAW)*<sup>\*</sup> to determine the ounce equivalents per serving for standardized recipes.

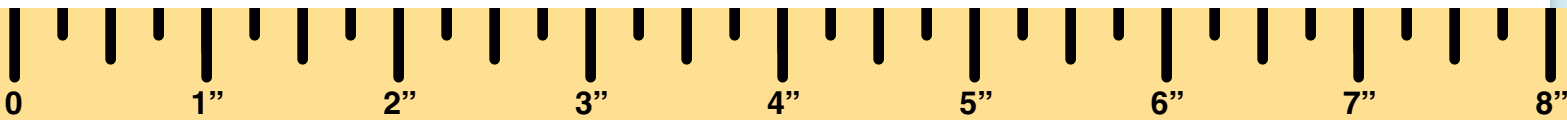
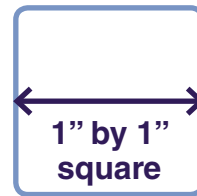
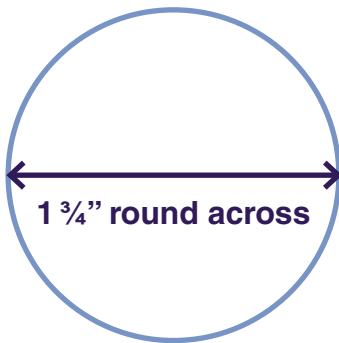
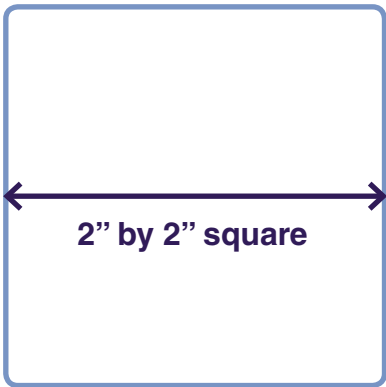
<sup>\*</sup>Available at <https://foodbuyingguide.fns.usda.gov>.



## Grains Measuring Tools

Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

**Guides appear as actual size when this worksheet is printed at 100% on standard 8 ½” by 11” paper.**



## **Exhibit A: Grain Requirements<sup>1,2</sup>**

<b>GROUP A</b>	<b>Ounce Equivalent (Oz Eq) for GROUP A</b>
<ul style="list-style-type: none"> <li>Bread type coating</li> <li>Bread sticks (hard)</li> <li>Chow Mein noodles</li> <li>Savory Crackers (saltines and snack crackers)</li> <li>Croutons</li> <li>Pretzels (hard)</li> <li>Stuffing (dry)</li> </ul> <p><i>Note: weights apply to bread in stuffing</i></p>	<p>1 oz eq (1 svg) = 22 gm or 0.8 oz  1/2 oz eq (1/2 svg) = 11 gm or 0.4 oz</p>
<b>GROUP B</b>	<b>Ounce Equivalent (Oz Eq) for GROUP B</b>
<ul style="list-style-type: none"> <li>Animal crackers</li> <li>Bagels</li> <li>Batter type coating</li> <li>Biscuits</li> <li>Breads (sliced, French, Italian)</li> <li>Buns (hamburger and hot dog)</li> <li>Egg roll skins</li> <li>English muffins</li> <li>Graham crackers (plain/honey)</li> <li>Pita bread</li> <li>Pizza crust</li> <li>Pretzels (soft)</li> <li>Rolls</li> <li>Tortillas</li> <li>Tortilla chips</li> <li>Taco shells</li> </ul>	<p>1 oz eq (1 svg) = 28 gm or 1.0 oz  1/2 oz eq (1/2 svg) = 14 gm or 0.5 oz</p>
<b>GROUP C</b>	<b>Ounce Equivalent (Oz Eq) for GROUP C</b>
<ul style="list-style-type: none"> <li>Cornbread</li> <li>Corn muffins</li> <li>Croissants</li> <li>Pancakes</li> <li>Waffles</li> </ul>	<p>1 oz eq (1 svg) = 34 gm or 1.2 oz  1/2 oz eq (1/2 svg) = 17 gm or 0.6 oz</p>
<b>GROUP D</b>	<b>Ounce Equivalent (Oz Eq) for GROUP D</b>
<ul style="list-style-type: none"> <li>Muffins (all, except corn)</li> </ul>	<p>1 oz eq (1 svg) = 55 gm or 2.0 oz  1/2 oz eq (1/2 svg) = 28 gm or 1.0 oz</p>
<b>GROUP E</b>	<b>Ounce Equivalent (Oz Eq) for GROUP E</b>
<ul style="list-style-type: none"> <li>French toast</li> </ul>	<p>1 oz eq (1 svg) = 69 gm or 2.4 oz  1/2 oz eq (1/2 svg) = 35 gm or 1.2 oz</p>
<b>GROUP F/G</b>	<b>Ounce Equivalent (Oz Eq) for GROUP F/G</b>
Grain-based desserts are not creditable.	
<b>GROUP H</b>	<b>Ounce Equivalent (Oz Eq) for GROUP H</b>
<ul style="list-style-type: none"> <li>Breakfast cereals (cooked)<sup>3</sup></li> <li>Bulgur or cracked wheat</li> <li>Cereal Grains (barley, quinoa, etc.)</li> <li>Macaroni (all shapes)</li> <li>Noodles (all varieties)</li> <li>Pasta (all shapes)</li> <li>Ravioli (noodle only)</li> <li>Rice (white or brown)</li> </ul>	<p>1 oz eq (1 svg) = 1/2 cup cooked  or 1 oz (28 g) dry</p>
<b>GROUP I</b>	<b>Ounce Equivalent (Oz Eq) for GROUP I</b>
<ul style="list-style-type: none"> <li>Ready to eat breakfast cereal (cold, dry)<sup>3</sup></li> </ul>	<p>Flakes &amp; rounds: 1 oz eq (1 svg) = 1 cup or 1 oz  1/2 oz eq (1/2 svg) = 1/2 cup or 0.5 oz</p> <p>Puffed cereal: 1 oz eq (1 svg) = 1.25 cups or 1 oz  1/2 oz eq (1/2 svg) = 3/4 cup or 0.5 oz</p> <p>Granola: 1 oz eq (1 svg) = 1/4 cup or 1 oz  1/2 oz eq (1/2 svg) = 1/8 cup or 0.5 oz</p>

- The following foods must be whole grain, whole grain-rich, or enriched. At least one serving per day must be 100% whole grain or whole grain-rich.
- Some of the following foods or their toppings/extras (such as cream cheese, syrup, etc.) may contain more sugar, salt and/or fat than others. This should be a consideration when deciding how often to serve them.
- Breakfast cereals are traditionally served as a breakfast item but may be served in meals other than breakfast. Cereals must contain no more than 6 grams of sugar per dry ounce and must be whole grain, enriched, or fortified. Refer to *Florida WIC-Approved Cereal List*.

## Child Care Food Program Meal Pattern for Infants

The Child Care Food Program (CCFP) provides aid to child care institutions and family day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children. Child care providers have a powerful opportunity to demonstrate healthy habits at an early age that can serve children throughout life.

To comply with CCFP regulations, the Infant Meal Pattern lists the amount of food to be offered to children from birth through the 11<sup>th</sup> month (their 1<sup>st</sup> birthday). **To support and encourage moms who breastfeed, meals containing breastmilk have different guidelines for reimbursement than meals containing formula.** Food within the meal pattern should be the texture and consistency appropriate for the age of the infant and may be served during a span of time consistent with the infant's eating habits. The infant meal must contain each of the following components in the amounts indicated for the appropriate age group in order to qualify for reimbursement.

Infant Meal Pattern Food Components:		Age Group and Serving Size:	
		Birth – 5 months:	6 – 11 months:
Breakfast and Lunch/Supper	Breastmilk <sup>1</sup> or formula <sup>2</sup>	4-6 fl. oz.	6-8 fl. oz.
	<i>*And one or more of the following:</i>		
	Infant cereal <sup>2,3</sup> , meat, fish, poultry, whole egg, cooked dry beans/peas		*0-4 Tbsp.
	Cheese		*0-2 oz.
	Cottage cheese		*0-4 oz. (volume)
	Yogurt <sup>4</sup>		*0-8 oz. (1 cup)
	<i>*And:</i>		
	Vegetable or fruit, or a combination of both <sup>6</sup>		*0-2 Tbsp.
Snack	Breastmilk <sup>1</sup> or formula <sup>2</sup>	4-6 fl. oz.	2-4 fl. oz.
	<i>*And one or more of the following:</i>		
	Bread <sup>3</sup>		*0-1/2 slice
	Crackers <sup>3</sup>		*0-2
	Infant cereal <sup>2,3</sup> or ready-to-eat cereal <sup>3,5</sup>		*0-4 Tbsp.
	<i>*And:</i>		
	Vegetable or fruit, or a combination of both <sup>6</sup>		*0-2 Tbsp.
<b>*NOTE: A SERVING OF THIS COMPONENT(S) IS REQUIRED WHEN THE INFANT IS DEVELOPMENTALLY READY TO ACCEPT IT.</b>			

1. Breastmilk or formula or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. 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 at a later time if the infant will consume more.
2. Infant formula and dry infant cereal must be iron-fortified.
3. Beginning October 1, 2021, ounce equivalents are used to determine the quantity of creditable grains.
4. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
5. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams of sucrose and other sugars per 100 grams of dry cereal).
6. Fruit and vegetable juices must not be served.

# CCFP Meal Pattern for Infants

## Guidelines to Follow

### **Breastmilk and/or Infant Formula:**

- Breastmilk or iron-fortified infant formula, or portions of both, must be served to infants birth through 11 months of age.
- Breastmilk is recommended in place of formula from birth through 11 months.
- 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. Additional breastmilk must be offered at a later time if the infant will consume more.
- Infant formula must be iron-fortified. Facilities must offer at least one infant formula. It is strongly encouraged to offer two; one milk-based and one soy-based.
- When a parent or guardian chooses to provide breastmilk or iron-fortified infant formula and the infant is consuming solid foods, the institution or facility must supply *all other required meal components* in order for the meal to be reimbursable.
- Meals in which a mother directly breastfeeds her infant at the institution or facility are eligible for reimbursement.

### **Fruits/vegetables:**

- Fruit and vegetable juices must not be served.
- A vegetable, fruit, or combination of both must be served at snack to 6-11 month old developmentally ready infants.

### **Grain/bread foods:**

- Grain/bread items (bread, soft tortilla, crackers, teething biscuit, ready-to-eat breakfast cereals) must be whole grain, enriched, or made from whole grain or enriched meal or flour.
- Only ready-to-eat breakfast cereals containing 6 grams of sugar or less per dry ounce may be served (Refer to the *Florida WIC-Approved Cereal List*).

### **Solid foods:**

- The gradual introduction of solid foods may begin at 6 months of age, or before or after 6 months of age if it is developmentally appropriate for the infant and in accordance with USDA/FNS guidance.
- Once an infant is developmentally ready to accept solid foods, the institution or facility is required to offer them to the infant.
- Must be of an appropriate texture and consistency and should only be introduced after consulting with the infant's parent or guardian.
- Parents or guardians should request in writing when an institution or facility should start serving solid foods to their infant.
- Can be either home-prepared baby foods or commercially prepared baby foods.
- Infant cereal must be iron-fortified.
- Do not serve honey or food that contains honey to infants less than one year of age - honey may contain botulinum spores, which can be harmful to infants.

## **Infant Formula**

The CCFP no longer maintains an Approved Formula List. To determine if an infant formula is creditable, follow the guidance below:

1. Infant formula must be iron-fortified and contain at least 1 milligram (mg) iron per 100 kilocalorie (calorie) serving, when prepared according to label directions.
2. Infant formula must be regulated by and meet the nutrient specifications set by the FDA. This means that formula purchased outside the U.S. is not likely to be regulated by the FDA and therefore is not creditable.
3. Infant formula must not be found on the FDA Exempt Infant Formula List (search for this title in your preferred search engine). If found on this list, the formula will only be allowed with a medical statement signed by a licensed physician.

An exempt infant formula is represented and labeled for use by infants who have inborn errors of metabolism or low birth weight, or who otherwise have unusual medical or dietary problems.

## Child Care Food Program Infant Feeding Form

**Child care facility: Please fill in facility name and formulas offered before distributing to parents.**

Child Care Facility Name:	
*Formulas offered at this facility:	
Milk-based:	
Soy-based:	

**This child care facility participates in the Child Care Food Program (CCFP) and is required to offer infant formula and food to your baby.** The CCFP provides reimbursement for healthy meals provided and served to your baby while in our care. Our child care staff have been trained in infant feeding practices and offer age appropriate foods for your baby.

We welcome breastfed babies and support and encourage moms to continue breastfeeding when returning to work or school. For formula fed infants, we offer the iron-fortified infant formulas listed above to babies in our care.

To qualify for reimbursement, infant meals and snacks must include, at a minimum, the following food components at appropriate age and developmental stages:

- ~ Breastmilk or iron-fortified infant formula (or a combination of both)
- ~ Iron-fortified infant cereal
- ~ A variety of texture-appropriate vegetables and fruits such as sweet potatoes, bananas, and peas.
- ~ A variety of texture-appropriate meat and meat alternates such as chicken, yogurt, and cheese.
- ~ Bread, crackers, Florida WIC-approved ready-to-eat cold cereals

Please be aware this child care facility:

- ~ Will offer all food components to each infant that is developmentally ready to accept them. Parents do not have to bring in any foods for their children.
- ~ Can feed solid foods to infants in a bottle only when a medical statement is provided.
- ~ May request parents to supply clean, sanitized and labeled bottles on a daily basis.
- ~ Requires the parent to label bottles of breastmilk or formula and containers of food that they provide with baby's name, date, and time of bottle or food preparation.

---

### Parents please complete the following:

Baby's full name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please check ☒ this box ☐ if your baby is breastfed. Please check if you plan to do one or both:

Provide pumped breastmilk ☐

Visit facility to nurse ☐

I understand that this child care facility will supply the above iron-fortified formulas for formula-fed infants up to 12 months of age and infant cereal and baby food for infants 6 months and older, according to the CCFP requirements.

I prefer to supply my own formula (write in name of \*formula): \_\_\_\_\_

**This facility has not requested or required me to provide infant formula or food.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

\*Please note: Early Head Start facilities provide the brand of formula you currently give your infant as well as all age-appropriate food

## Is Your Facility Breastfeeding Friendly?

### A facility that is Breastfeeding Friendly:

- Provides an atmosphere that welcomes and promotes breastfeeding as a normal method of feeding infants
- Helps mothers continue to breastfeed when they return to work or school
- Makes breastfeeding resources available to parents
- Feeds infants on cue and coordinates feeding times with parent's schedule
- Trains staff so they are able to support breastfeeding parents
- Has a written breastfeeding policy

**If you think your center or home is Breastfeeding Friendly, complete the following information and the self-assessment on the back.** Mail this completed form and a copy of your breastfeeding policy to the address below. Facilities that answer "Yes" to all six standards and whose policy supports breastfeeding will be designated as a Breastfeeding Friendly Child Care Facility. Facilities will be awarded a certificate and window cling to display at the center or home. The certificate expires after 2 years and you will need to complete another self-assessment at that time.

If your facility is not ready to apply yet and you would like more information on becoming a Breastfeeding Friendly Child Care Facility, contact us at the address below.

CCFP Authorization Number: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Sponsor Name (if applicable): \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of infants (under 12 months of age) currently in care: \_\_\_\_\_

### Contact Information:

Krista Schoen  
Florida Department of Health  
Bureau of Child Care Food Programs  
4052 Bald Cypress Way, Bin A-17  
Tallahassee, FL 32399  
Phone: 850-245-4323 FAX: 850-414-1622



## ***Breastfeeding Friendly Self-Assessment***

1. *Our facility provides an atmosphere that welcomes and promotes breastfeeding.* Yes\_\_\_ No\_\_\_

The facility encourages mothers to visit and breastfeed during the day, if their schedules permit. Facility employees are also encouraged to breastfeed their infants in care. There are breastfeeding posters on display and learning/play materials that promote breastfeeding (e.g. books that contain pictures of babies or animals nursing).

2. *Our facility helps mothers continue to breastfeed their babies when they return to work or school.* Yes\_\_\_ No\_\_\_

Parents are told about the facility's policies and services regarding breastfeeding. The facility's information packet for new families includes information on breastfeeding that is not provided by or produced by formula companies. There is a quiet comfortable place that mothers can feed their babies or express breast milk.

3. *Our facility has accurate written materials on breastfeeding topics available for all parents.* Yes\_\_\_ No\_\_\_

Staff is familiar with written materials and available community resources (support groups, La Leche League, lactation consultants, and local WIC agency) and refers moms as appropriate.

4. *Our facility feeds infants on cue and coordinates feeding times with the mother's normal schedule.* Yes\_\_\_ No\_\_\_

Breastfed babies do not receive food or drink (other than breast milk) unless indicated. Parents are asked what they want the facility to do if mom will be late and their baby is hungry or the supply of breast milk is gone.

5. *Our facility trains all staff so they are able to support breastfeeding.* Yes\_\_\_ No\_\_\_

Facility staff convey a positive attitude that moms can return to work and continue to breastfeed and that the facility can help them. Staff is trained about the benefits and normalcy of breastfeeding; the preparation, storage, and feeding of breast milk; and resources available for staff and parents.

6. *Our facility has a written policy that reflects the facility's commitment to breastfeeding.* Yes\_\_\_ No\_\_\_

Staff is familiar with the policy and it is available so that staff can refer to it.

### **Enclosed is a copy of our facility's Breastfeeding Policy.**

Name of Facility Director: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Breakfast Cereal

All cereals on this list are no more than 6g sugar per dry ounce\*

Cereals with ★ contain 51% or more whole grain. Please note, there may be additional cereals that meet the CCFP WG/WGR requirement.

GF = Gluten Free

### General Mills



- Cheerios ★ GF
- MultiGrain
- Blueberry Chex GF
- Cinnamon Chex GF
- Corn Chex GF
- Rice Chex GF
- Vanilla Chex GF
- Wheat Chex ★
- Wheaties ★
- Total Whole Grain ★
- Berry Berry Kix ★
- Honey Kix ★
- Kix ★
- Sesame Street Berry
- Sesame Street Cinnamon

### Kellogg's



- All Bran Complete
- Wheat Flakes ★
- Corn Flakes
- Crispix
- Special K Original
- Special K Banana
- Special K Protein
- Original Multi-Grain ★
- Special K Protein
- Honey Almond
- Ancient Grains ★
- Rice Krispies
- Frosted Mini Wheats:**
- Original ★
- Little Bites Original ★
- Little Bites
- Chocolate ★
- Blueberry ★
- Cinnamon Roll ★
- Strawberry ★
- Pumpkin Spice ★

### Post



- Great Grains:**  
Banana Nut Crunch ★    Crunchy Pecan ★
- Grape-Nuts ★ Grape-Nuts**  
Flakes ★
- Honey Bunches of Oats:**  
Honey Roasted    with Almonds    with Vanilla Bunches ★    Whole Grain Honey Crunch ★    Pecan & Maple Brown Sugar

### Malt O Meal



- Hot Wheat Original    Farina Original

### Quaker



- Instant Grits:**  
Original
- Instant Oatmeal:**  
Original ★
- Oatmeal Squares:**  
Brown Sugar ★    Cinnamon ★    Golden Maple ★    Honey Nut ★
- Life:**  
Original ★    Vanilla ★
- 3 Minutos ★**



- Frosted Mini Spooners ★



- Strawberry Cream Mini Spooners ★



- Crispy Rice GF

### Any Store Brand or Ralston Foods Brand of the following:

- Bran Flakes ★  
Corn Flakes  
Corn Squares, Biscuits, Crisps, or Bites  
Crisp Rice/Crispy Rice  
Crispy Hexagons (Corn & Rice)  
Essentially You/Toasted Rice  
Frosted Shredded Wheat/Frosted Wheat ★  
Instant Grits – Original/Regular  
Instant Oatmeal – Original/Regular ★ (11.8 oz.)  
Strawberry Frosted Shredded Wheat ★
- MultiGrain Flakes  
MultiGrain Medley, Tasteos, Spins, or Toasted Cereal ★  
Nutty Nuggets/Crunchy Nuggets/Crunchy Wheat ★  
Oat Crunch/Oat Wise/Oat Squares/Lively Oats  
Oats & More with Almonds/Almonds & Oats  
Oats & More with Honey/Honey & Oats  
Rice Squares, Biscuits, Crisps, or Pockets  
Toasted Oats/Tasteos/Toasted Oat Spins/Happy O's ★  
Wheat Flakes  
Wheat Squares, Biscuits, or Crisps ★

### Cream of Wheat or Rice



#### Cream of Rice:

- Stove Top & Instant GF

#### Cream of Wheat:

- Whole Grain ★    2½ minute, 1 minute & Instant

This document has been edited for use in the Florida Child Care Food Program

\*Please note, portion sizes listed on the label may vary. All cereals on this list meet the 6 grams sugar per dry ounce limit.

## Grains Requirements

All grains must be made with enriched or whole grain meal or flour.



A serving may contain whole grain or enriched bread, cornbread, biscuits, rolls, muffins, and other bread products; or whole grain, enriched, or fortified cereal grain, cooked pasta or noodle products, or breakfast cereal; or any combination of these foods.

*Whole Grains.* At least one serving per day, across all eating occasions of bread, cereals, and grains, must be 100% whole grain. This must be denoted on your menu (see *Documentation* below).

- *Breakfast cereals (including ready-to-eat cold and instant/regular hot cereals).* Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

- *Desserts.* Grain-based desserts such as cookies, brownies, granola bars, etc. do not count towards meeting the grains requirement.

- *Documentation.* The grain item on the menu must be documented when the item is whole grain. A *WG* may be used in front of grain items to indicate the item is whole grain.

- *Serving Size.* Serving sizes for grains have not changed with the new meal pattern. Serving sizes will change slightly in 2019 with the implementation of ounce equivalents.

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## Easy Whole Grain Swaps

White rice → Brown rice

White bread → 100% Whole wheat bread

Sugary cereal → 100% Whole grain cereal topped with fruit

Grits → Oatmeal

Pasta (refined/not whole grain) → 100% Whole wheat pasta

Cookies → 100% Whole grain crackers



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## Resources:

Nutrition and Wellness Tips: Build a Healthy Plate with Whole Grains:

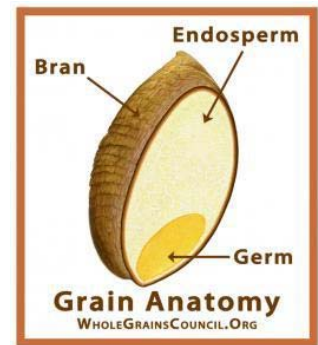
[www.fns.usda.gov/tn/nutrition-wellness-tips-young-children](http://www.fns.usda.gov/tn/nutrition-wellness-tips-young-children)

The Whole Grains Council: Search for 100% Whole Grain Stamped Products:

<https://wholegrainscouncil.org/find-whole-grains/stamped-products>

## Whole Grains Adapted from the Institute of Child Nutrition

Whole grains consist of the entire grain seed or kernel. The kernel has three parts – the bran, the germ, and the endosperm. Usually the kernel is cracked, crushed, or flaked during the milling process. If the finished product retains the same relative proportions of bran, germ, and endosperm as the original grain, it is considered a whole grain.



Identifying whole grain ingredients:

- The word “whole” listed before a grain, such as “whole wheat” or “whole corn;”
- The words “berries” and “groats” are used to designate a whole grain, such as “wheat berries” or “oat groats;”
- Rolled oats and oatmeal (including old fashioned, quick cooking, and instant oatmeal); and
- Other whole-grain foods that do not use the word “whole” in their description, such as brown rice, brown rice flour, wild rice, quinoa, millet, triticale, teff, amaranth, buckwheat, and sorghum.

Whole Grains*	Not Whole Grains
<ul style="list-style-type: none"> <li>• Amaranth</li> <li>• Barley (whole, hulled, or hull-less)</li> <li>• Bromated Whole-Wheat Flour</li> <li>• Bulgur</li> <li>• Buckwheat</li> <li>• Cracked Wheat</li> <li>• Crushed Wheat</li> <li>• Einkorn</li> <li>• Freekeh</li> <li>• Graham Flour</li> <li>• Millet</li> <li>• Quinoa</li> <li>• Rice (Brown, Black, Red, Wild)</li> <li>• Rye Berries (or whole rye)</li> <li>• Sorghum</li> <li>• Teff</li> <li>• Triticale</li> <li>• Wheat Berries</li> <li>• Whole Corn</li> <li>• Whole Durum Wheat Flour</li> <li>• Whole Farro</li> <li>• Whole Grain Barley</li> <li>• Whole Spelt</li> <li>• Whole Wheat Flour</li> <li>• Whole Wheat Pasta (Macaroni, Spaghetti, or other Whole Grains Noodles)</li> </ul>	<ul style="list-style-type: none"> <li>• All-Purpose Flour</li> <li>• Bread Flour</li> <li>• Bromated Flour</li> <li>• Cake Flour</li> <li>• Corn</li> <li>• Corn Grits</li> <li>• Degerminated Corn Meal</li> <li>• Durum Flour</li> <li>• Enriched Flour</li> <li>• Enriched Rice</li> <li>• Enriched Self-Rising Flour</li> <li>• Enriched Wheat Flour</li> <li>• Farina</li> <li>• Instantized Flour</li> <li>• Long-Grain White Rice</li> <li>• Pearled Barley</li> <li>• Phosphated Flour</li> <li>• Rice Flour</li> <li>• Rice (White)</li> <li>• Rye</li> <li>• Self-Rising Flour</li> <li>• Self-Rising Wheat Flour</li> <li>• Unbleached Flour</li> <li>• Wheat Flour</li> <li>• White Flour</li> </ul>

\*Bran and/or germ may also contribute to the whole grain requirements

## How to Identify a 100% Whole Grain Food

**Step 1:** Is this a creditable grain (made with whole grain or enriched flour)? Check the Creditable and Non-Creditable Grain Foods List. Note: If cereal – it must meet the sugar limit.

*If yes*, you can serve this grain, but continue to step 2 to see if it will meet the 100% whole grain per day requirement.

*If no*, find another grain product. A grain must be creditable to meet the 100% whole grain requirement.

**Step 2:** Is this a naturally occurring whole grain like brown rice, wild rice, or oatmeal? Check the whole grains list on the previous page.



*If yes*, you found a 100% whole grain and it will meet your 1 whole grain for the day requirement! You don't need to do steps 3 or 4.

*If no*, continue to step 3.

**Step 3:** Does the front of the package state "100% Whole Grain", "100% Whole Wheat", or have a 100% Whole Grain stamp?



*If yes*, you found a 100% whole grain and it will meet your 1 whole grain for the day requirement! You don't need to do step 4.

*If no*, continue to step 4.

**Step 4:** There is still a chance this is a 100% whole grain product. You must check the ingredients label. All of the grain ingredients must be whole grain.

Which items are 100% whole grain based on the ingredients?
<b>A) Bread</b> Ingredients: Wheat Flour, Malted Barley Flour, Soybean Oil, Salt, Honey, Wheat Starch, Thiamin, Niacin, Iron, Riboflavin, Folic Acid
<b>B) Tortilla</b> Ingredients: Whole Wheat Flour, Soybean Oil, Salt, Whole Corn, Starch, Wheat Starch
<b>C) Dry Cereal</b> Ingredients: Whole Corn Meal, Oats, Corn Starch, Canola Oil, Cinnamon, Brown Sugar
<b>D) Cracker</b> Ingredients: Whole Grain Brown Rice Flour, Sesame Seeds, Potato Starch, Safflower Oil, Quinoa Seeds, Flax Seeds, Salt
<b>E) Roll</b> Ingredients: Unbleached Enriched Wheat Flour, Sugar, Salt, Soybean Oil, Oat Bran, Yellow Corn Meal, Salt

Answer: b, c, and d are 100% whole grains because all grain ingredients are whole grain.

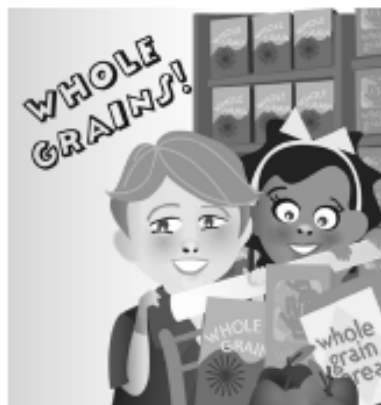
## Creditable and Non-Creditable Grains

Grain-based desserts are not creditable on the CCFP. The following chart lists creditable and non-creditable grain items. Non-creditable grain items cannot contribute towards a reimbursable meal, but may be served as an "extra" food on occasion. Program funds may not be used to purchase non-creditable items. Creditable grain items must be in the correct portion for the age group served (refer to Exhibit A-Grains Requirement) and must be whole grain, enriched, or made from whole grain or enriched meal or flour. Prepackaged products must have whole grain or enriched flour or meal as the first ingredient (or second after water). At least one serving per day, across all eating occasions, must be 100% whole grain or whole grain-rich.



### Non-Creditable

Brownies  
Cake (all varieties, frosted or unfrosted)  
Cereal Bar/Treat  
Cobbler/Fruit Crisp Cookies  
Cookies (all kinds)  
Doughnuts  
Fig Bar  
Fruit Turnover  
Grain Fruit Bar  
Granola Bar (all kinds)  
Honey Bun  
Oatmeal (more than 6 grams of sugar per dry ounce)  
Pastry  
Pop Tart  
Potato/Vegetable Chips (or puffs/straws/sticks)  
Ready-to-eat Cereal (more than 6 grams of sugar per dry ounce)  
Sweet Roll/Sticky Bun  
Tortilla chips—flavored<sup>2</sup>  
Wafers (chocolate, vanilla)



### Creditable Grains<sup>1</sup>

Animal Crackers (plain)  
Bagel/Bagel Chips  
Banana Bread (or other fruit/vegetable breads)  
Barley  
Batter or Bread Type Coating  
Biscuits  
Bread, Buns  
Bread Sticks (hard or soft)  
Bulgur or Cracked Wheat  
Cornbread/Corn Muffin  
Croissants  
Crepes  
Crackers (savory snack crackers, plain, cheese, peanut butter)  
Croutons  
Egg Roll Skins, Won Ton Wrappers  
English Muffin  
French Toast (slices or sticks)  
Graham Crackers (plain or honey, all shapes)  
Grits  
Muffins/Quick Bread  
Oatmeal (with 6 grams of sugar or less per dry ounce)  
Pancakes  
Pasta/Couscous/Macaroni/Noodles (all shapes)  
Pita Bread/Pita Chips  
Pizza Crust  
Pretzels (hard or soft)  
Quinoa  
Ravioli  
Ready-to-eat Cereal (6 grams of sugar or less per dry ounce)  
Rice  
Rolls  
Stuffing (dry)  
Tortillas/Arepa  
Tortilla Chips/Shells – unflavored<sup>2</sup>  
Waffles

1. Toppings and extras including brown sugar, butter, chocolate chips, cream cheese, honey, jelly, and syrup are a concentrated source of empty calories. They should be served in small portions and used minimally.

2. Tortilla chips with a flavor coating are not creditable. Only plain tortilla chips may be served.

## Crediting Combination Foods

Contractors must ensure acceptable documentation is maintained for combination food products such as pizza, chicken nuggets, macaroni and cheese, and sloppy joes. If the combination food is purchased from an outside food source such as a food distributor, grocery store, or caterer; a Child Nutrition (CN) Label or Product Formulation Statement (PFS) must be on file to serve the food as part of a reimbursable meal. If the combination food is made on-site, a standardized recipe must be on file.

### Required Documentation:

Documentation is required to show that the combination food has sufficient quantities of meat/meat alternate (M/MA), grains, vegetables, and/or fruit to meet the meal pattern. Otherwise, it may not be counted towards a reimbursable meal.

There are three forms of acceptable documentation:

- Child Nutrition (CN) Labels
- Product Formulation Statements (PFS)
- Standardized Recipes

### CN Labels:

A valid CN Label on a product communicates how the product contributes to USDA meal pattern requirements. Validity of CN Labels can be verified at:

<https://www.fns.usda.gov/cn/labeling/usdausdc-authorized-labels-and-manufacturers>.

- 1) Contractors must maintain original CN Label logo and crediting statement, or a photocopy or photograph of the original CN Label. Photocopies or photographs must be attached to the original product carton. Photocopies or photographs must be visible and legible.
- 2) A CN label with a watermark may be used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document.
- 3) If the original CN Label, or the valid photograph or photocopy of the original CN Label is not available, contractors may provide the Bill of Lading (invoice) containing the product name and:
  - A hard or electronic copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor.

### Product Formulation Statements (PFS):

If a valid CN Label is not available, the contractor must obtain a PFS.

- 1) PFS must be on signed letterhead that demonstrates how the processed product contributes to the meal pattern requirements.
- 2) Templates for documenting meal components are available on the FNS website at: <http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>.
- 3) PFS may be modified for various products contributing to more than one meal component. The crediting information for each meal component may be documented on the same PFS.
- 4) Creditable ingredients listed in the PFS must match a description in the **Food Buying Guide\*** for Child Nutrition Programs available at: <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>.
- 5) PFS should verify that the product's contribution to the meal pattern requirements is not greater than the serving size of the product (i.e., a 2.15 ounce beef patty may not credit more than 2.00 ounce M/MA).
- 6) PFS should assure that the creditable components are in the finished product.

## **Crediting Combination Foods, *continued***

### **Standardized Recipes:**

Standardized Recipes are recipes that have been carefully adapted and tested to ensure they will produce a consistent product every time they are used. USDA-created standardized recipes can be found at: <https://www.fns.usda.gov/tn/usda-standardized-recipe>. A standardized recipe will help ensure that the best possible food items are produced every time and shall include the following:

- Recipe title, category (main dish, vegetable, soup/salad)
- Ingredients, weight and volume
- Preparation instructions, cooking temperature
- Serving size, recipe yield
- Cooking and serving equipment

### **\*Food Buying Guide:**

The Food Buying Guide for Child Nutrition Programs has all the current information in one manual to help you and your purchasing staff:

- Buy the right amount of food and the appropriate type of food for your program(s)
- Determine the specific contribution each food makes toward the meal pattern requirements

## Milk Substitutions & Creditable Milks In the Florida Child Care Food Program

For children ages one and older, CCFP regulations require that each child's breakfast, lunch, and supper must include fluid milk to be eligible for reimbursement. Fluid milk may also be served as one of the two components of a snack.

**Creditable fluid milks include breastmilk, as well as pasteurized fluid types of cow or goat milk, lactose-free or lactose-reduced milk, UHT (Ultra High Temperature) milk, acidified or cultured milk, and organic milk.**

Non-dairy fluid milk substitutions may be served when requested in writing the by child's parent or guardian. The written request must identify the medical or special dietary condition that restricts the diet of the child, such as milk allergy or vegan diet. In order for the meal to be reimbursable, the non-dairy beverage must be nutritionally equivalent to fluid milk. Child care providers or parents may provide the non-dairy beverage.

### For Children Ages One through Five

**The following non-dairy (soy-based) beverages meet required nutritional standards for approved milk substitutions:**

- 8th Continent Soymilk Original
- Great Value Original Soymilk
- Silk Original Soymilk *Shelf Stable Only*
- Kikkoman Pearl Organic Soymilk Smart Original
- Sunrich Naturals Original Soymilk
- Westsoy Organic Plus Plain Soymilk
- Ripple Original Dairy Free Milk *Shelf Stable Only*

### For Children Ages Six and older

**The beverages listed above and the ones below meet required nutritional standards for approved milk substitutions:**

- 8th Continent Soymilk Vanilla
- Kikkoman Pearl Organic Soymilk Smart Creamy Vanilla
- Kikkoman Pearl Organic Soymilk Smart Chocolate
- Ripple Chocolate Dairy Free Milk *Shelf Stable Only*
- Ripple Vanilla Dairy Free Milk *Shelf Stable Only*
- Sunrich Naturals Vanilla Soymilk
- Westsoy Organic Plus Vanilla Soymilk
- Silk Very Vanilla Soymilk *Shelf Stable Only*
- Silk Chocolate Soymilk *Shelf Stable Only*

**Non-dairy beverages must meet the following specific nutritional standards to be considered nutritionally equivalent to milk.**

Nutrient	Requirement Per Cup	% of Reference Daily Intakes
Protein	8 grams	
Calcium	276 mg	About 28%
Vitamin A	500 IU	10%
Vitamin D	100 IU	25%
Magnesium	24 mg	6%
Phosphorus	222 mg	About 22%
Potassium	349 mg	10%
Riboflavin	.44 mg	About 26%
Vitamin B <sub>12</sub>	1.1mcg	About 18%

## Special Needs Meals in the CCFP

### Meal Modifications due to Disability or Preference

Reasonable modifications **must** be made for children with disabilities that restrict their diet. Section 504 of the Rehabilitation Act of 1973 defines a person with a disability as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such a disability, or is regarded as having such a disability. Major life activities are broadly defined and include, but are not limited to, eating, digestion, and feeding skills.

*Most physical and mental impairments will constitute a disability.* Examples of a disability may include diabetes, food allergy or intolerance, developmental delay, or autism.

A physical or mental impairment does not need to be life-threatening to constitute a disability. For example, a food allergy does not need to cause anaphylaxis to be considered a disability. A non-life-threatening allergy may be considered a disability and require a meal modification, if it impacts a major bodily function or other major life activity.

A child's impairment also may be considered a disability even if medication or other mitigating measures reduce the impact of the impairment.

CCFP institution/facilities that fail to make appropriate meal modifications for children with disabilities could be found in violation of Federal civil rights laws.

*CCFP institution/facilities must make reasonable modifications due to disability regardless of whether the participating facility prepares meals on site or receives catered meals.*

When substitutions are made and the meal pattern is *not* met, a medical statement is required and must be signed by a physician, physician's assistant (PA), or nurse practitioner (ARNP). Please note, institutions/facilities may not unduly delay providing the modification while awaiting the medical statement, but should begin providing a reasonable modification to keep the child safe.

*Meals with substitutions that meet all meal pattern requirements are reimbursable and no medical statement is needed.* A note from the parent/guardian should be on file. CCFP institutions/facilities are not required, but strongly encouraged, to make meal modifications due to parent or child preference.

### **Modifications Outside of the Meal Pattern**

When substitutions are made and the meal pattern is not met, a medical statement is required. In this situation, the medical statement must include the following:

- ☒ Description of the child's physical or mental impairment that restricts diet.
- ☒ An explanation of what must be done to accommodate the disability, e.g., listing food(s) to be omitted and the food(s) to be substituted or any necessary adaptive feeding equipment.
- ☒ Signature of a licensed physician, physician's assistant (PA), or nurse practitioner (ARNP).

A parent/guardian may supply *one or more* components of the reimbursable meal as long as the child care institution/facility provides at least one required meal component.

Institution/facilities *cannot require* parents to bring in the substitute(s).

## **Special Needs Meals in the CCFP**

### **Meal Modifications due to Disability or Preference**

#### **Modifications Within the Meal Pattern**

*Meals with substitutions that meet all meal pattern requirements are reimbursable and no medical statement is needed.* A note from the parent/guardian should be on file. CCFP institution/facilities are not required, but strongly encouraged, to make meal modifications due to parent or child preference.

Requests for modifications can be made due to preference (e.g. religious preference or vegetarianism). Institution/facilities are strongly encouraged to accommodate requests due to preference, but are not required to do so. For example, the child care institution/facility can substitute lactose-free milk in place of “regular” cow’s milk or substitute meat alternates for a child who does not eat meat.

A parent/guardian may supply *only one* component of the reimbursable meal as long as the child care institution/facility provides all other required components. Any parent-provided component must be creditable.

Institution/facilities *cannot require* parents to bring in a food substitute.

#### **Milk substitutions due to preference - soy milk:**

Child care institution/facilities *or* parents may provide a soy milk that is nutritionally equivalent to the fluid milk component of the meal pattern. For the meal to be reimbursable, the beverage must be listed on the current *CCFP Approved Milk Substitution List for Children Ages 1 and Older* on the CCFP website under Nutrition and Menu Planning/Special Dietary Needs at: [www.flhealth.gov/ccfp/](http://www.flhealth.gov/ccfp/)

The following must be maintained on file:

- ☒ A letter from the parent/guardian requesting a nutritionally equivalent soy milk is required if no medical statement is on file. The letter must state whether the parent/guardian or the center will provide the milk substitute.

If parent/guardian *prefers* to provide the approved soy milk, it must be in the original container and labeled with the child’s name. Institution/facilities cannot require parents to bring in the substitute.

All other milk substitutes (e.g., almond milk, rice milk, coconut milk): These milks are not nutritionally equivalent to fluid cow’s milk and require a medical statement to be served as part of a reimbursable meal.

*Institution/facilities are encouraged to contact the nutrition section at the state office at 850-245-4323 for assistance with meal modifications due to disability or preference.*

**Child Care Food Program  
Medical Statement for Meal Modifications**

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**Child care facility staff must complete the following information:**

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Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child Care Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Child Care Facility Director Name: \_\_\_\_\_

Dear Parent/Guardian and Recognized Medical Authority:

Reasonable modifications *must* be made for children with disabilities that restrict their diet. A person with a disability means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such a disability, or is regarded as having such a disability. Major life activities are broadly defined and include, but are not limited to, eating, digestion, and feeding skills. A physical or mental impairment does not need to be life threatening to constitute a disability. Examples of a disability may include diabetes, food allergy or intolerance, developmental delay, or autism.

When substitutions are made and the meal pattern is not met, a medical statement is required and must be signed by a physician, physician's assistant (PA), or nurse practitioner (ARNP).

Please return this completed form to the child care center. If you have any questions, you may contact the facility.

---

**A recognized medical authority must complete the following information:**

---

Describe the physical or mental impairment that restricts the child's diet:

\_\_\_\_\_

Foods to be Omitted:

Foods to be Substituted:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any textural modification, adaptive equipment, or other modifications required:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Physician or Recognized Medical Authority  
(For a disability – a Physician, PA, or ARNP must sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

---

**A parent or guardian must complete the following information:**

---

☐ Check box if request is regarding a religious or dietary *preference only* (medical authority signature not required)

I certify that this facility has not requested or required me to provide special food(s) for my child. I understand that my child care facility *is required* to provide special food(s) for children with disabilities. Requests for modifications due solely to preference are encouraged but not required.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_ Parent Phone Number: \_\_\_\_\_

## Meal Counts and Record Keeping Requirements

- Meal counts **MUST** be recorded daily, by the end of each day. Meal counts cannot be pre-recorded. Meals served but not recorded prior to a review visit will be disallowed and will not be reimbursed.
- If using a pre-planned/ scheduled menu, any changes or substitutions must be recorded by the end of each day. Menu and meal count records submitted must match the menus and names of children present during a home review visit. Meals will be disallowed if records do not match.
- CCFP will reimburse no more than 2 meals and 1 snack **OR** 2 snacks and 1 meal per child per day. Meal types must be approved and specified on the Provider Data Sheet. Providers must submit a new Provider Data Sheet if there are any changes to the meal types, meal days, and meal times.
- The “Weekly Meal Count and Attendance Worksheet” can be used on a temporary basis only.
- If a child has not attended your daycare for more than 30 days, the child must be **withdrawn**. This also applies to the children that are under your care during the Summer, Christmas Holidays, and Spring Break.
- Child Care Food Programs records must be kept for the current year plus 3 previous years.
- Make sure we always have your updated license information. As soon as you get a new one, send a copy to our office.

**If you are planning to be away from your child care home with the children during a meal service time, you must notify us in advance.**

### **Tiering**

The tier level of each day care home determines the amount of reimbursement the day care home receives for meals served. Providers may qualify for Tier I through school data, census data, or provider income data.

Providers who claim their own child/ren must complete a Provider Income Statement annually. Those who receive TANF

### **INCOME ELIGIBILITY GUIDELINES FOR TIER 1 MEALS**

Effective from July 1, 2021 to June 30, 2022

HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER MONTH	BIWEEKLY	WEEKLY
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
For each additional family member, add	+8,399	+700	+350	+324	+162

**Remember:** The total income before taxes, social security, health benefits, union dues, or other deductions, must be reported.

## **Food Safety**



### **Wash hands and surfaces often**

- Use warm water and soap for at least 20 seconds
- Wash your cutting boards, dishes, utensils, and counter tops with hot soapy water
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten.

### **Don't Cross-Contaminate**

- Use separate cutting boards and plates for produce and for meat, poultry, seafood, and eggs.
- Keep meat, poultry, seafood, and eggs separate from all other foods at the grocery.
- Keep meat, poultry, seafood, and eggs separate from all other foods in the fridge.

### **Cook to the right temperature**

- Use a food thermometer.
- Keep food hot after cooking (at 140 °F or above).
- Microwave food thoroughly (to 165 °F).

### **Refrigerate perishable foods within two hours**

- Cold temperatures slow the growth of illness causing bacteria. So, it's important to chill food promptly and properly

### **Freezing**

- You can freeze almost any food. That doesn't mean that the food will be good to eat – or safe.

### **Never thaw or marinate foods on the counter.**

- Many people are surprised at this tip. But since bacteria can multiply rapidly at room temperature, thawing or marinating foods on the counter is one of the riskiest things you can do when preparing food for your family.

### **Know when to throw food out.**

- You can't tell just by looking or smelling whether harmful bacteria has started growing in your leftovers or refrigerated foods.

### **Keep a working thermometer in your refrigerator and freezer.**

## Introducing New Foods to Young Children in the Child Care Setting

Children are often picky eaters during the preschool years, particularly if the food is a green leafy thing or a green round thing! Accepting and eating a wide variety of foods happens over a period of time. Introducing children to new foods, like vegetables, takes some creative menu planning and meal presentation. Here are some child-friendly tips to help introduce new foods in the child care setting.

### **Serve it**

Take the time to present food, especially new foods, to children in an appealing way. Children are naturally attracted to anything that is fun, colorful, or imaginative, so be creative with food presentation. Everyone is familiar with “ants on a log” made with celery, peanut butter, and raisins, but you could also try a “vegetable car” made with celery for the body and tomatoes for the wheels. Here are some other ideas:

- Cut vegetables into fun shapes and arrange them in the shape of an animal or cartoon character on an open faced sandwich.
- Provide children with an assortment of raw vegetables in different colors and shapes and let them make their own edible artwork.
- Appeal to their imagination by referring to vegetables with catchy names, such as “dinosaur broccoli trees” or “X-ray vision carrots.”



Try fixing vegetables in different ways too. Children may not like plain vegetables, but they may like them prepared a different way. For example, cut firm veggies such as carrots, parsnips, sweet potatoes, or turnips into thin slices and bake them in the oven with a little olive oil. They make a tasty alternative to potato chips. Or cut them into wedges and oven bake them as a healthier alternative to French fries.

### **Dip it**

Low-fat ranch dressing and cheese sauce are always popular choices, but try other dips and sauces as well:

- Spaghetti sauce
- Barbecue sauce
- Peanut butter
- Cream cheese
- Ketchup or mustard
- Gravy

Although some combinations of vegetables and dips might not appeal to adult taste buds, adding a dip may be just the thing to get a child to try a new veggie.

## **Hide it**

One way to assure that picky eaters get enough vegetables in their diet is to sneak vegetables into other foods they already like. Here are some ideas to try:

- Add finely sliced or shredded vegetables to a food children like well, such as rice or mashed potatoes.
- Include chopped vegetables in casseroles, mixed dishes, or sauces. For example, add finely chopped broccoli to meat loaf or lasagna, or add tiny pieces of cauliflower to spaghetti sauce.
- Include veggies in favorite desserts and treats, such as carrot muffins or zucchini brownies.
- Try serving a favorite pizza with a small amount of a new vegetable on it.
- Include shredded vegetables in soups.

## **Grow it**

Children take pride in something they plant, nurture, and harvest themselves, so try growing vegetables in the classroom. You can recycle containers such as yogurt cups or milk jugs as plant pots as long as a drainage hole is punched into the bottom. Let children grow easy plants such as lettuce, radishes, snow peas, cherry tomatoes, or carrots. When the vegetables are ready to harvest, they are sure to eat what they have grown themselves.

If possible, let children help prepare food also. This can be as simple as washing and tearing lettuce for a salad or stirring vegetables into a sauce. It's normal for kids to react with disgust when they see a new food on their plate. But when kids can see and touch the ingredients that go into a meal, they realize they aren't so scary to eat.

## **Model it**

"Monkey see, monkey do." Let children see you enjoying a variety of foods, including vegetables. Children love to imitate adults, so if they see that you like Brussels sprouts, they may decide that they do too! Let them know that you think vegetables are fun to eat and taste great as well.

Keep a low-key attitude when introducing new foods. Young children may only touch or smell a new food the first time they see it, or they may put it in their mouth and then take it out. It may take a few tries before they even take a bite. They will decide in their own time if they like the food or not and are ready to take a second and third bite.

Talking about foods helps too. Make it an adventure to learn about a new vegetable by reading a story book or learning about a new culture. Talk to children about the food's color, shape, aroma, and texture. And let children know that different foods are good for them and help them grow.

Finally, don't expect children to like everything. Everyone has food likes and dislikes. The main thing is to relax and rest assured that most children grow up to be adults who like a variety of foods. Just keep mealtime a fun and interesting experience.

## **Civil Rights**

**Why is Civil Rights Important?** To ensure equal access to the Child Care Food Program.

**Discrimination:** The act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes

**Six Protected Classes:** Race, Color, National Origin, Age, Sex, Disability

**Civil Right Assurances:** A civil rights assurance is incorporated in all agreements between the state agency and contractor in order to ensure that ALL children have access to the child nutrition programs. Agreements between sponsors and their facilities also include civil rights assurances.

**Public Notification System:** Display in a prominent place the “And Justice For All” poster (Does not pertain to Day Care Home Providers). Inform participants and prospective participants of their program rights and responsibilities and the steps necessary for participation. Include the nondiscrimination statement on all publications, including web sites, that inform the public about the CCFP. (Examples of where this is found: News Release, “And Justice for All” poster, “Building for the Future” letter, any CCFP materials provided to the public) At a minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information. Participants must be advised of their rights and the complaint procedures including how to file a complaint

### **Handling Complaints**

**-Right to File a Complaint:** Any person alleging discrimination based on race, color, national origin, age, sex, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

**-Complaints:** Written or verbal; Anonymous complaints should be handled as any other complaint. State agencies can develop complaint forms, but the use of such forms cannot be a prerequisite for acceptance of a complaint. A complaint can be made to any CCFP staff. All civil rights complaints must be forwarded to the appropriate Regional or FNS OCR Director. CCFP contractors have to notify the state agency of a civil rights complaint immediately

The USDA Program Discrimination Complaint Form can be found next to this presentation on the CCFP website, or at:  
[https://www.ascr.usda.gov/sites/default/files/Complain\\_combined\\_6\\_8\\_12\\_508\\_0.pdf](https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf)

**Compliance Reviews:** Civil rights compliance must be evaluated during: Pre-approval Reviews (Question on the pre-approval form and observation of practices), Post-award or Routine Compliance Reviews (Site, Sponsor and Provider Review Forms)

**Resolving Non-Compliance:** Noncompliance is a factual finding that any civil rights requirement, as provided by law, regulation, policy, instruction or guidelines, is not being adhered to by a contractor or its sponsored facilities. Noncompliance may be the result of: A review of civil rights compliance during routine reviews, A special review or An investigation. Once noncompliance is determined, steps must be taken to immediately obtain voluntary compliance. Continued noncompliance may lead to suspension or final termination

**Data Collection and Reporting:** Each contractor is required to collect racial/ethnic data and maintain the data on file for three years plus the current year. This information is reported on site/provider information forms and site/provider review forms. The purpose is to: Determine how effectively FNS programs are reaching potential eligible persons and beneficiaries; Identify areas where additional outreach is needed; Complete reports, as required

**Language Assistance:** Contractors have a responsibility to take steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP). LEP describes individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

**Reasonable Accommodations for Persons with Disabilities:** Americans with Disabilities Act – prohibits discrimination based on a disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services. This means that agencies must ensure persons with disabilities have: Program accessibility (phone, mail, etc.), Effective communication with agency staff, Easy access to the building itself

**Equal Opportunity for Religious Organizations:** Ensures a level playing field for the participation of faith-based organizations and other community-based organizations (FB/CBO) in USDA programs. Creates new opportunities to serve more people in need. USDA is

working to ensure that FB/CBO have equal access to USDA funding opportunities, especially those groups that have not partnered with the government before

**Good Customer Service:** Providing good customer service is key to avoiding the appearance or perception by anyone of unlawful discriminatory statements or actions

**Resolving Conflict:** Conflict comes about from differences - in needs, values and motivations. Sometimes through these differences we complement each other, but sometimes we will conflict. Conflict is not a problem in itself - it is what we do with it that counts. For more information on strategies to resolve conflicts

<http://www.crnhq.org/12-Skills-Summary.aspx?rw=c>

**Civil Rights Training:** All staff must receive training on all aspects of civil rights compliance on an annual basis, including: Effective public notification systems, Complaint procedures, Compliance review techniques, Resolution of noncompliance, Collection and use of racial/ethnic data, Requirements for language assistance, Requirements for reasonable accommodation of persons with disabilities, Customer service, Conflict resolution

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