The Child Care Resource Center is the oldest CACFP Sponsor in Northern Ohio! We base our Sponsorship on relationships and supporting our CACFP Providers through technical assistance, coaching and mentoring. We are able to wrap needed support services, training and program supports into our already robust CACFP Program.
Child Care Providers can join the CCRC's CACFP Program by completing an interest form on our website (www.ccrcinc.com) or by calling 440-242-0413 TODAY!

CACFP Family Child Care Home Provider Handbook

2024

child care
RESOURCE CENTER

Child Care Resource Center
5350 Oberlin Ave., Lorain Ohio 44053
440-242-0413
www.ccrcinc.com

Table of Contents

The Child Care Resource Center is the childcare resource and referral agency for Lorain, Erie, Huron, Sandusky and Seneca counties in North Central Ohio. Our CACFP program services all of North Central Ohio. The Child Care Resource Center is a private non-profit agency that is part of the statewide system of childcare resource and referral funded by the Ohio Department of Jobs & Family Services and other federal and local funders.

Vision:
The CCRC's vision is to be the community leader in transforming early care and learning in North Central Ohio ensuring every child has a high-quality learning experience and enters kindergarten ready to learn.

Mission
Partnering with families and educators to advance quality childcare and education.

Core Values
Every Interaction Matters **- Relationships**
Committed to expanding and sharing **- Knowledge**
Innovative in serving our community
Integrity in our daily interactions
Trust earned with every action

Please Note:
All CCRC CACFP forms and documents, including this handbook, may be found online at:
https://ccrcinc.com/professionals/child-and-adult-care-food-program/child-and-adult-care-food---fcc/cacfp-forms-and-resources---fcc.html

Visit our website at https://www.ccrcinc.com
Like the CCRC on Facebook at http://www.facebook.com/ChildCareResourceCenter

Additional contacts:
Ohio Department of Education (ODE)
CACFP Program Specialist
25 South Front Street MS 303
Columbus, OH 43215
(800) 808-6235 or (614) 466-2945

Ohio Department of Job and Family Services
Office of Family Assistance
30 E Broad Street
32nd Floor
Columbus, OH 43215
(614) 466-4815

Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20PComplaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1.mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

2.fax: (833) 256-1665 or (202) 690-7442; or

3.email: program.intake@usda.gov

This institution is an equal opportunity provider.

Basic Definitions and Abbreviations/Alphabet Soup

CA – Corrective Action
CACFP – Child and Adult Care Food Program
CAP – Corrective Action Plan
CCRC – Child Care Resource Center
CCSS – (CCRC's) Child Care Staffing Solutions
CCSM – Child Care Staff Member (ODJFS)
CDA – Child Development Associate (credential)
CN Label – Child Nutrition Label
DJFS – (county) Department of Job and Family Services
ELRO – Early Learning Resources Ohio
FNS – Food and Nutrition Services
IE or **IEA** – Income Eligibility Application
IEP – Individualized Education Plan
KidKare/Minute Menu – software program used to manage the CACFP
NDL – National Disqualified List
OCCRRA – Ohio Child Care Resource and Referral Agency
OCLQS -Ohio Childcare Licensing Quality System
ODE – Ohio Department of Education
ODJFS – Ohio Department Job and Family Services
OER – Office Error Report (shows information about your reimbursement/disallowances)
OPIN – Ohio Professional ID Number (used to login to the OPDN and register for workshops)
OWF – Ohio Works First
PFS – Product Formulation Statement
POS – Point of Service
Residential child – any child listed on your Income Eligibility Application as a member of your household
SD- Serious Deficiency
SFSP – Summer Food Service Program
SNAP – Supplemental Nutrition Assistance Program (formerly named Food Stamps)
SUTQ – Step Up to Quality, Ohio's quality rating system for early education programs
TANF – Temporary Aid to Needy Families
TA – Technical Assistance
TPL – Temporary Pandemic License
Tiering – a name for the way your CACFP reimbursement rate is decided
Type A Family Child Care – provider cares for no more than 12 children in their home. Type A are licensed by ODJFS.
Type B Family Child Care – provider cares for no more than 6 children in their home. Type B are licensed by ODJFS
USDA – United States Department of Agriculture
WIC – Women, Infants, and Children

NOTE: All regulations governing CACFP may be found in 7 CFR 226.

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

The Child and Adult Care Food Program (CACFP) is a federal program regulated by the United States Department of Education (USDA) that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. The Child Care Resource Center (CCRC) is a sponsor of the CACFP in Ohio for childcare programs.

Money for Food

The CACFP reimburses family childcare providers (licensed Type A and B) for as many as two meals and one snack, or two snacks and one meal, per enrolled child, per day. United States Department of Agriculture (USDA) meal pattern requirements must be met. All paperwork and recordkeeping must be completed in a timely manner. A change in reimbursement rates may take place each year in July.

Nutritious Food

The CACFP makes it possible for family childcare providers to offer a variety of healthy foods like fresh fruits and vegetables, meats and dairy products, whole grains, breads and cereals to the children in their care.

CACFP Training

- CACFP Onboard training before participating in the food program
  - This may be in-person or virtual for the Phase 1 Onboard Training. Final Onboard training is an in-person home visit.
- Yearly CACFP policies and procedures training (see point 5 of the Rights and Responsibilities of the Day Care Provider section of the permanent agreement)
  - The CCRC Annual Policy & Procedure Training is <u>free</u> to CCRC CACFP participants. This is a <u>mandatory</u> annual training. This training may be in-person or virtual.

CACFP Important Dates

3rd of each month – CACFP claims and paperwork due to CCRC Central Office
March – National CACFP Week observed
May – Provider Appreciation Day
June – Claims due early (due to ODE State Fiscal Shutdown)
July – New reimbursement rates effective
July – Income Eligibility Applications due to CCRC. These are completed in KidKare eForms.
October – New CACFP fiscal year begins
October 1 – September 30 – CACFP fiscal year
October – Providers may officially transition to the CCRC CACFP Program
December – Child enrollments expire annually. CCRC will send these out in **January** via KidKare eForms and they must be completed before the end of the month as all enrollments expire 12/31 annually.

Contacting the CCRC:
The CCRC's CACFP Monitors and Specialists are always available to answer questions and to offer technical assistance. Please call the CCRC Central Office in Lorain at 440-242-0413.

CCRC CACFP FCC Meal Call-Off, Weekend Care and Claim Due Date

Call-off Policy

Providers ***must*** notify the CCRC if you will not be serving a regularly scheduled meal.

- Code meals off in your KidKare calendar (preferred)
- Call the CCRC at (440) 242-0413 and leave a message for your monitor (available 24/7)

Weekend Care

Providers must notify the CCRC if you are serving meals on weekends, per ODE. This should be done prior to the date of service. You can notify your CACFP Monitor annually, monthly or weekly as it applies. If you have notified us as your CACFP Sponsor that you are claiming weekends, and have no children on a Saturday or Sunday, you must use the call-off policy.

***Please, do not email or call/leave a message on any other number or voicemail about meal call-offs or weekend service.*

Claim Due Dates

Claims are due on the 3rd of each month unless the 3rd falls on a weekend or holiday, in which case the claim will be due by the next business day. All claim support paperwork, including any child enrollments and weekend forms, are due by the 3rd of each month. For example, January's claim and any claim support paperwork would due by February 3rd.

Ohio Child and Adult Care Food Program
Sponsoring Organization and Family Day Care Home Provider
Permanent Agreement

Instructions: This agreement must be completed and signed by the provider and a representative of the sponsoring organization. A copy must be kept at the sponsoring agency and a copy is to be returned to the provider for their records.

This agreement is entered into this _____day of _____, 20____by and between

_____, of _____, and
Sponsoring Organization Name *Sponsor Address*

_____, of _____.
Provider Name Provider Address

This agreement specifies the rights and responsibilities of the Sponsoring Organization and the Family Day Care Home Provider as participants in the Child and Adult Care Food Program (CACFP) administered through the Ohio Department of Education (ODE).

RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION

In accordance with Child and Adult Care Food Program Regulations, the sponsoring organization agrees to:

1. Administer the CACFP Family Day Care Program in accordance with Federal Regulations 7CFR 226 and as specified in USDA Food and Nutrition Services and State Agency handbooks, instructions and guidance.

2. Train providers in program requirements before provider begins participation in the CACFP and offer additional training sessions at times and places that are convenient to providers. Respond to a provider's request for technical assistance.

3. Assure that each provider attends CACFP training at least once during the fiscal year. At minimum, annual training content must include the following topics: CACFP meal pattern requirements, reimbursement process, accurate meal counts, claims submission and recordkeeping.

4. Provide all required CACFP recordkeeping forms to the provider.

5. Evaluate menus served, meal counts and other required provider records to determine if a valid claim was submitted.
6. Use, at minimum, the following oversight tools to assess provider's records and avoid improper payments: standard review elements, edit checks, enrollment forms, five-day reconciliations of meal counts and household/parent contact.

7. Determine which day care homes under its sponsorship are eligible at Tier 1 homes by school data, census data or income eligibility data. Verify income information and update tier designations for all providers as needed or required.

8. Inform Tier 2 providers of the three options available to qualify income eligible children for Tier 1 meal rates. On request from the Tier 2 provider, the sponsor will collect income eligibility applications and determine income eligibility of enrolled children and/or identify categorically eligible children for Tier 2 rates. The three options are: 1) the sponsor will not collect income eligibility applications on enrolled children and all meals will be reimbursed at the Tier 2 rate of reimbursement; 2) the sponsor will distribute income eligibility applications to households of all enrolled children and collect forms to determine meal reimbursement based on family income; and 3) the sponsor will collect income eligibility data only on enrolled children based on their participation in an expanded or categorical eligible program.

9. Keep enrolled children's household income eligibility information confidential from providers and limit the use of such information to persons directly involved with the administration of the CACFP.

10. Reimburse the provider within five working days, after receiving reimbursement from ODE, the full food service rate set by the U.S. Department of Agriculture based on the tier designation for each allowable meal served to enrolled children in an approved day care home. Reimbursement will not be requested for invalid provider claims.

11. Charge no fee to the provider for CACFP services.

12. Monitor each provider at least three times per CACFP fiscal year during hours of child care operation and, at minimum, review meal service records, observe a meal service and provide CACFP nutrition related technical assistance. These monitoring reviews must meet the following criteria: a) at least two of the three monitoring reviews must be unannounced; b) one unannounced review must include the observation of a meal service; c) no more than six months may elapse between each review; d) new providers must be reviewed within the first four weeks of CACFP operation. The sponsor may exercise the option of averaging monitoring reviews.

13. Declare a provider seriously deficient if findings meet established serious deficiency criteria. Follow serious deficiency process as defined in the CACFP regulations. Provide opportunity for provider to request an administrative review (appeal) if a notice to propose to terminate and disqualify or if a notice of suspension due to imminent threat to health and safety is issued.

14. Establish and inform providers of the due date in which they must submit their monthly meal documentation.

15. Restrict transfers of day care homes between sponsoring organizations to October, except under extenuating circumstances, such as termination of the sponsoring organization's agreement. Allow providers to change sponsoring organizations at any time if they have not submitted a claim during the current program year.

16. Assure all meals claimed for reimbursement are served to enrolled children without regard to race, color, national origin, age, gender or disability.

17. Collect data, maintain records, submit reports as required to assure all nondiscrimination laws, regulations, policies, instructions and guidelines are followed for all entities receiving federal financial assistance.

RIGHTS AND RESPONSIBILITIES OF THE DAY CARE PROVIDER

In accordance with Child and Adult Care Food Program Regulations (CACFP), the provider agrees to:

1. Participate in the CACFP with only one sponsoring organization at a time.

2. Be a certified family day care provider or have alternate approval according to ODE guidelines and maintain and provide current documentation to support certification or alternate approval.
3. Maintain required child care child/staff ratios. Failure to do so could result in meal disallowance, serious deficiency determination, suspension and termination of Program agreement.

4. Serve meals to all enrolled children without regard to race, color, national origin, gender, age or disability.

5. Participate in CACFP training prior to participation in the program and at least annually (once per fiscal year) thereafter or as required by the sponsoring organization.

6. Keep accurate daily records of:

    a) The names of enrolled children present/daily attendance,
    b) The number of meals by type, served to enrolled children, and
    c) Menus for each meal that list the food served to enrolled children.

7. Record meal counts by the end of the day if 12 or fewer children are enrolled. Record meal counts at the point of service if more than 12 children are enrolled and/or if provider has been declared seriously deficient.

8. Serve meals for approved meal types and maintain menus that meet CACFP meal requirements for the ages of the children in care.
9. Offer parents of infants at least one type of iron fortified infant formula when caring for their infant. Have parents of infants under one year of age complete the Infant Meals Parent Preference Form indicating their preference of who will provide their infant's formula and food.

10. Comply with the recordkeeping requirements established in 226.18 (e) & (g) and 226.10 (d). Failure to maintain such records shall be grounds for the denial of reimbursement and could result in being declared seriously deficient.

11. Claim meals served to enrolled income eligible children, living in the provider's home only if enrolled children who live outside the provider's home are served the same meal at the same time.

12. Claim reimbursement for no more than two meals and one snack or two snacks and one meal for each enrolled child each day. The provider is not eligible to claim meals for non-enrolled children or for meals served to children in excess of the home's authorized capacity.

13. Claim only one meal per child at each meal service.

14. Serve meals to all enrolled children at no charge to parents.

15. Submit meal count records, menu records, new enrollment forms and other required documents to the sponsoring organization by the established due date each month. Failure to do so may result in loss of payment for the month.

16. Inform the sponsoring organization, without delay, about any change in claim status including but not limited to:

    a) The names of children added or dropped from enrollment
    b) The provider or home's certification, or approval status
    c) Provider name, address and phone number
    d) Income information as supplied for purposes of Tier I designation or income eligibility of own/residential children
    e) Changes in meal times, shifts, or days of operation

17. Notify the sponsoring organization in advance whenever planning to be away from the home during a meal service period.

18. Complete and sign a new permanent agreement when the provider's name or address changes.

19. Allow representatives of the sponsoring organization, ODE Auditor of State and the U.S. Department of Agriculture to enter the provider's home (announced or unannounced) to review CACFP operations. Visits will be made during the provider's normal hours of operation.
20. Claim Child and Adult Care Food Program reimbursement only for program meals approved by the state agency on the CACFP application and as updated locally by the sponsor and documented by valid child enrollment forms.

21. Follow the state agency's policy that restricts the transfer of day care home providers between sponsoring organizations to the month of October if the provider has submitted a claim during the current fiscal year. Day care home providers initiate this process, and the current sponsoring organization must sign and date the transfer form by October 31st for the transfer to be effective. A provider may change to another sponsoring organization if they have not submitted a claim with their sponsor during the current fiscal year. Family day care home providers are to initiate the change and the current sponsoring organization must complete the change form.

22. Return claim overpayments to sponsoring organization upon request if payment was made for an invalid claim. Failure to do so is cause for seriously deficient determination and could lead to termination of Program agreement.

23. Distribute a copy of sponsor letter to parents, when issued a propose to terminate letter or suspension, if requested by sponsoring organization.

24. Request an administrative review if the sponsoring organization issues a notice of proposed termination of the day

care homes Program Agreement, or if the sponsoring organization suspends participation due to health and safety concerns, in accordance with §226.6(1)(2).

Failure to comply with the above responsibilities could result in loss of reimbursement to the provider which could include suspension and or termination and disqualification of future participation. Either party may terminate this agreement to participate in the CACFP for cause or convenience with written notice.

CERTIFICATION: We certify to the best of our knowledge the information on this form is true and correct. We will comply with the rights and responsibilities outlined in this agreement. We understand this information is given in connection with receipt of federal funds and deliberate misrepresentation may subject us to prosecution under applicable state and federal criminal statutes.

Provider Signature	**Date**	**Birth Date (month, day, year)**

Sponsoring Organization Representative Signature	**Date**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf , from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) fax: (202) 690-7442; or (833) 256-1665
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider

BREAKFAST
Meal Pattern for Children and Adults

	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18[2] (at-risk afterschool programs and emergency shelters)	Adult
Food Components and Food Items[1]	**Minimum Quantities**				
Fluid milk[3]	4 fl oz	6 fl oz	8 fl oz	8 fl oz	8 fl oz
Vegetables, fruits, or portions of both[4]	¼ cup	½ cup	½ cup	½ cup	½ cup
Grains (oz eq)[5,6,7,8]	½ oz eq	½ oz eq	1 oz eq	1 oz eq	2 oz eq

[1] Must serve all 3 components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool and adult participants.

[2] Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

[3] Must be unflavored whole milk for children age 1. Must be unflavored low-fat (1%) or unflavored fat-free (skim) milk for children 2 through 5 years old. Must be unflavored low-fat (1%), flavored low-fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for children 6 years old and older and adults. For adult participants, 6 ounces (oz) (weight) or ¾ cup (volume) of yogurt may be used to meet the equivalent of 8 oz of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.

[4] Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at 1 meal, including snack, per day.

[5] At least 1 serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

[6] Meat and meat alternates may be used to meet the entire grains requirement a maximum of 3 times a week. One ounce of meat and meat alternates is equal to 1 ounce equivalent (oz eq) of grains.

[7] Refer to FNS guidance for additional information on crediting different types of grains.

[8] Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

LUNCH AND SUPPER

Meal Pattern for Children and Adults

	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18[2] (at-risk afterschool programs and emergency shelters)	Adult
Food Components and Food Items[1]	**Minimum Quantities**				
Fluid milk[3]	4 fl oz	6 fl oz	8 fl oz	8 fl oz	8 fl oz[4]
Meats/meat alternates Edible portion as served:					
Lean meat, poultry, or fish	1 oz eq	1½ oz eq	2 oz eq	2 oz eq	2 oz eq
Tofu, soy products, or alternate protein products[5]	1 oz eq	1½ oz eq	2 oz eq	2 oz eq	2 oz eq
Cheese	1 oz eq	1½ oz eq	2 oz eq	2 oz eq	2 oz eq
Large egg	½	¾	1	1	1
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp	4 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened[6]	4 oz or ½ cup	6 oz or ¾ cup	8 oz or 1 cup	8 oz or 1 cup	8 oz or 1 cup
The following may be used to meet no more than 50 percent of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 oz of nuts/seeds = 1 oz of cooked lean meat, poultry, or fish)	½ oz eq = 50%	¾ oz eq = 50%	1 oz eq = 50%	1 oz eq = 50%	1 oz eq = 50%
Vegetables[7,8]	⅛ cup	¼ cup	½ cup	½ cup	½ cup
Fruits[7,8]	⅛ cup	¼ cup	¼ cup	¼ cup	½ cup
Grains (oz eq)[9,10,11]	½ oz eq	½ oz eq	1 oz eq	1 oz eq	2 oz eq

LUNCH AND SUPPER - *Continued*
Meal Pattern for Children and Adults

[1] Must serve all five components for a reimbursable meal. Offer versus serve is an option for at risk afterschool and adult participants.

[2] Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

[3] Must be unflavored whole milk for children age 1. Must be unflavored low-fat (1%) or unflavored fat-free (skim) milk for children 2 through 5 years old. Must be unflavored low-fat (1%), flavored low-fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for children 6 years old and older and adults. For adult participants, 6 ounces (weight) or ¾ cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.

[4] A serving of fluid milk is optional for suppers served to adult participants.

[5] Alternate protein products must meet the requirements in Appendix A of 7 CFR Part 226.

[6] Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

[7] Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

[8] 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.

[9] At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

[10] Refer to FNS guidance for additional information on crediting different types of grains.

[11] Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

SNACK
Meal Pattern for Children and Adults

(Select 2 of the 5 components for a reimbursable snack)

	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18[2] (at-risk afterschool programs and emergency shelters)	Adult
Food Components and Food Items[1]	**Minimum Quantities**				
Fluid Milk[3]	4 fl oz	4 fl oz	8 fl oz	8 fl oz	8 fl oz
Meats/meat alternates					
Lean meat, poultry, or fish	½ oz eq	½ oz eq	1 oz eq	1 oz eq	1 oz eq
Tofu, soy product, or alternate protein products[4]	½ oz eq	½ oz eq	1 oz eq	1 oz eq	1 oz eq
Cheese	½ oz eq	½ oz eq	1 oz eq	1 oz eq	1 oz eq
Large egg	½	½	½	½	½
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp	2 Tbsp
Yogurt, plain or flavored unsweetened or sweetened[5]	2 oz or ¼ cup	2 oz or ¼ cup	4 oz or ½ cup	4 oz or ½ cup	4 oz or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ oz eq	½ oz eq	1 oz eq	1 oz eq	1 oz eq
Vegetables[6]	½ cup	½ cup	¾ cup	¾ cup	½ cup
Fruits[6]	½ cup	½ cup	¾ cup	¾ cup	½ cup
Grains (oz eq)[7,8,9]	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq	1 oz eq

[1] Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

[2] Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

[3] Must be unflavored whole milk for children age 1. Must be unflavored low-fat (1%) or unflavored fat-free (skim) milk for children 2 through 5 years old. Must be unflavored low-fat (1%), flavored low-fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for children 6 years old and older.

[4] Alternate protein products must meet the requirements in Appendix A of 7 CFR Part 226.

[5] Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

[6] Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

[7] 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.

[8] Refer to FNS guidance for additional information on crediting different types of grains.

[9] Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

(CACFP) Infant Meal Patterns

Infants	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Supper	4-6 fluid ounces breastmilk[1] or formula[2]	6-8 fluid ounces breastmilk[1] or formula;[2] and 0-½ ounce equivalent infant cereal;[2 3] or 0-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½ cup of yogurt;[4] or a combination of the above;[5] and 0-2 tablespoons vegetable or fruit, or a combination of both.[5 6]
Snack	4-6 fluid ounces breastmilk[1] or formula[2]	2-4 fluid ounces breastmilk[1] or formula;[2] and 0-½ ounce equivalent bread;[3 7] or 0-¼ ounce equivalent crackers;[3 7] or 0-½ ounce equivalent infant cereal;[2 3] or 0-¼ ounce equivalent ready-to-eat breakfast cereal;[3 5 7 8] and 0-2 tablespoons vegetable or fruit, or a combination of both.[5 6]

[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] Refer to FNS guidance for additional information on crediting different types of grains.

[4] Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

[5] A serving of this component is required when the infant is developmentally ready to accept it.

[6] Fruit and vegetable juices must not be served.

[7] A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

[8] Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

E-Forms (Electronic Forms)

E-Forms (Electronic Forms) are online documents in KidKare that replace paper forms. With this feature, you can send enrollment invitations directly to parents, track enrollment status, and complete annual child enrollment renewals. Providers that distribute Income Eligibility Applications (IEA) annually to their families will also use E-Forms for IEAs.

NOTE: Parents/Guardians *do not need an email address* for Providers to use E-Forms. Parents/Guardians are able to complete forms on-site in the childcare provider's home.

Enrolling New Children

Open KidKare-Home-My Children. Go to 'Add Child'. *Click drop down arrow (next to 'Add Child')*, select 'Send E-Forms'. Follow prompts to enroll and send parent invite. NOTE: It is easier to complete onsite. For additional information, please review the KidKare help page Enroll NEW child in KidKare or speak to your CCRC CACFP Monitor/Specialist. Providers will initiate the enrollment following these steps, send 'invitation' to parents, parents will complete enrollment application (preferably on-site at Provider's home using the folder paper icon) and submit. The bell will ring in the upper right corner, with a notification that a new enrollment or form document has been completed. Providers may also view this using the E-Forms from their toolbar, being certain the following filters are toggled blue: Not Started, In Progress and Needs Approval. Providers will click on the 'thumbs up' icon to "review and approve" or send back revision. Once the Provider approves, they will submit the e-form to the CCRC for final approval.

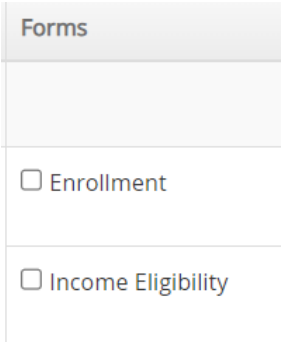
Annual Enrollment Renewal

USDA regulations state that all children enrolled in CACFP must annually be renewed. The CCRC does this process in early January of each year. This Enrollment Renewal process is ONLY completed using KidKare E-Forms.

The CCRC as your Sponsor sends out the invites to your parents/guardian for the annual re-enrollment process. Best practice, and the easiest process is for parent/guardians to complete this onsite, as is outlined above. If Providers have included an email, the parent/guardian will have the option of completing this at their home or workplace. They would create their own KidKare account, but this account will ONLY allow them to see their child(ren)'s information, nothing else. Parents/guardians will need to review and update their child(ren)'s info and schedule. Again, this is easier if completed on-site with the Provider. Once completed and submitted the Provider will review and approve as is outlined above. For additional support, please review the KidKare Help Page: KidKare Working with E-Forms. Once the Provider approves, they will submit the E-Form to the CCRC for final approval. The CCRC reviews & approves your approved E-Forms & the update is finalized.

Income Eligibility Application (IEA) using E-Forms

Providers whose enrolled families must submit an Income Eligibility Application, will need to complete these only by using KidKare E-Forms. These are completed with each new enrollment, for Tier 2 or Mixed Tier Providers, and updated annually.



Once the child enrollment 'invite' is sent, the parent/guardian will see the IEA in KidKare E-Forms. There will be two 'forms' to complete, 'enrollment' and 'income eligibility' (Tip: toggle both). See screenshot below. Both must be completed by the parent/guardian. When this is completed, the income eligibility form (IEA) will come directly to the CCRC, the Provider does not need to approve this as it is confidential. Parents/guardians do not need to submit proof of income. Providers will see their bell ringing to approve the enrollment form and submit to CCRC.

Providers requesting approval to claim residential children, must also complete an IEA using KidKare E-Forms. Please see the steps above. For additional support, please see your CCRC CACFP Monitor/Specialist.

What is Tiering?

Tiering is the way the CACFP's payment rate for each participating family childcare provider is decided. There are three tier levels:

- Tier I - highest rate of reimbursement
- Tier II - lower rate of reimbursement
- Tier II Mixed – combination of Tier 1 and Tier 2 rates

Your rate is determined for the first time at your sign up. Your tier may change if your income changes or if you move to a new address. Tiering is determined by school data, census data or household income. Your CCRC CACFP Monitor/Specialist will work with you to determine your tier level (reimbursement rate).

How is the decision made that I'm Tier I, Tier II or Tier II Mixed?

When you sign up for the CACFP, we will review your income eligibility for the first time, and you will be assigned a tier. After that, the CCRC will review your tier as follows:

Tier I by household income	submit an IEA in July or new enrollment
Tier I by school or census	every five years
Tier II mixed	submit an IEA in July or new enrollment

Submitting a Claim?

The Child Care Resource Center (CCRC) uses KidKare by Minute Menu for your Food Program claims and attendance. Monthly claims and any claim supporting paperwork records are **due to the CCRC by the 3rd of the following claim month**, unless the 3rd is a weekend or holiday, then they are due by the next business day. Failure to submit to your claim to the CCRC by the 3rd may result in a delay in your reimbursement and could lead to a Corrective Action.

One month per year ODE closes early for their fiscal audit and the CCRC will be required to process your claims earlier than the 3rd. Providers will be notified when this happens.

Required Monthly 'Paperwork'

- Daily Meal and Child Attendance Records – these are completed daily in KidKare.
- Enrollment Forms (as applicable). These forms need to be sent as a PDF if enrollment is completed manually and should be sent as soon as completed (not held until the claim is submitted). It is also important that the form is dated by the parent to match the DOE (Date of Enrollment).
- Weekend Form (if you serve on weekends)
- Re-activated Enrollments – only if a child that was previously enrolled and withdrawn has returned to your care. **NOTE**: Providers should not complete a NEW enrollment for any child previously withdrawn. The CCRC may re-activate the child, or Providers may print an enrollment form by using the 'Withdrawn' filter under 'My Children'. These forms need to be sent as a PDF to your CACFP Monitor/Specialist. These may also be completed using E-Forms, please speak to your CCRC CACFP Monitor/Specialist.
- Child In/Out Attendance must be recorded DAILY in KidKare.

The CCRC will always respond to all emails where required paperwork is attached. IF you do not receive confirmation, please contact your CCRC CACFP Monitor/Specialist immediately.

How Many Children Can I Care For? - Understanding Group Size (Ratio)

ALL CACFP programs must maintain group size/ratio as in outlined by the Ohio Department of Jobs and Family Services (ODJFS) family childcare licensing regulations.

ALL children in your care MUST be enrolled in CACFP. Failure to enroll all children, regardless of their age, payment status (private pay, subsidized/voucher or no pay) or relationship to you (relative children) is a violation of civil rights and could be cause for Corrective Action, Serious Deficiency or Termination.

Special Note About Infant Enrollment
If you care for infants, they must be enrolled in CACFP. Failure to enroll them is considered age discrimination and will result in non-compliance. Providers must list parent formula (or breastmilk) and the Provider's back-up formula in KidKare.

Using your Child Care Staff Member (CCSM)/Subs/Employee

A CCSM or your approved Substitute may administer your CACFP program and can be monitored by a CCRC CACFP Monitor/Specialist. Programs should notify the CCRC of any CCSM/Substitute changes. Additional adults in your home DOES NOT increase your Group/Ratio size. Providers must follow ODJFS regulations when using their CCSM/Substitute. For more specific information on CCSMs call your licensing specialist.

Multiple Shifts of Children
Different shifts of childcare may occur in your home under the following guidelines:

- No overlap of children.
- All times that meals and snacks are served must be listed clearly on the child's Enrollment Form.
- All group size requirements must be met for each shift.

Out of Group Size/Ratio Compliance
Providers must always follow the ODJFS licensing group size and ratio compliance. If a CCRC staff member, in the course of normal work duties or activities, becomes aware that a provider has exceeded the licensed group size, the CCRC is required to contact the Ohio Department of Job and Family Services to report the non-compliance. You may also receive a Corrective Action Notification from the CCRC. If you have questions or concerns about ratios, please call your CCRC CACFP Monitor/Specialist or your ODJFS Licensing Specialist.

Will I Have Any Help? - Technical Assistance, Home Visits, Newsletters and Other Communication

The Child Care Resource Center (CCRC) CACFP Sponsorship program is based on Provider relationships through personalized technical assistance, coaching and mentoring. We will visit new providers within 28 days after they begin claiming. Providers will receive a *minimum* of **three** Home Visits by the CCRC CACFP Home Visitor per fiscal year. **At least two visits will be unannounced.** (See point 12 of the Rights and Responsibilities of the Sponsoring Organization and point 19 of the Rights and Responsibilities of the Day Care Provider in the permanent agreement).

CACFP Technical Assistance and Support

As a sponsor of the Child and Adult Care Food Program, the CCRC is here to support you, including:

- CACFP paperwork and recordkeeping
- Menu Planning
- Nutrition, including help for parents
- Tips for getting children to try new foods
- Ideas to help you prepare low-cost meals
- Referral to other CCRC Specialists for program support as needed

The CCRC does not regulate family childcare businesses, we must report situations that pose an immediate threat to the health and safety of the children in your care. As a member of CACFP, you are expected to follow all Ohio ODJFS regulations applicable to family childcare homes. For more information about Ohio's childcare regulations, visit the ODJFS website http://jfs.ohio.gov/cdc/Licensing_Information.stm or call your county childcare Specialist.

HOME VISITS

When will my visits occur?

- The CCRC will visit **at least** 3 times during the CACFP fiscal year from (October 1-September 30).
    - Always email any permanent changes to your meal/snack times to your CCRC CACFP Monitor/Specialist. Meal time changes will take effect at the 1st of each month.
- Visits will be made during the provider's normal hours of operation. There is an allowable 15-minute window before and after your scheduled mealtime for your CACFP Monitor/Specialist to visit. For example, if your breakfast is at 8:30a, your visit may occur between 8:15a-8:45a

Call Off Policy

- Providers not serving a regularly scheduled meal/snack, must notify the CCRC. You may record specific meals off or days closed in your KidKare calendar or reach out to your Monitor/Specialist directly.
- If the Provider is not at home during a meal time visit, and there has been no meal call-off notification, the meal will be disallowed and corrective action may result.

What happens at a home visit?

The CCRC must see meals being served to enrolled and attending children. Your food program records will also be reviewed. This is a requirement of your participation in the Food Program (see points 5, 6 and 12 of Sponsoring Organization's Rights and Responsibilities in the Permanent Agreement and points 6, 7, 10 and 19 of the Rights and Responsibilities of the Day Care Provider).

- The Home Visitor needs to see children served a creditable meal at the scheduled time.
    - ❖ **Creditable Meal:** Food that may be counted toward meeting the requirements for a reimbursable meal.

When we come out on a visit, we will ask to see your milk. You must have on hand enough of the correct types of milks for ***ALL*** your age groups for ***ALL*** the meals/snacks* you are serving that day. If you use 2% milk for cooking, to serve your family, or for meals you do not claim, it is best practices to mark it clearly as "non-CACFP" or "family use only". If you are serving incorrect milk, you will be disallowed (receive no reimbursement) for that meal and all other meals for the time noted you have the incorrect fluid milk. You may also receive a Notice of Corrective Action (CA) and will have to submit a Corrective Action Plan (CAP) to the CCRC on how you will fix the milk non-compliance.

*Milk is not a required component for snacks, but you may choose to serve milk with snacks. If you do, it must be the correct milk for each age group.

The Home Visitor will review the following:

- **Meal Records**

  If you have less than 12 children enrolled in CACFP, meals need to be recorded at the end of each day. If you have more than 12 children enrolled in CACFP, meals must be recorded at each mealtime (point of service - POS). If records are not available and current through the end of the previous day when the visit occurs, all meals with incomplete records will be disallowed.

- **Daily Meal Counts** (food served and meal attendance) entered into KidKare. When you have computer issues, you MUST have a written back-up record and you need to notify the CCRC about your computer problems.

- **Daily Child Attendance** will be reviewed. It is mandatory that ALL providers keep attendance for EVERY child in their care, whether they are private pay, PFCC (subsidy), or no-pay children. This includes any provider that has a child of their own under the age of 6 years of age following ODJFS regs. In/Out times of all children being claimed must be entered daily into KidKare. *TIP: Verify In/Out in KidKare prior to submitting your claim, after you toggle 'Agree to Terms and Conditions'.*
- **Weekend Form:** If you claim meals on weekends, you must have parents sign their children in and out on the Weekend Form. *These should be completed on the date of service and by the parent. Providers must not complete the form*. This is an ODE requirement.
- **Infant Daily Log:** If you care for infants, you must track the amount of formula or breastmilk that is offered at each meal service. You may create your own form or use your JFS-01228 Infant Daily Form.

***If an approved CCSM/Substitute is in the home providing care at the time of the visit, she/he must know where the provider's records are kept and be able to show them to the Home Visitor.

Additional Records (to be posted):

- ODJFS License
- Weekly dated and posted menus for non-infants
- Weekly dated and posted menus for Infants (if applicable)
- Meal pattern by age group
- "Building for the Future" poster

The Home Visitor will look at your daily attendance and will randomly review your CACFP records from the three years prior to the current year.

The Home Visitor is there to review and validate the meal being served and the children present for that meal. Children arriving AFTER the home visit cannot be claimed for that meal. You cannot change or update your Menu/Attendance records after the Home Visitor leaves your home. If Menu/Attendance records submitted to the office do not match what the CCRC CACFP Monitor/Specialist observed on the home visit, meals will be disallowed.

At the end of the visit, if the Home Visitor has completed technical assistance (TA) with you in any areas those items will be noted on the Home Visit Detail Report via KidKare.

Providers must use the call-off policy when not serving a regularly scheduled meal or when you are away from home. You may enter this in your KidKare calendar or by calling the dedicated call-off line at 440/242-0413 option 2. **Repeated unsuccessful visits may lead to a Corrective Action and can lead to removal from the food program.**

CCRC CACFP Staff are also available by phone to answer questions during normal office hours (8:00am – 5:00pm) (440) 242-0413.

Tips For A Successful Home Visit

Listed below are items that make a home visit successful or unsuccessful.

A home visit is successful if :	A home visit is unsuccessful if:
1. Enrolled children are present. 2. Menu and Attendance are current (through end of each day) and recorded properly. 3. Meal observed matches with the meal recorded on Provider's dated/posted pre-planned menus. 4. Children seen match with the children enrolled. 5. If a CCSM/Sub caregiver is present during the visit, they must be able to produce the provider's CACFP records (See page 23) 6. Weekly dated scheduled (pre-planned) menus, meal pattern by age group, ODJFS License and "Building for the Future" are posted in the child care area 7. Daily attendance is available and current 8. Records are available from past three years and current year if requested	**May Lead to Corrective Action:** 1. No one is home and Provider did not use call-off policy. (See page 23) 2. No enrolled children are present. 3. The Home Visitor is refused entry into your home. (Provider may be declared Seriously Deficient) 1. More than the allowed group size of children in the home. (See page 21). 2. CCSM/Substitute cannot produce provider CACFP records. 3. Weekly dated scheduled (pre-planned) menus, meal pattern by age group, ODJFS License and "Building for the Future" are not posted in the child care area 4. Daily attendance is not available or are not current 5. Records are not available from past three years and current year if requested **Disallowance May Occur** Paperwork does not match meal or children that were observed during the visit. Unable to observe a meal at the recorded mealtime.

If you are not at home or are not serving during a scheduled meal time, have not called off your meal(s) and the Home Visitor comes for a visit, you will receive a notice of attempted visit. This notice will be attached to the entrance of your home. You must call the CCRC immediately after you receive this notice to acknowledge receipt of the notice and to and speak with the CCRC CACFP staff.

The Home Visitor will attempt a second successful visit, sometimes for another meal on the same day but no longer than two weeks from the date of the first visit.

Repeated unsuccessful visits can lead to removal from the food program. (See pages 43-50).

Newsletters and Other Communication

The CCRC publishes several different communications to give you information and resources:

- ***KidKare Broadcast Messages*** – These are ONLY sent to Providers from CCRC or KidKare. These are NOT emails, but specific messages that look like an email in your KidKare. You will view them where you see the envelope icon in KidKare. Please do open and read these.
- ***The Scoop*** – our weekly electronic newsletter. ***The Scoop*** keeps you up-to-date with the most recent local and national information about early education. Subscribe here: https://ccrcinc.com/ccrc-services/enewsletter.html
- **The 411** – The CCRC publishes ***The 411***, our printed & mailed newsletter filled with up-to-date information and resources, multiple times a year. To request your copy, contact Jennifer Dodge, Executive Director at JDodge@ccrcinc.com

KidKare Broadcast Messages

The CCRC uses the KidKare broadcast message feature to send you information quickly. The message will appear as soon as you open KidKare for the first time on the day the message was sent. Providers also have the option to send the CCRC or your parents/guardians messages using the KidKare messaging feature. Please **do not** use KidKare messages to notify the CCRC that you are not serving a regularly scheduled meal.

CCRC Facebook Page

The CCRC has a Facebook page (http://www.facebook.com/ChildCareResourceCenter). The page is updated several times each day. We also post notices of emergency closures, workshop cancellations and other schedule changes there. You do not have to have a Facebook account to view the CCRC's page, but you will not be allowed to post on Facebook without one.

Email

The CCRC conducts a significant amount of business using email. Please check your email regularly for communication from the CCRC. The CCRC's CACFP staff will do our best to respond to any email communications within (48) hours. If you do not hear back from us, please reach out to your CACFP Specialist/Monitor.

Call Off Policy

Every effort should be made to call off meals by 9:00 a.m. Call-offs can be made in advance of the day they will occur. For example: if you are going on vacation, have an appointment, or have scheduled a field trip and will not be serving meals at your regular time(s).

Calls made and voicemails left on any other extension or voicemail box outside of your monitor are not considered official notification and will not be accepted. Only the meals recorded in off in KidKare calendar and/or messages left on your monitor's voicemail are official notification that you have called off your meal(s).

You must call off your meals within a reasonable amount of time before they are scheduled to be served. Calling off five minutes or less before the scheduled time IS NOT acceptable and is not considered an official call off. If you call off your meal less than 10 minutes before a scheduled service and a home visit occurs, it may be considered unsuccessful and Corrective Action may result.

When to Use Call-Off Policy

- You will not be home at scheduled mealtime
- You do not have any children in attendance during a regularly scheduled mealtime
- You need to adjust your scheduled mealtime, such as serving earlier or later than your documented serving times
- You are on vacation. Vacation time may be emailed to Terri at terrisc@ccrcinc.com
- Permanent mealtime changes should be emailed to Terri at terrisc@ccrcinc.com)
- Weekend Meals-if you are not serving a scheduled weekend meal you must call off
- Taking a period of time off that equals less than a month. You need to notify the office with the details and emailed to Terri at terrisc@ccrcinc.com

Information to Leave on Call-off Voicemail

- Date, your name, phone number and the meals you are calling off and for what period of time – for example: the current day, the next two days or the week

Meals Served Away From Home

If you are going to serve a meal away from your home, (For example: on a picnic in a park, at the local pool, at the Zoo), during a scheduled mealtime, you will not be able to claim that meal. Meals purchased at McDonald's or other restaurants are not reimbursable. The meals you can claim MUST BE SERVED AT YOUR HOME at the times you indicated. It is YOUR HOME that has been inspected and approved for the food program. You may choose to use any non-reimbursed meals as a tax deduction.

Do not use the call-off policy if you need to stop serving meals for more than one month. If there is an interruption in your day care meal service of more than one month, please request to be placed on hold.

What if I have called off a meal that I later end up serving?

If you call off a meal but have a change and end up serving that meal (either at regular time or later), call the CCRC on the meal call-off line and let us know. Keep in mind the recommended meal time ranges as is outlined in this handbook.

Changes In Your Child Care Program

If you experience any of the following changes in your family child care business, notify the CCRC right away. All changes are to be emailed to Terri at the CCRC's Central Office, terrisc@ccrcinc.com .

Re-Enroll a Child
If a child returns to your program that you have withdrawn in KidKare, no matter the length of time the child has been withdrawn, you MUST contact the CCRC to re-activate the child. The reactivated child will be PENDING in KidKare. Providers should print the Enrollment Form, making any necessary changes to the schedule on the hard copy (Providers should change any contact info, like address or phone in KidKare) in pen (blue or red preferred), parent/guardian sign and date, Provider signs and returns to the CCRC by email (preferred), US Mail or dropped off to the CCRC's Main office, where we will activate the child's enrollment. Please remember the date from the parent should be the date of enrollment.

Change of Address:
The CCRC office MUST be notified if you move. We will need to know the date that you relocate and the date your new address has been approved by ODJFS to offer Ohio Licensed Family Childcare at the new address. Programs may not claim for reimbursement during the interim time, making it very important to notify the CCRC when your new location is inspected and submitted for approval. The CCRC will need a copy of your ODJFS license with the new address.

New Phone Number:
Notify the Child Care Resource Center immediately of a change in your phone number.

Meal Time Changes:
Permanent Mealtime Changes are those that adjust your meal time schedule on a lasting basis. These changes impact the 1st day of the month of the change request. Please be aware that IF you change a mealtime in the middle of the month, it MAY impact meals/snacks served at the original time earlier in the month.

- Adjusting the time of a particular meal or meals.
- Adjusting the days you are serving.
- Add/Drop meals served.

OTHER Changes

- Hours daycare open/close
- Changes to enrolled children's schedule
- Change of child's status from non-participating to participating
- E-mail Address
- Updated Parent Information is made by the provider in KidKare

If your ODJFS license status changes:

If your ODJFS license status changes you must notify the CCRC immediately. Changes include:

- Suspension of license pending investigation
- Voluntary request to temporarily close your child care business
- Your child care business is in enforcement pending an investigation or appeal
- Any other reason given by ODJFS to change your license from provisional or continuous

Computer/Internet Issues:

You must call/email the CCRC to notify us if your computer is not working. During the period of time your computer is down, you must maintain hard copy records of your menus, meals served and attendance. If your computer is down, call the CCRC at (440) 242-0413 ext. 230 to notify us or email terrisc@ccrcinc.com .

Best Practice for Meal Times:

- Breakfast can be claimed if served between 6:00am-9:00am
- AM Snack can be claimed if served between 9:00am-11:00am
- Lunch can be claimed if served between 11:00am-2:00pm
- PM Snack can be claimed if served between 2:00pm-4:00pm
- Supper can be claimed if served between 4:00pm-7:00pm
- Evening Snack can be claimed if served between 7:00pm-10:00pm

You should begin to serve your meal/snack within 15 minutes before or after your **scheduled** meal time. Your CACFP Specialist/Monitor may arrive anytime during this time for a meal service home visit.

Child Info Changes:
If the children's **CONTACT** Information (phone, address) change, providers must make these changes in KidKare. If a child's schedule changes, providers need to print the child's Enrollment Form from KidKare, write the schedule changes on the form (preferably in blue or red ink), parent sign/date (date should be *date of enrollment*), provider signs and then submit to CCRC either by email, delivered to Central Office or by US Mail.

Holidays and Weekends

The Child Care Resource Center Office is not open on the following Holidays:

- New Years Day
- Good Friday
- Easter Sunday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- day after Thanksgiving
- Christmas Eve
- Christmas Day

These are the **ONLY** holidays the CCRC is closed. All other holidays (for example, Dr. Martin Luther King day, Veteran's Day or Columbus Day) the CCRC is open and may visit you. If you close your program or make any changes in your meal schedule on holidays other than those listed above, you must notify us.

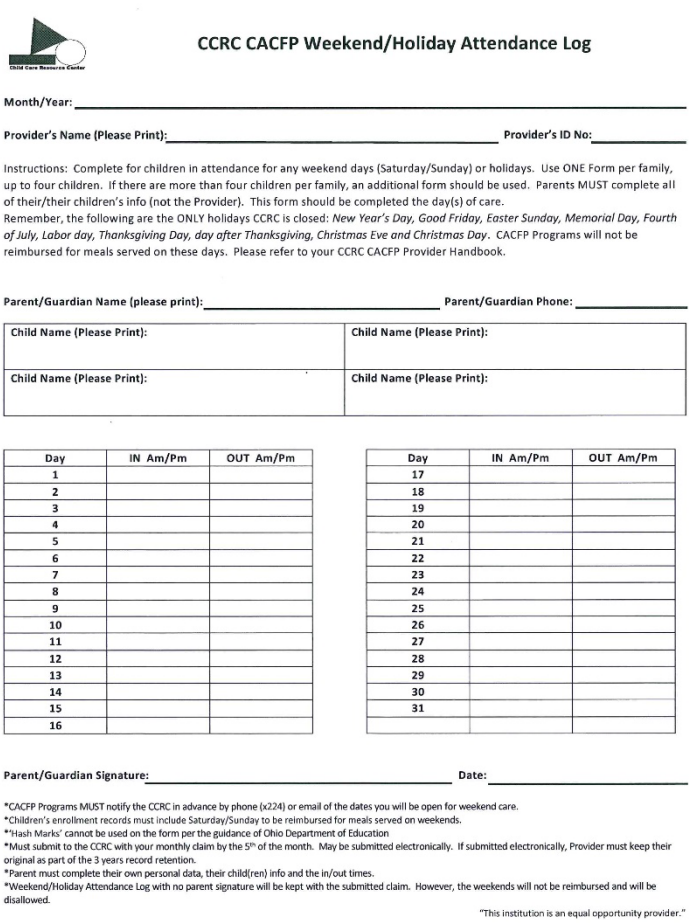
For example: You close your family child care business on Dr. Martin Luther King day and take the children on a field trip to the museum. Because the CCRC is open that day, you need to notify CCRC that you are closed and not serving meals for that day.

Holiday Claiming

- The CCRC is closed for the Holidays listed in this handbook above and you will not be reimbursed for meals claimed on these days. These meals do not need to be called off.
- If you have children in your childcare on these days, you are encouraged to feed them according to CACFP guidelines and keep records for your tax purposes.

Weekend Claiming

When claiming weekends, the **parent** must fill out the CACFP Weekend/Holiday Attendance Verification Form. This is an ODE requirement. Find this form on CCRC's website: http://bit.ly/2mUB0Kt



CCRC CACFP Weekend/Holiday Attendance Log

Month/Year: _____

Provider's Name (Please Print): _____ Provider's ID No: _____

Instructions: Complete for children in attendance for any weekend days (Saturday/Sunday) or holidays. Use ONE Form per family, up to four children. If there are more than four children per family, an additional form should be used. Parents MUST complete all of their/their children's info (not the Provider). This form should be completed the day(s) of care.
Remember, the following are the ONLY holidays CCRC is closed: *New Year's Day, Good Friday, Easter Sunday, Memorial Day, Fourth of July, Labor day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day*. CACFP Programs will not be reimbursed for meals served on these days. Please refer to your CCRC CACFP Provider Handbook.

Parent/Guardian Name (please print): _____ Parent/Guardian Phone: _____

Child Name (Please Print):	Child Name (Please Print):
Child Name (Please Print):	Child Name (Please Print):

Day	IN Am/Pm	OUT Am/Pm
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Day	IN Am/Pm	OUT Am/Pm
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Parent/Guardian Signature: _____ Date: _____

*CACFP Programs MUST notify the CCRC in advance by phone (x224) or email of the dates you will be open for weekend care.
*Children's enrollment records must include Saturday/Sunday to be reimbursed for meals served on weekends.
*"Hash Marks" cannot be used on the form per the guidance of Ohio Department of Education
*Must submit to the CCRC with your monthly claim by the 5th of the month. May be submitted electronically. If submitted electronically, Provider must keep their original as part of the 3 years record retention.
*Parent must complete their own personal data, their child(ren) info and the in/out times.
*Weekend/Holiday Attendance Log with no parent signature will be kept with the submitted claim. However, the weekends will not be reimbursed and will be disallowed.

"This institution is an equal opportunity provider."

- These forms should be completed on the day of service.
- "Hash Marks" cannot be used on Weekend Form, per guidance from the Ohio Department of Education (ODE)
- Parents MUST include in/out times and sign
- You must notify the CCRC in advance by phone or email of the dates you will be open for weekend care. If you would like to notify us by phone call (440) 242-0413. Do not leave messages about weekend care on any other staff member's voicemail or on the general delivery voicemail.
- The children's enrollment records need to include Saturday and/or Sundays.
- These forms are due with your claim, by the 3rd of each month. You should email these to terrisc@ccrcinc.com.

The CCRC CACFP Monitors are required to conduct home visits on weekends.

Child Care Staff Member (CCSM)/Substitute

When a family child care provider uses their CCSM/Substitute the following requirements must be met:

Occasionally a family childcare provider may need their CCSM or substitute. Providers may use their ODJFS approved CCSM or substitute and receive CACFP benefits for meals **only** if the following requirements are met:

- The Ohio Department of Job and Family Services must approve your CCSM/Substitute.
- Your CCSM/Substitute's name(s) must be on file with the CCRC.
- Your CCSM/Substitute has been trained on CACFP policies and KidKare record keeping.
- The meals are served in the home of the approved provider, not the CCSM or substitute
- Your CCSM/Substitute serves your scheduled meals. If a Home Visit occurs, meals must be observed and your substitute/employee must be able to make your CACFP records available to the CCRC Home Visitor
- You may choose to call-off your meals when using your sub.

It is particularly important for the CCRC Home Visitor to see you caring for the children in your home and operating your CACFP (recordkeeping, meal preparation and serving). If you are frequently absent from your CACFP program and your sub/employee is present, the integrity of your CACFP may be questioned. If additional review of your program shows that your CCSM/Sub, and not you, is operating your CACFP, you may receive Corrective Action or be declared Seriously Deficient.

Training

The CCRC offers a wide range of training to providers. Participants in the CCRC CACFP are required to complete Annual CCRC CACFP Policy and Procedure Training **per contract year.** This training must be completed between October 1st and September 30th. New CACFP Providers must complete 'Onboard Training', along with an in-person visit, prior to claiming. The Policy & Procedure training, along with the Onboard Training may be conducted in-person, on site at a visit or virtually.

Nutrition workshops are offered several times per year. CCRC CACFP Providers are encouraged to attend nutrition, health and safety training and Ohio Approved trainings. Check the CCRC's website https://ccrcinc.com/training/search.html for training opportunities.

Partial Claiming/Hold Policy

The CCRC is aware that it may become necessary for you to suspend participation in the CACFP for a brief period of time, (illness, moving or other changes that interrupt your family child care). In those situations, you may request to be placed on hold with the CACFP. You must call the CCRC office to inform them of your decision to not claim and to obtain a "Hold Form".

Partial Claiming
You may submit a claim for time periods of less than a month. You may even claim just a few days. If you will be submitting a partial claim, contact your CCRC CACFP Specialist if there is any change to your daily record keeping status.

Going on Hold for a month:
Before you request to be on hold, remember:

- The shortest length of time you may request to be on hold is one month. This is different than daily meal call-off when you are not serving a regularly scheduled meal service.
- Claiming partial months or just a few days in a month is allowed and encouraged. This *must* be communicated to your CACFP Specialist/Monitor. Providers need to claim monthly to maintain your active status, following the Permanent Agreement.

Providers requesting to go on 'hold' must request a 'Hold Form'. Please complete and return the Hold form before the date you want your hold period to begin. You may request to be on hold from one month up to six weeks. Please fill out the form completely and return it to the CCRC. All requests must be approved by the CCRC.

Requests to go on hold will not be taken over the phone.

If your request to be placed on hold is approved, you will be notified by the CCRC CACFP representative. You will also be contacted one week prior to the end of your hold period to be reactivated. If we are unable to make contact with you at that time, you will be permanently removed from the CCRC CACFP.

You may request to go on hold twice during a fiscal year (October – September).

Water Availability

The USDA Meal Pattern requires potable drinking water to be offered to children throughout the day and available to children upon their request throughout the day. For additional information, see USDA Water Availability Policy Memo.

Water can help children stay hydrated and healthy, particularly when chosen as an alternative to sugar sweetened beverages, like juice. Child care programs can make water available to children in a variety of ways, including having cups available next to the kitchen sink faucet, having water pitchers and cups set out, or simply providing water if it should be requested. Providers are not required to have water available for children to self-serve. Offering water means asking the children whether they would like water at various times throughout the day. For very young children, this may require visual cues such as showing the cup or pitcher while verbally offering the water.

Water is NOT a reimbursable meal component.
Water does not replace milk or approved milk substitutes and will not be reimbursed. Water is listed in KidKare under 'Milk', as there is no beverage category in KidKare. For tracking purposes, providers may CODE water at Snacks ONLY, as milk is REQUIRED at Breakfast, Lunch and Dinner meals. It is not reimbursable.

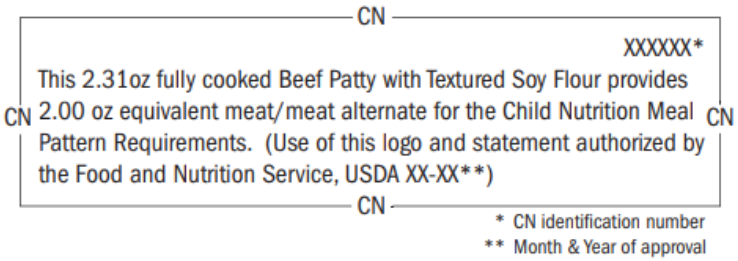
Water for Infants (children aged birth – one year old):
If you care for infants, any water served to infants or used to prepare Iron Fortified Infant Formula (IFIF) must be either:

- Tap water which must be boiled for 1–2 minutes and cooled before serving. If the home's water is not publicly supplied, the provider shall contact the Ohio environmental protection agency (EPA) to determine if it qualifies as a public water system. (a) If the water supply qualifies as a public water system. Please refer to ODJFS 5101:2-13-23. Or -
- Bottled water labeled as "Nursery Water". Do not serve distilled water.

Child Nutrition Labels (CN labels)

The Child Nutrition (CN) Labeling Program is a voluntary Federal labeling program for Child Nutrition Programs. Child Nutrition Labels are required for main dish products which contribute to the meat/meat alternates component of the meal pattern requirements that are flash frozen or breaded. Examples include beef patties, cheese or meat pizzas, shelf stable dried & semi-dried meats, poultry and seafood, meat or cheese and bean burritos, egg rolls, and breaded fish portion. Providers MUST keep the original CN Labels on file. Please refer to USDA's Appendix C of the Food Buying Guide for more information on the CN label program. USDA Child Nutrition Labeling Program. A CN Labeled product provides an assurance that the food provides the stated contributions toward CN meal pattern requirements.

Sample CN Label



The CN Label will serve to document the serving size needed for the processed meat/meat alternate foods to be in compliance with CACFP. These labels can be cut off from the box or photocopies and placed in a file. These are maintained as a part of your 3-year record requirements. The CACFP Monitor will review the CN label file during the monitoring visit to verify that the correct portions of combination foods/processed protein food items are served to the children.

The Interactive Food Buying Guide for Child Nutrition Programs is also from USDA and has all of the current information at one location to help buy the right amount of food and the appropriate type of food for your program and determine the specific contribution each food makes toward the meal pattern requirements https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs

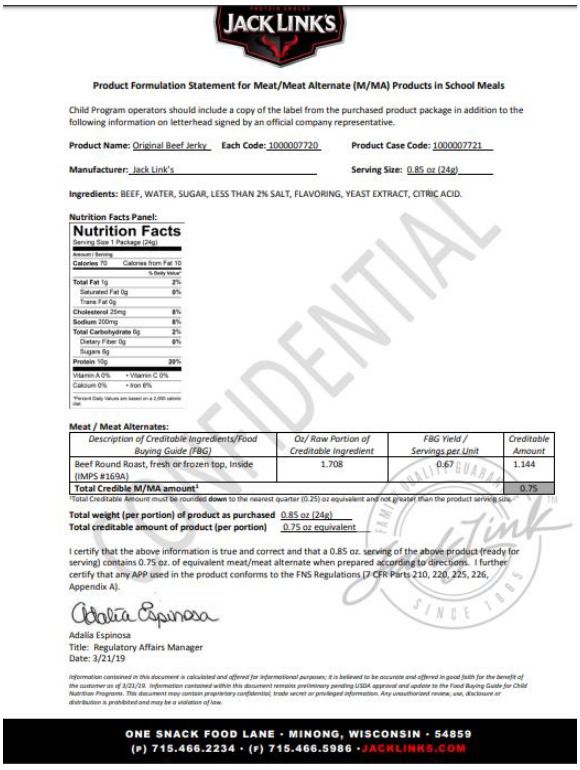
Product Formulation Statement (PFS)

A manufacturer's Product Formulation Statement (PFS) may be used if a CN Label is not available. A PFS is a signed certified document that provides a way for a manufacturer to demonstrate how a product may contribute to the meal pattern requirements of the USDA's Child Nutrition (CN) programs. A PFS is typically provided for processed products that do not have a CN Label. Program operators may request a signed manufacturer's PFS when purchasing a processed product without a CN Label. USDA does not approve a manufacturer's PFS. Program operators are ultimately **responsible** for ensuring menu items meet meal pattern requirements; therefore, program operators should review and verify the crediting statement on a manufacturer's PFS before purchasing the product. Proof-of-purchase (receipts) must be kept for all PFS products used in your program.

When a PFS is provided for a processed meat product, it should be evaluated to ensure the following crediting principles are followed:

- The creditable meat ingredient listed on the PFS must match or have a similar description as the ingredient listed on the product label (e.g., Ground Beef, Not More Than 30% Fat or Beef Round Roast); The creditable meat ingredient listed on the PFS must have a similar description to a food item in the Food Buying Guide for CNPs; and The creditable amount cannot exceed the finished weight of the product.
- USDA's PFS Tip Sheet: https://fns-prod.azureedge.net/sites/default/files/cn/manufacturerPFStipsheet.pdf

Sample PFS Statement



JACK LINK'S

Product Formulation Statement for Meat/Meat Alternate (M/MA) Products in School Meals

Child Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative.

Product Name: Original Beef Jerky **Each Code:** 1000007720 **Product Case Code:** 1000007721

Manufacturer: Jack Link's **Serving Size:** 0.85 oz (24g)

Ingredients: BEEF, WATER, SUGAR, LESS THAN 2% SALT, FLAVORING, YEAST EXTRACT, CITRIC ACID.

Nutrition Facts Panel:

Nutrition Facts

Serving Size 1 Package (24g)

Amount / Serving

Calories 70 Calories from Fat 10

% Daily Value*

Total Fat 1g 2%

Saturated Fat 0g 0%

Trans Fat 0g

Cholesterol 25mg 8%

Sodium 200mg 8%

Total Carbohydrate 6g 2%

Dietary Fiber 0g 0%

Sugars 6g

Protein 10g 20%

Vitamin A 0% • Vitamin C 0%

Calcium 0% • Iron 6%

*Percent Daily Values are based on a 2,000 calorie diet

Meat / Meat Alternates:

Description of Creditable Ingredients/Food Buying Guide (FBG)	*Oz/ Raw Portion of Creditable Ingredient*	*FBG Yield / Servings per Unit*	*Creditable Amount*
Beef Round Roast, fresh or frozen top, inside (IMPS #169A)	1.708	0.67	1.144
Total Credible M/MA amount[1]			0.75

[1]Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz equivalent and not greater than the product serving size.

Total weight (per portion) of product as purchased 0.85 oz (24g)

Total creditable amount of product (per portion) 0.75 oz equivalent

I certify that the above information is true and correct and that a 0.85 oz. serving of the above product (ready for serving) contains 0.75 oz. of equivalent meat/meat alternate when prepared according to directions. I further certify that any APP used in the product conforms to the FNS Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A).

Adalia Espinosa

Adalia Espinosa
Title: Regulatory Affairs Manager
Date: 3/21/19

Information contained in this document is calculated and offered for informational purposes; it is believed to be accurate and offered in good faith for the benefit of the customer as of 3/21/19. Information contained within this document remains preliminary pending USDA approval and update to the Food Buying Guide for Child Nutrition Programs. This document may contain proprietary confidential, trade secret or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited and may be a violation of law.

CONFIDENTIAL

ONE SNACK FOOD LANE · MINONG, WISCONSIN · 54859
(P) 715.466.2234 · (F) 715.466.5986 · JACKLINKS.COM

Where Can I Buy CN/PFS Labelled Foods?

CN/PFS labelled food is available at food service outlets/stores such as Gordon Food Service (GFS) and SYSCO Foods. It is not regularly available at your local grocery store.

Am I Required to Serve CN Labelled Food?

No. However, if you choose to serve processed meat/meat alternates such as premade, frozen fish sticks, chicken nuggets or beef patties (just to name a few examples) you must have a CN Label or PFS Statement for these items on file.

Please contact the CCRC with questions and concerns about CN labelled foods.

Fluid Milk and Non-Diary Milk Substitutes

Fluid milk must be offered at lunch and supper in the correct amounts by age of child for the meal to be creditable. Fluid milk may be offered at a snack but is not required.

Approved milks by age group include:

Birth – 12 months old	iron fortified infant formula (IFIF) or breastmilk
One year – 24 months old	whole milk
Over 24 months old	1% or skim milk OR approved non-dairy milk substitute

The new CACFP Meal Pattern has NEW requirements for flavored milk (effective 10/1/17):
Children

- Children ages 1-5 yrs. old MUST be served unflavored milk
- Children ages 6 yrs. and older may be served flavored milk, as long as it is fat free. ***There is NOT a FLAVORED MILK code on your Food Chart. IF you serve flavored milk to any child 6 yrs. or older, Providers need to note this in the <u>COMMENT</u> box in KidKare, located below the meal attendance record.***

2% milk is not creditable on CACFP for any age of child unless the child has a medical statement that specifically lists 2% milk.

Non-diary milk substitutes may be claimed when:

- The child's parent has requested that the child be served a nondairy milk substitute (they must complete the Parent/Guardian Request for Fluid Milk Substitution Form) that lists the NAME of the non-diary fluid milk substitute they wish they child to be served

- A copy of the Nutrition Facts label from the non-diary milk substitute is submitted with the request form

- The CCRC has reviewed the Nutrition Facts label and determined that the non-diary milk substitute is nutritionally equal to dairy milk

For more information about claiming non-dairy milk substitutes, contact the CCRC.

All milk served must be pasteurized.

Approved non-dairy milk substitutes will be reimbursed the same as dairy milks, even if provided by the parent.

Infant Feeding

Infants enrolled in childcare must be enrolled in CACFP. (age discrimination). Providers serving infants must have scheduled (pre-planned), dated, posted infant menus.

Providers must maintain documentation on what iron fortified infant formula or breastmilk the infant was offered at meal/snack times. ODJFS Form JFS-01228 'Infant Daily Report for Child Care' can be used for this documentation or you may create your own form. NOTE: If a copy is given to the parent, you must keep a copy (either electronically or paper) for your 3-year record retention.

Providers must have a back-up formula on hand. This is noted on the infant's enrollment that the parent signs. This does not need to be the same formula as the parent uses, but they must be aware of your back-up formula. Back-up formula is required also even if the infant enrolled is breastfed.

Encourage and Support breastfeeding:

- Providers may receive reimbursement for meals when a breastfeeding mother comes to your childcare program and directly breastfeeds her infant.
- Only breastmilk and iron-fortified infant formula (IFIF) are served to infants 0 through 5 months old. Infant meals can be claimed even though the parent(s) are providing breast milk or IFIF at this age group.

Developmentally Appropriate Meals

- Two age groups: 0 through 5 months old and 6 through 11 months old
- Solid foods are gradually introduced around 6 months of age, using Developmentally Appropriate Practice (DAP) and open communication with the parent(s) before introducing any new food.
- Here are a few of DAP signs:
  - Sits without support
  - Recognizes spoon & opens mouth
  - Follows food with eyes
  - Brings hands to mouth
  - Reaches for food
  - Transfers food from one hand to the other
  - Uses tongue to transfer food from front to back to swallow

More Nutritious Meals

- Requires a vegetable or fruit, or both, to be served at snack for infants 6 through 11 months old
- No juice or cheese food or cheese spread to be served
- Allows ready-to-eat cereals (i.e.: Cheerios) at snack only
- Whole eggs for infants 6 through 11 months when DAP.
- Yogurt for infants 6 through 11 months when DAP. Must not contain more than 23 grams of sugar per 6 ounces.

You must offer creditable food to infants in your program. Failure to include infants in CACFP is considered age discrimination and will result in non-compliance.

- When enrolling an infant, **both** the iron-fortified infant formula name that the Provider supplies (back-up formula) and the parent supplies (or breastmilk) must be listed (even if the infant is breastfed, the Provider's back-up formula must be included on enrollment)
- Powdered or concentrated iron-fortified infant formula must be mixed with boiled, cooled water OR bottled water labeled "nursery water"
- Infant formula must be iron fortified that is regulated by the FDA, unless the child has a medical statement.
- All bottles (breastmilk or IFIF) must be labeled with the infant's first and last names plus date and time the bottle was prepared. This must be done even if you are only caring for one infant.
    - Bottles or bags of pumped breastmilk must be labeled.
- All prepared bottles of breast milk or formula must be refrigerated until used or disposed of.
- Any prepared formula or breast milk must be disposed of after 24 hours.
- *Never* use a microwave to warm a bottle of breast milk or formula. To warm a bottle of breast milk or formula, hold it under warm running water for a few minutes.
- Any formula or breast milk remaining in a bottle after warming and feeding the infant must be disposed of. NOTE: formula after 1 hour of feeding and breast milk after 2 hours.
- Parents may provide one food component that meets the infant meal pattern requirements for a reimbursable meal.
    - If a parent brings in a food component (for example, pureed carrots), you must offer iron-fortified infant formula and all other required food components.
    - If a baby is only drinking breastmilk or IFIF and the parent provides the breastmilk or IFIF, the meal is reimbursable.

For more information on infant development and nutrition, check out USDA's Team Nutrition's Feeding Infants Guide https://www.fns.usda.gov/tn/feeding-infants-child-and-adult-care-food-program The CCRC can also answer questions you may have about infant feeding or child development

Family Style Meal Service

NOTE: This section of the handbook does not provide complete information about family style meal service, the meal CACFP pattern or how to credit foods for CACFP. For a complete guide to family style service, crediting foods and the CACFP meal pattern, see your home visitor or contact the CCRC.

The CCRC encourages and supports serving meals family style. Meals are a valuable time for children to learn social, physical, and emotional skills. The food eaten at meals helps a child grow physically. The way meals are served, and the eating setting help a child develop socially.

To serve family style for CACFP:

- All food for the meal is placed in serving bowls/platters on the table.
- All beverages (milk, water, juice) are served in containers.
- Enough food should be placed on the table to allow for the full Child and Adult Care Food Program (CACFP) portion size required for each child to be served. For example: two school age children are present for a family style dinner. In addition to the amount of each food served for non-day care individuals present at dinner, you must have enough of each meal component in the serving bowls/platters to meet the required portion sizes for the two school age children.
- Children are encouraged to try each food.
- Children may take second helpings of foods if they care to.
- Make sure children are offered each menu item.
- Help children with serving as needed.
- Sit at the table and eat with the children.
- Offer the food again, later in the meal, to children who either did not want any or took only a small portion of food.
- Allow second servings after everyone has been served.
- Help the children learn to try new foods, talk about foods, practice good table manners, and handle food safely.

CACFP Cycle Menus

What are CACFP Cycle Menus? A cycle menu is a series of menus planned for a specific period of time, for example, 3 weeks. The menu is different for each day during the cycle. At the end of that time period, you would repeat the menus in the same order. The menus follow the CACFP Meal Pattern. The pre-planned series cycle to the beginning week, so they are called Cycle Menus.

When you plan your ahead with cycle menus, you save money by buying foods in season, you can buy in bulk and take advantage of seasonal food bargains. You can organize your shopping trips and the children can enjoy shopping trips with you! Cycle menus also help you serve a variety of food in addition to those that are children favorites. Using cycle menus is a time-saving advantage too, as it reduces your menu planning time.

Providers are able to schedule their Cycle menus in KidKare. It is best practices to only schedule seasonally (i.e.: 3 months at a time) as food choice options change seasonally. Providers must use a minimum of three weeks of different menus and should notify their CACFP Specialist/Monitor when using this feature.

Nutrition Tips & Tricks

- Ready-to-serve, canned or condensed soups: Call the CCRC to determine if creditable.
- Wrapped cheese is normally a cheese product, not real cheese. Cheese product is creditable, BUT the serving size must be doubled.
- Hot Dogs: must have a CN (Child Nutrition) Label/PFS Statement and is best practices to not serve.
- Boxed Macaroni and Cheese: the powdered cheese is not creditable. You may add additional cheese to meet the meal pattern requirements.
- Peanut butter must be real peanut butter, not peanut butter spread. Be sure to read the label.
    - An additional meat/meat alternative must be given when peanut butter is served at a meal (breakfast, lunch or dinner)
- Read juice labels for 100% juice. A juice that is 100% vitamin C, is not 100% juice
- 'Sweet Crackers' (animal and graham crackers) should not be served more than twice/week.
- Donuts, cookies (including vanilla wafers), brownies, sweet/cinnamon rolls, toaster pastries, granola bars, cereal bars, cake, sweet scones, rice pudding, bread pudding, sweet rice cakes and sweet pie crusts are not reimbursable. They are considered a grain-based dessert and are a top source of added sugar and unhealthy fat in children's diets. They may be served as an extra food.

For additional guidance on purchasing and serving creditable foods, contact the CCRC or review the USDA's "Food Buying Guide for Child Nutrition Programs": https://foodbuyingguide.fns.usda.gov

The USDA's 'Crediting Handbook' is a companion to the Food Buying Guide: https://fns-prod.azureedge.net/sites/default/files/resource-files/FNS_Crediting_Handbook.pdf

What is a Corrective Action?
What does it mean to be Seriously Deficient?

A corrective action (CA) is a written warning from the CCRC that notifies you of a failure to follow CACFP regulations as stated in your permanent agreement and explained in this handbook. Here are some examples of non-compliances you may receive correction action for:

- You have an unsuccessful home visit
- You are over capacity for ODJFS group size/ratio requirements.
- Discrepancies are found between child enrollments, Income Eligibility Forms, submitted claims, home visit records and observations, child attendance record reviews, and parent audits
- You do not comply with fluid milk requirements
- You submit false information (fraud). ***This would be an immediate Serious Deficiency.***
- You do not submit claims or other required records in a timely manner,
- Violations of health and safety regulations. ***This would be an immediate Serious Deficiency.***
- You do not complete required annual Policies and Procedures/Nutrition workshop between October 1 – Sept 30 each year.
- You are non-compliant with civil rights requirements
- Repeated non-compliances or failure to fully and completely correct non-compliances

Corrective actions may be issued for other non-compliances not included in this list. Corrective actions may result from a home visit, monthly claim processing, file review and/or parent audits.

A Corrective Action is the first step in the **Serious Deficiency** process.

Corrective Actions (CA) and Corrective Action Plans (CAPs) Tips:

1. Take the time to read through the Notice of Corrective Action (CA) completely. A detailed description of each non-compliance is given, and references are cited. Make a note of any questions you have or anything you do not understand.
2. Take the CA seriously. The CCRC only issues CAs when the noncompliance is repeated, ongoing or serious.
3. Call the CCRC for more information or answers to questions you may have.
4. Fill out the Corrective Action Plan (CAP) chart completely.
5. You must tell us exactly how you will correct each noncompliance. Do not simply restate the noncompliance(s) listed on the first page of the CA.
6. You must give us a date by which each non- compliance will be corrected. You may use words like “immediately” as well as dates.
7. You must tell us how taking each step will correct the non-compliance.
8. You may list tools or resources that will help you correct the problem.
9. Avoid making statements like “I made a mistake and will be more careful in the future” or “I am sorry for being out of compliance and won’t do it again.” Plans with statements like this will not be approved.
10. Your plan may be returned unapproved to you with suggestions for revisions. If that happens, read each suggestion carefully. They will help you in putting your CAP together. Make changes and return your plan.
11. Follow through with your plan. Remember, the CAP is intended to ***permanently and completely*** correct the problem identified.

At visits following acceptance of your CAP, the CCRC will check that you are following your plan. For example, if a step of your plan states that you will keep a milk log on your refrigerator, we will check to make sure it is posted and up to date.

Multiple CAs for the same problems could result in your CACFP being declared seriously deficient.

If I have a non-compliance, will I always get a CA?

No. In the majority of situations, before you receive a CA, we will give you technical assistance, support and resources to help you understand and resolve the non-compliance. If the non-compliance is chronic, repeated and unresolved after TA is given, a CA may be issued.

What happens if I get a CA?

- You are notified in writing. The Notice of Corrective Action form will state exactly what your non-compliances are and when they occurred
- You must complete a Corrective Action Plan (CAP) which clearly states each step you will take to fully and permanently correct the problem(s) identified. You must give a date by which each step of your plan will be completed.
- You must complete, sign and return your CAP to the CCRC by the due date
- The CCRC will review your completed CAP and accept it, send it back to you for additional information, or decline it
- The CCRC will help you complete your CAP and offer other resources to help you

If the non-compliance is severe, repeated and/or uncorrected following CA, your CACFP program may be declared seriously deficient immediately.

How do I receive a Corrective Action (CA)?

The CCRC will notify you of Corrective Action (CA) in writing by US Mail and email.

You will be informed that you will be receiving a CA by your home visitor on the spot if the non-compliance occurs at a visit.

What does it mean to be declared seriously deficient?

Your CACFP program can be declared seriously deficient if: (these are examples, not a complete list)

1. You have failed to respond to Corrective Actions (the form is not completed and returned by the due date)
2. You have received multiple Corrective Action notices for the same non-compliance and have failed to correct the non-compliance
3. There are violations of health or safety rules in your program, especially those that pose an immediate threat to the safety or welfare of children in care or to the general public
4. Fraud has been identified in your CACFP operations
5. You are participating in CACFP with more than one sponsor at the same time.
6. You have been convicted of any activity that occurred during the past 7 years that indicated a lack of business integrity or the concealment of such a conviction.

You will be notified in writing that your program has been declared seriously deficient. The reason(s) your program has been declared seriously deficient will be explained. You must respond to the Notice of Serious Deficiency/Intent to Terminate by the due date.

You will receive your Notice of Serious Deficiency (SD) by certified US mail and email.

The Ohio Department of Education, as the state agency (SA) in Ohio for CACFP, will also receive a copy of the Notice of Serious Deficiency.

What happens if my CACFP program is declared seriously deficient and I have received the notification with intent to terminate?

Once your program has been declared seriously deficient, the CCRC will begin termination action.

If I tell the CCRC that I want to voluntarily end my CACFP agreement after I receive the Notice of Serious Deficiency, can I avoid termination and being placed on the NDL?

No.

If you are issued a Notice of Serious Deficiency/Intent to Terminate, there is no option to voluntarily end your agreement. You will still be formally terminated and placed on the National Disqualified List (NDL). The only way to avoid termination and placement on the NDL is to respond to the notice of serious deficiency and have the serious deficiency temporarily deferred.

Preventing termination from CACFP is completely within your control.

Termination from CACFP can occur when:

1. You have been declared seriously deficient in operation of your CACFP program and have failed to correct that deficiency
2. There are violations of health or safety rules, in your program especially those that pose an immediate threat to the safety or welfare of children in care or to the general public
3. Fraud has been identified in your CACFP operations
4. You have deliberately submitted false information on your application.

1. ***Failure to correct a serious deficiency in program operations***

Termination action is taken when there has been no attempt to follow your approved CAP to correct a serious deficiency in program operations. When this happens, you will receive a letter from the CCRC declaring your program seriously deficient, including a "**notice of *intent* to terminate**." This notice will summarize the situation leading to the proposed termination, including a timeline of events. You will have the opportunity to correct the Declaration of Serious Deficiency/Notice of Intent to Terminate. You do have the right to appeal this termination. During this time, you may continue to operate your food program and keep records. Payments will be made for any valid claims submitted.

2. ***Violations of health or safety rules, especially those that pose imminent danger to children in care or the general public***

When there is a danger to the health and safety of children in your care or to the general public you will be declared seriously deficient immediately and will receive a "**notice of suspension and proposed termination.**" You may appeal this proposed termination.

In these situations, determination of serious deficiency and intent to terminate are immediate, without the opportunity to correct the situation. In observed or substantiated situations where a child is in immediate physical or emotional danger, or their health and safety is at grave risk a provider is terminated for CACFP participation **without the opportunity of any corrective action**. Examples include:

- The local children services agency informs Child Care Resource Center of substantiated abuse or neglect
- A home visitor observes drug or alcohol use on a visit by you or by other individuals present in your home while day care children are present
- A minor is in charge of children on a home visit with no provider present
- Consistent violations of group size rules

This list of examples is not exhaustive or all-inclusive. It does, however, suggest the types of situations that call for suspension and immediate termination.

You may appeal the notice of the intent to terminate. You may not appeal the determination of serious deficiency or the suspension.

What happens if my program is suspended?

If state or local health or licensing agencies cite your home for serious health or safety violations you must notify the CCRC immediately, or if the CCRC is notified by proper authorities, you will be immediately suspended from CACFP participation, and all payments will be stopped. You will also immediately be issued a combined Notice of Serious Deficiency, Suspension and Proposed Termination. You may appeal against the proposed termination but not the Serious Deficiency or suspension. Your participation in CACFP will be suspended until the appeal is concluded. No payments will be made during the suspension, but you should continue to keep records until the appeal is concluded, since a successful appeal may result in eligible meals, properly documented and served being reimbursed.

3. ***Fraud has been identified in your CACFP operations***

When fraud (submitting false information for financial gain) has been identified in the operation of your food program you will be declared seriously deficient immediately and will receive a "**notice of *intent* to terminate**". Fraud is identified during claim processing, at home visits, during review of records, by parent audits, and additional methods as deemed appropriate. You do have the right to appeal this termination. Continue to keep records until the appeal is concluded, since a successful appeal may result in eligible meals, properly documented and served being reimbursed.

4. ***You have deliberately submitted false information on your CACFP application***.

If intentionally false information has been found on your application or other records you will be declared Seriously Deficient immediately and will receive a "Notice of Serious Deficiency/Intent to Terminate" False information may be identified during claim processing, home visits, during a records review or desk audit or additional methods as deemed appropriate. You do have the right to appeal this termination. Continue to keep records until the appeal is concluded, since a successful appeal may result in eligible meals, properly documented and served being reimbursed.

Appealing the Intent to Terminate*

You may appeal against the notice of Intent to Terminate by making a written request for appeal by the due date listed on your Notice of Intent to Terminate. If we do not hear from you by the due date, we will move forward with termination, and you will be placed on the National Disqualified List (NDL) and you will not be able to participate in the CACFP anywhere in the US for seven years. Nor will you be able to serve as a principal in CACFP operations in a child care center, summer feeding program, after school at risk program or adult day care program.

*Full instructions and information for submitting an appeal will be included in your Notice of Intent to Terminate packet.

What happens during an appeal?

Your written request for an appeal and all supporting documents must be received at the CCRC by the due date given on the Notice of Intent to Terminate. Once the CCRC has received your appeals packet a Hearing Official will review your written appeal and all other documentation you provide. The Hearing Official will also be given information about your Serious Deficiency and Notice of Intent to Terminate.

The Hearing Official will notify the CCRC in writing of their decision by the due date. Their decision is final. The CCRC will notify you via US certified mail and email of the official's decision. During the appeals process you should continue to keep records. If your appeal is upheld you will be paid for all eligible, properly documented meals.

Final Notice of Termination and Placement on the National Disqualified List (NDL)

If you do not respond to the Declaration of Serious Deficiency, appeal the Notice of Intent to Terminate or your appeal is not upheld and you are not reinstated, you will receive a final Notice of Termination. The Notice of Termination will be forwarded to ODE and USDA, and you will be placed on the NDL.

Can I be removed from the NDL before the end of 7 years?

Yes. Please contact the CCRC for additional information about requesting early removal from the NDL.

Additional information about the Serious Deficiency, Suspension and Appeals process may be found here:

https://fns-prod.azureedge.net/sites/default/files/CACFP_Serious_Deficiency_Handbook.pdf

Child Care Resource Center

COMPLETE AND RETURN THIS FORM

Child and Adult Care Food Program (CACFP) Notice of Corrective Action

General Information

Provider Name:	**Today's Date:**
Address:	**Provider's Phone Number:**
City: Zip:	**CCRC Representative:**
Provider's DOB (mm/dd/yyyy)	***DO NOT USE***

You have been found to be non-compliant in the following area(s):

	A home visitor has been unable to have a successful home visit with you, based on most current information: __provider not home __call in policy not used ____ no children
	You have not attended the annual CACFP training for 2014-2015. Your deadline to attend training was. You must attend the next CACFP training held. Please register on occrra.org
	Meals claimed when no meal service was planned, or meals previously called off: Date(s): Meal(s)
	Failure to retain required records for past three years
	Required records not up-to-date
	Required materials not posted _____ Building for the Future _____ portion sizes by age _____ dated menus for current week
	Discrepancies found in: _____ meal counts _____ enrollments _____ attendance _____ IEA _____ other
	Failure to correct non-compliances in previously approved CAP
	Failure to respond to previous CAP Date:
	Over ratio/group size: Date(s): # Child(ren) Meal(s):
	Submission of false information (fraud):
	CCRC has repeatedly not received, in a timely manner, changes to the status of your day care operation: _____Meal time Changes _____ Contact information _____ IEA _____Billing and Attendance not received by due date
	Health and Safety Violation:
	Civil Rights Violation
	Other:

C. Additional non- compliance information/documents required: *(TBD)*

D. Your Corrective Action Plan (CAP):

Fill out the table below to tell the CCRC how you plan to ***permanently and completely*** correct the non-compliances described in this notice. You must give us a due date by which each step in your plan will be completed. If you need more room, attach a separate sheet of paper.

Action Step #	Action Step Name	Brief Description of Action Step	Who's responsible for completing?	How will this step correct the non-compliance?	Date by which action step will be completed

E. Corrective Action Plan Agreement

I, _____, understand that this *Corrective Action Plan* will permanently and completely correct the area(s) of non-compliance. There will be follow up within 30 days of this agreement

I understand that failure to permanently correct the area of non-compliance may result in being declared "*Seriously Deficient"* in the Child and Adult Care Food Program and could lead to Termination and being placed on the National Disqualified List.

_____

Provider Signature *Date*

This CAP must be returned to the CCRC by

Your plan will be reviewed and returned to you. If your plan is not accepted, or you fail to write and return the "Corrective Action Plan" this may initiate the "Intent to Terminate Letter" and the process to terminate your CACFP Agreement will begin.

*******For Office Use Only*******
____Accepted ___Not Accepted ____Accepted with Changes (see notes)
Approved by_____Date_____

Rev. 05/2020

Note: This form is a sample only and can be updated as needed by the CCRC

Civil Rights and Your CACFP

The federal government and US Department of Agriculture (USDA) have specific civil rights guidelines for you to follow in CACFP. It is particularly important that you follow these guidelines so that all families and children enrolled in your program are treated equally. If you have any questions about civil rights or how to follow these guidelines, call the CCRC at (440) 242-0413.

What does "civil rights" mean?

Civil rights are legal guarantees that protect individuals from attack on personal liberties, right to fair trial, right to vote, and freedom from discrimination on the basis of race, color, sex (including gender identity and sexual orientation), age, disability, or national origin. Or reprisal or retaliation for prior civil rights activity.

What is "discrimination"?

It is the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, color, national origin, age, sex or disability.

The following is a list of Protected Classes:

- Race
- Color
- National Origin
- Age
- Gender (including gender identity and sexual orientation)
- Disability

This means that you cannot treat families or children enrolled in your food program differently from one another based on their race, color, national origin, age, gender or disability. You must give the same information about your food program (income eligibility, meals and foods served, and policies) to the families of every child enrolled in CACFP.

ALL children in your care MUST be enrolled in CACFP. Failure to enroll all children, regardless of their age, payment status (private pay, subsidized/voucher or no pay) or relationship to you (relative children) is a violation of civil rights and could be cause for Corrective Action, Serious Deficiency or Termination.

You must include the USDA's non-discrimination statement in your parent handbook (full statement). The shortened statement may be used on other CACFP documents you distribute (including weekly posted menus) if space does not allow for the full statement.

The Non-discrimination statement is available electronically for download from the CCRC's website:
https://ccrcinc.com/professionals/child-and-adult-care-food-program/

You must display the "Building for the Future" poster clearly in your home where it will be easily seen by families and CACFP home visitors. "Building for the Future" must be distributed to all families annually and given to each new family on enrollment.

You must offer CACFP information to disabled persons in a format appropriate to their disability. If you need CACFP information in different formats, please contact your CACFP Specialist/Monitor.

If a parent with children enrolled in your food program requests materials in another language, contact the CCRC at (440) 242-0413.

All printed materials, including any pictures or other graphics used about your food program that are given to families or displayed in public must convey a clear message of non-discrimination and equal opportunity.

You will receive civil rights training every year as part of your annually required CACFP training.

Providers must have a policy in place for handling discrimination complaints. Information is located on the bottom of the 'Build for the Future' and reviewed annually during the Policy & Procedures training and at new onboard training. The Non-Discrimination statement along with the USDA's Discrimination Complaint Form are found on the CCRC's CACFP Page here: https://ccrcinc.com/professionals/child-and-adult-care-food-program/

Women Infant Children (WIC)

WIC is a nutrition education program. WIC provides nutritious foods that promote good health for pregnant women, women who just had a baby, breastfeeding moms, infants and children up to age 5. Providers must have WIC (Women Infant Children) info available to all families and must be distributed to all families annually and given to each new family on enrollment. Ohio WIC Website

Building for the Future

This childcare facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day millions of children participate in CACFP at child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five groups)
Milk Fruit OR Vegetable Grains or Bread* *Meat/Meat Alternate may replace entire grain up to 3x/week	Milk Meat or meat alternate Grains or bread Vegetable AND Fruit or Second Vegetable (if serving two vegetables they must be different foods)	Milk Meat or meat alternate Grains or bread Fruit Vegetable

Participating Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers**: Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes**: Licensed private homes.
- **After School Care Programs**: Centers in low-income areas provide free snack and/or meal to school-age children and youth.
- **Emergency Shelters**: Programs providing meals to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- Children aged 12 and under,
- Migrant children aged 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

Contact Information: If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

Child Care Resource Center
5350 Oberlin Ave.
Lorain, OH 44053
Phone: 440/242-0413

Ohio Department of Education

CACFP Program Specialist
25 S. Front Street, MS 303
Columbus, OH 43215-4183
Phone: 614-466-2945
Toll Free: 1-800-808-6235

Nondiscrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf , from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or 3. Email: program.intake@usda.gov.