In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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.

This institution is an equal opportunity provider.
Memo

To: Child Care Food Program Contractors

From: Renee Kane, Bureau Chief
Bureau of Child Care Food Programs

Date: June 29, 2020

Re: Renewal for Fiscal Year 2020-2021

It's hard to believe that renewal time is already upon us. I hope that this message finds everyone doing well considering this year's unprecedented events. On behalf of the Bureau, I would like to extend our sincere gratitude for your on-going commitment to provide healthy meals to Florida's children. Your heroic efforts make a significant difference in your communities every day.

Please review this annual training handbook carefully as it contains important information and reminders about your renewal and program requirements for fiscal year 2020-2021. You will also find information regarding the national waivers, reporting requirements, and best practices related to COVID-19.

Again, thank you for your hard work and dedication to the Child Care Food Program. I hope everyone has a wonderful summer and successful renewal!
# Handbook Contents

Reviewing the contents of this handbook is **mandatory** and is considered **your** CCFP Annual Training. The first part of the book applies to all types of contractors and the rest applies as indicated. Review all that applies to you.

## ALL CONTRACTOR TYPES

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*Note: Updated WIC flyer must be posted at all CCFP facilities or distributed to parents (downloadable from MIPS)*

## SPECIFIC CONTRACTOR TYPES

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*Note: the **Building for the Future** flyer must be posted at all CCFP sponsored facilities or distributed to parents (downloadable from MIPS)*

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FLORIDA DEPARTMENT OF HEALTH (FDOH)
DIVISION OF COMMUNITY HEALTH PROMOTION
BUREAU OF CHILD CARE FOOD PROGRAMS

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(Updated 6/2020)

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Updating Your Child Care Food Program Information & Requesting Advance Approval of Program Changes

Child Care Food Program (CCFP) contractors are responsible for requesting advance approval of program changes from the Florida Department of Health, Bureau of Child Care Food Programs (DOH), and notifying DOH when previously submitted information has changed. This is done through the Change Request Process. Change requests must be submitted in the following circumstances:

- When information contained in the CCFP application packet changes
- When information for a sponsored site changes
- When a contractor wants to terminate from the program
- When a sponsoring organization (sponsor) wants to add or terminate sites

Some change requests may be submitted online in our Management Information and Payment System (MIPS), while other requests require the submission of paper forms.

MIPS Online Change Requests

Changes to the following forms must be submitted in MIPS:

- Application
- Site Information (including license updates)
- Budget (only for sponsors of affiliated sites)

To learn how to update information in MIPS and request approval for the online changes, all contractors are required to watch the Online Change Request Process Training Module located on the CCFP website at www.floridahealth.gov/ccfp. To navigate to the training module, click on “Training Opportunities” on the CCFP menu to the left of the webpage. Then look for the heading “Training for Existing CCFP Contractors” and the sub-heading “Online Change Request Process.” The training module is the first link in that section. The second link is a training on How to Scan and Upload Documents in case you don’t already know how to do that.

Paper Change Form Requests

The following changes must be submitted using a paper Change Form:

- Changes to all other CCFP forms not listed above in the MIPS Online Change Requests section
- Adding or terminating sponsored sites (for sponsors only)
- Contractor terminating from the program (a signed termination letter can be submitted instead of a Change Form)

The Change Form can be found in MIPS under the Blank Forms/Documents link.

When submitting a Change Form to DOH, be sure to:

- Attach any supporting documentation that is specified on the form.
- Submit the documents only one time using one method of submission (email to CCFP.ChangeForms@flhealth.gov, fax, or mail).
- Allow up to two weeks for DOH staff to review and approve your changes or to contact you if additional information is needed.

3/2017
CCFP Annual Reminders:

All Contractor Types (I, S, A, H, D, U)

- Set up your Fiscal Year (FY) 2021 files for the CCFP. The new fiscal year starts October 1, 2020.

- Make sure your records are updated, onsite and available at all times for review. It is required that you keep at least 13 months of records onsite, in paper form.

- Remember to keep information on your application and site(s) in MIPS up-to-date throughout the year. Review the Online Change Request Process training module on our website for assistance. Guidance can also be found on page 5 in this handbook!

- Make sure we always have your updated license information on your site screen in MIPS. As soon as you get your new one, upload it – don’t wait for renewal! Sponsors should periodically check the License Expiration report on your MIPS menu (under Contractor Information) and ensure DOH has the most current licenses in MIPS for your sites.

- Ensure that the updated “And Justice for All” poster (revision date September 2019) is posted in your facility where parents can see it. Be sure you have that poster; if you don’t, ask your Program Specialist for one.

- The updated WIC Flyer must also be posted (or distributed to all parents) as well as the Building for the Future flyer if you are a multi-site contractor. You can find both flyers in MIPS under Blank Forms/Documents (and in the back of this book).

- If catered, remember to renew or complete competitive procurement procedures before September 30, 2020 (see page 28 for more information).

- If your organization is a private, non-profit 501(c)3, you must maintain your 501(c)3 status with IRS.

- If required to be registered in Sunbiz, you must maintain an active Sunbiz status for entity and/or fictitious name registration.
Independent Centers (I), Sponsors of Affiliated Centers (S) and Sponsors of Unaffiliated Centers (U)

- Collect new Free and Reduced-Price (F/R) Meal Applications and Child Participation Information from parents/guardians for the new FY.
  - The F/R Combo form, found in MIPS and in the Eligibility Guide, includes the Child Participation information on the form, if you'd like to use it. If you do, all parents must submit the F/R form with at least that section completed as well as a signature (see page 15 for more info).
  - If using the “non-combo” F/R Applications, you must also collect Child Participation information either on the CCFP Enrollment form or the Child Participation form (both found in MIPS).
  - Do not send these forms home to be completed by parents; instead, have an informed staff person “man” a table during drop-off and pick-up times to help parents complete them. This will make the process quicker and easier.

- Create a new Enrollment Roster(s) for the new FY.
  - It is strongly recommended that contractors use the electronic (Excel) version of the Enrollment Roster. It will keep your children’s names alphabetized and will total your Free, Reduced and Non-needy numbers for you! It is downloadable from MIPS or from our website in the Regulations, Guidance and Record Keeping section.
  - Remember that every child enrolled in the center must be listed on the roster, even if they only attend for one day, and even if they do not eat. This includes infants, school-age children attending before and after-school programs, as well as all VPK children.
  - If a child does not attend at all for an entire month, enter a withdrawal date next to their name, do not count them for that month and any future months in your F/R/NN numbers, and if they come back during that fiscal year you will add them to the bottom of the roster with a new start date.

- If you use the binder method for storing these forms, make a new FY 2021 binder.
  - A recommended method for keeping these forms organized is to create a 3-ring binder with A - Z tabs with a separate roster for each letter (or combination of letters – i.e., XYZ). The forms stored in the binder (F/R Applications, Child Participation Forms and Infant Feeding forms) would be arranged by child’s last name, behind the roster on which the child is listed.

- Child Care Enrollment forms must be collected or updated annually (parents can re-sign and date the current form if no changes are necessary). *Please note that this form must be completed and signed by the parent, not by the center or sponsor staff. The Child Care Enrollment Form in MIPS collects child participation information so if you use that form, you can make a copy of it for the binder or your files, in lieu of collecting a separate Child Participation Form.

- Refer to page 15 for additional guidance on F/R applications and/or you may go to www.FloridaHealth.gov/CCFP to watch a training module on approving Free and Reduced-Price Applications and creating Enrollment Rosters (found under the Training Opportunities link under Forms Instruction Modules).
Afterschool Meals Program (A)

- Ensure all your afterschool sites have been determined eligible within the last five years. If not, re-determine area eligibility (see guidance on page 66). Check out the report on your MIPS menu under Site Information called Site Eligibility Determination Date to see if any of your sites need updating. Please DO NOT re-determine area eligibility for a site until its current eligibility is close to expiring. Remember to update #3 on the MIPS site screen and submit once you have re-determined eligibility for a site.

Day Care Home Sponsors (D)

- Ensure all Tier I providers that are qualified by school or census data have been determined eligible within the last five (5) years. If not, be sure to re-determine tier eligibility (see guidance on page 67). Check out the report on your MIPS menu under Provider Information called Provider Tier I Determination Date to see if any of your providers need updating. Please DO NOT re-determine eligibility for a provider until its current eligibility is close to expiring. Remember to update #3 on the MIPS provider screen and submit once you have re-determined eligibility for a provider.

- If approved for Tier I by provider income, remember to re-collect income statements from providers every year to re-determine Tier I eligibility.

- Inform Tier 2 providers that they can request a reclassification review.

- Child Care Enrollment forms must be collected or updated annually (parent can re-sign the current form if no changes are necessary). *Please note that this form must be completed and signed by the parent, not by the provider or sponsor staff. The Child Care Enrollment Form in MIPS collects child participation information so if you use that form, you can make a copy of it for your CCFP files, in lieu of collecting a separate Child Participation Form.

- Periodically check the License Expiration report on your MIPS menu (under Contractor Information) and ensure DOH has the most current licenses uploaded to the provider screen in MIPS for all of your providers.

Please Note: If a contractor receives a public records request of their Child Care Food Program records, they must immediately forward the request to the state agency office in Tallahassee for handling.
Tips for a Successful Review

Below are eight (8) areas in which errors are frequently found during reviews. Use the tips that are applicable to your program type to help improve the success of your future reviews.

**Free and Reduced-Price Meal Applications**

- Ensure that all required information is recorded on the application (Refer to the Eligibility Guide for Child Care Centers)
- Check for completeness of Food Assistance Program and TANF numbers, last four digits of Social Security numbers, and parents’ signatures
- Ensure the frequency of each income is specified. If an individual has no income listed, you can assume the person has no income and approve the application accordingly.
- Convert incomes with different frequencies to a total annual amount (refer to the Income Conversion Guidance on page 15)
- Children with missing or incomplete applications must be classified as Non-Needy until all required information is received, and another classification can be verified
- There are two options for determining the effective date of a household’s eligibility category: Option A and Option B. Each CCFP contractor must choose the option they will use and approve all applications using only that option (See Policy Memo April 24, 2014- Effective Date of Income Eligibility Determinations)

**Enrollment Rosters**

- Record the child’s correct full name on the roster and use that name consistently on all CCFP forms
- Drop-ins and VPK children must be listed on the roster, even if the children only attend part-time or even for one day in the month
- All children who attend at least one day in a month must be on the roster, even if some of their paperwork is outstanding
  - ☺ TIP – Write a “P” (for pending) in pencil by the child’s name until all the paperwork is in. Erase the “P” when all forms are received, and the final Free/Reduced/Non-Needy determination is made.
- Record a last date of attendance for any children who are no longer attending
- The summary section at the bottom of each page of the roster must be compiled at the end of the month with the total number of Free/Reduced/Non-Needy children
- The total numbers of Free/Reduced/Non-Needy children from the summary section of the Enrollment Roster pages should match the totals submitted on the Monthly Claim AND match your attendance total.
- The Excel version of the Roster is on our website and available in MIPS.
Attendance Records

✓ Sign-in/Sign-out sheets are not a substitute for Attendance Records.
✓ Center-wide attendance records are preferred, but if individual classroom attendance is kept, it must be clearly documented when a child transfers to another class during the month.
✓ It is strongly recommended that Attendance Records be collected on a monthly form, not on a weekly form.
✓ A clear key must be indicated so it is apparent which children are in attendance and which are not.
✓ List all children on the Attendance Record and use the same name on the Enrollment Roster so that they match.

Meals Claimed

✓ Record all meal counts within one hour of service (does not apply to day care home providers whose meal counts can be recorded by the end of the day)
✓ Meal counts may be lower than daily sign-in sheets, attendance records, or number of delivered catered meals, but should never be higher.
✓ Serve meals during the approved meal service times listed on the CCFP Site Information Form or Provider Data Sheet (exception: feed infants when they are hungry, not by a strict schedule).

Meal Pattern Requirements

✓ Please refer to meal pattern requirements in the Nutrition section of this handbook
✓ Use a cycle menu, either your own or one recommended by CCFP, to help with meal planning and to reduce errors
✓ Have copies of current CN labels or Product Formulation Statements (PFS) for all main dish commercially processed/combo foods that have been purchased and are on your menu. Be sure to use the calculations on the label to ensure the correct amounts are being served

😊 TIP – The CCFP website (www.FloridaHealth.gov/ccfp) has a tutorial and a calculator for determining the correct serving sizes from CN labels (found under Nutrition and Menu Planning/Feeding Children in the CCFP/Creditable Foods and Food Purchasing)

😊 TIP – Refer to USDA’s CN Label Verification Reporting System website at www.fns.usda.gov/cnlabeling/usdausdc-authorized-labels-and-manufacturers and click CN Label Verification Report to ensure your CN Labels are valid

Menus

✓ A current menu must be legible, posted in an area visible to parents, and maintained on file
✓ Menus must include the name of the facility, dates, menu type (breakfast, lunch, snack, supper), menu items, type of milk (i.e., fat-free, 1%, and/or whole) and flavored or unflavored milk, and "WG" for whole grain or "WGR" for whole grain-rich items
✓ Fruit juice does not appear on the menu more than once a day.
✓ Menu changes must be made prior to the meal service and must reflect any meal component substitutions that are made

Food Costs
✓ You must purchase enough food to provide the appropriate number of servings and serving sizes for all children being served, including infants
✓ Use the Milk Usage Calculator or the Food Buying Guide Calculator on the CCFP website as a planning tool to ensure that enough milk will be purchased each month
✓ To estimate the amount of money that should be spent on food for the current month, aim to spend at least 50% of the amount of the previous month's total reimbursement on food
✓ Pay attention to administrative and non-food operating costs to make sure they are not cutting into the amount of money allocated for food
✓ Any program expenses paid for in cash should be of a nominal amount and clearly documented

Expenditure Records
✓ Store all monthly claim documentation in one envelope for easy reference; use the CCFP Monthly Documentation Checklist (located in MIPS under Blank Forms/Documents) to ensure you have all required records
✓ Keep all original receipts. Copies are also recommended, especially for thermal receipts which fade; however, copies alone are not sufficient to support CCFP reimbursement.
✓ Operating and Administrative Expenditure Worksheets should be completed monthly, using the appropriate columns to record all expenses (self-calculating spreadsheets can be found on our website under Regulations, Guidance and Record Keeping).
✓ If claiming labor, Personnel Activity Reports (PARs) must be completed for all employees claimed and must be signed by both the employee and supervisor (self-calculating PAR forms can be found in MIPS and on our website under Regulations, Guidance and Record Keeping).

NOTE: Failure to maintain compliance in these areas could result in disallowances and the issuance of a Notice of Serious Deficiency. Please refer to the following page for guidance regarding appeal rights and how to request an administrative review. This information can also be found on the CCFP website under Regulations and Guidance and in MIPS.
Child Care Food Program

PROCEDURES FOR SEEKING ADMINISTRATIVE REVIEW

The Institution, Responsible Principals, and Responsible Individuals (RPIs) are not entitled to administrative review of a Notice of Serious Deficiency. The Institution and RPIs are entitled to administrative review of other Department actions, as provided by Title 7 Code of Federal Regulations Part 226, which affect participation or reimbursements in the Child Care Food Program, including but not limited to proposed termination and disqualification.

The institution’s executive director and chairman of the board of directors, and the responsible principals and responsible individuals (RPIs), must be given notice of the action being taken or proposed, the basis for the action, and the procedures under which the institution and the RPIs may request an administrative review of the action.

If no written request is submitted or if the written request is not received within 15 days of your receipt of the Department’s notice, then the institution and RPIs will have waived their right to administrative review and the Department’s proposed action will become effective.

In order to receive an administrative review, you must comply with the following requirements of Title 7 CFR Part 226, and the Department of Health.

1). A written request for administrative review must be received by the Department’s Agency Clerk no later than 15 days of your receipt of this Notice.

2). The written request must not be emailed. It must be hand-delivered, mailed, or faxed to:

   **For Mailing or Fax:**
   Agency Clerk
   Department of Health
   4052 Bald Cypress Way, Bin No. A-02
   Tallahassee, Florida 32399-1703
   Telephone No. 850.245.4005
   Facsimile No. 850.413.8743

   **For Hand-Delivery:**
   Agency Clerk
   Department of Health
   2585 Merchants Row Boulevard, Suite 110H
   Tallahassee, Florida 32399

3). If you disagree with any part of this proposed action which affects your participation and/or reimbursement, your written request for administrative review must include all of the information listed below in (a) through (g).

   (a) Refer to the Department of Health.
   (b) State your name, current address, e-mail address, facsimile number and telephone number (your contact information).

   *However, if you are represented by an attorney or qualified representative, include the contact information of the attorney or qualified representative.

   And describe how your interests are affected (harmed or changed) by the proposed action.

   (c) State when you received this notice of action and how you received it (mail, UPS, e-mail, fax, etc.).
   (d) List the key facts or parts of the proposed action you disagree with (if none, state there are none).
   (e) List the key facts you believe are the most important in your case and state which ones show that you should win the case.
(f) If you know of any statutes or rules that you believe are in your favor, list them and how they apply to the facts of your case.
(g) State what you want the Department to do in your case.

4. If you agree with the identified deficiencies but disagree with the proposed action which affects your participation and/or reimbursement, the written request must include all of information listed below in (a) through (h).

(a) Refer to the Department of Health.
(b) State your name, current address, e-mail address, facsimile number and telephone number (contact information).
   *However, if you are represented by an attorney or qualified representative, include the contact information of the attorney or qualified representative.
(c) Describe how your interests are affected (harmed or changed) by the proposed action.
(d) State when you received this notice of action and how you received it (mail, UPS, e-mail, fax, etc);
(e) List the key facts you believe are the most important in your case and state which ones show that you should win the case.
(f) If you know of any statutes or rules that you believe are in your favor, list them and how they apply to the facts of your case.
(g) State what you want the Department to do in your case.
(h) Confirm that you agree with all of the identified deficiencies. (However, if you do not agree with the NSD, comply with (3)(a)-(g), above.)

5. If you wish to appear in-person at a hearing with the Department and the Administrative Review Official, the request for administrative review must include a request for an "in-person" hearing.

NOTE: In accordance with 7 CFR 226.6(k)(9), the state agency must limit the administrative review to a review of written submissions (no in-person hearing) in the following cases:

- The information submitted on the application is false;
- The institution or one if its principals is on the National Disqualified List;
- The institution or one of its principals has been declared to be ineligible for another publicly funded Program during the prior seven years; or
- The institution or one of its principals has been convicted of an activity in the past seven years that indicated a lack of business integrity.

If the request for administrative review is received by the Agency Clerk within 15 days of receipt of this Notice:

1. The Agency Clerk will review the request to determine substantial compliance with Department of Health’s requirements as set forth in sections (1) through (5), will acknowledge receipt of the request within 10 days. If the request is in substantial compliance, the Agency Clerk will grant the request and appoint an administrative review official (ARO).

2. The institution and the responsible principals and responsible individuals may retain legal counsel, or may be represented by another person.

3. Any information on which the Department's action was based must be available to the institution and the responsible principals and responsible individuals for inspection from the date of receipt of the request for an administrative review.

4. The institution and the responsible principals and responsible individuals may refute the findings contained in the notice of action in person or by submitting written documentation to the ARO. In order to be considered, written documentation must be submitted to the ARO not later than 30 days after receipt of the notice of action.
5. An in-person hearing will be held in addition to or instead of a review of documents only if the contractor or a named individual request an in-person hearing when requesting administrative review within 15 days of receipt of this letter and the request meets the requirements for an in-person hearing. If the institution's representative, or the responsible principals or responsible individuals or their representative, fail to appear at a scheduled hearing, they waive the right of a personal appearance before the ARO, unless the ARO agrees to reschedule the hearing. A representative of the CCFP must be allowed to attend the hearing to respond to the testimony of the institution and the responsible principals and responsible individuals and to answer questions posed by the ARO. If a hearing is requested, the institution, the responsible principals and responsible individuals, and the CCFP must be provided with at least 10 days advance notice of the time and place of the hearing.

6. The ARO must be independent and impartial. This means that, although the ARO may be an employee of the Department of Health, he/she must not have been involved in the action that is the subject of the administrative review, or have a direct personal or financial interest in the outcome of the administrative review. The institution and the responsible principals and responsible individuals must be permitted to contact the ARO directly if they so desire.

7. The ARO must make a determination based solely on the information provided by the CCFP, the institution, and the responsible principals and responsible individuals, and based on Federal and State laws, regulations, policies, and procedures governing the CCFP.

8. The administrative review official must issue a decision to the CCFP, the institution's executive director and chairman of the board of directors, and the responsible principals and responsible individuals within 60 days of the Agency Clerk's receipt of a written request for administrative review. The 60 days will begin to run when the Agency Clerk receives a written request that is in substantial compliance with paragraphs (1) through (5) of this section.

9. The contractor may continue to participate and receive program reimbursement for eligible meals served and allowable costs incurred until the administrative review is completed.

10. The ARO's determination is the Department's Final Order and is the final administrative determination to be afforded to the contractor and responsible principals and individuals by the Department of Health.
IMPORTANT INFORMATION REGARDING
FREE AND REDUCED-PRICE MEAL APPLICATIONS

♦ Please refer to the Eligibility Guide for Child Care Centers FY 2020-2021 for complete instructions on the Free and Reduced-Price Meal Applications.

♦ The Free and Reduced-Price Meal Application forms have not been revised this year; please use the forms dated 6/2019 (located in MIPS under Blank Forms/Documents), as you create your new Enrollment Roster for the upcoming year. The Parent Letter that needs to accompany the Free and Reduced-Price Meal Application is updated annually. Please ensure that you are using the 2020 revised version.

♦ Contractors may choose to use either the Free and Reduced-Price Meal Application – Combo or the non-combo/standard Free and Reduced-Price Meal Application. See page 10 of the Eligibility Guide for Child Care Centers FY 2020-2021 for guidance. It is available in MIPS under Blank Forms/Documents.

♦ REMINDER – The "combo" version of the Free and Reduced-Price Meal Application combines eligibility and Child Participation Information. Using the "non-combo" or "standard" Free and Reduced-Price Meal Application will require that the Child Participation Information be collected on either the Child Participation Form or the enrollment form, if there is a place for that information.

♦ On the application, if different income frequencies are listed in Step 3 or 4, you must convert all income to an annual amount. Weekly, multiply X 52; Biweekly X 26; Twice a month X 24; Monthly X 12.

♦ If the income frequencies listed in Step 3 or 4 are all the same, use that frequency to determine eligibility; do not convert to another frequency. For example, if all frequencies are monthly, do not convert them to annual; determine eligibility based on monthly.

♦ If there is income listed but no income frequency, the form is considered incomplete and the child is considered Non-Needy until the income frequency can be obtained. Do not assume a frequency when one is not listed. Changes made to a form must be initialed and dated.

♦ If hourly frequency is listed, do not assume 40 hours per week. Ask the household member how many hours per week they work. Changes made to a form must be initialed and dated.
If an adult has no income listed by their name, you can assume the adult has no income and approve the application accordingly, as long as there is a Social Security Number on the application. If there are no adults listed in Step 4, the application is incomplete, and you cannot consider it to be a zero-income application.

Make sure the application is complete. If something is missing, contact the household to clarify the information. It is acceptable to obtain additional information over the phone to complete the F/R Application. Make a notation on the application of the information obtained, from whom the information was received, the date it was received, and your initials.

A Checklist for Free and Reduced Application Approval is included in this handbook for your use. This is not a required form; however it is a tool to assist you in having correctly determined F/R Applications.
Free and Reduced-Price Meal Application
Income Conversion Guidance

**STEP 3:** Children's Income Information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP 2).

Children's Income - sometimes children earn or receive income. Enter the total income received by all children listed in STEP 1, then check how often the income is received.

| Children's Income - Total: $ | How often received? (check only): ☐ Weekly ☒ Bi-Weekly ☐ Twice a Month ☐ Monthly ☐ Annually |

**STEP 4:** Household income and adult household member information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP 2).

Adult Household Members and Income - list all adult household members (age 19 and up) even if they do not receive income. For each adult, list the total gross income (before taxes & deductions) from each source in whole dollars only (no cents) and how often it is received (i.e., weekly, bi-weekly, twice a month, monthly, or annually). For an adult that does not receive income from any source, write "none" or "0." If you enter "none" or "0" or leave any income fields blank, you are certifying that there is no income to report.

<table>
<thead>
<tr>
<th>Adult Household Member's Name (Last Name, First Name)</th>
<th>Earnings from Work ($ Amount / How often?)</th>
<th>Public Assistance/Child Support/Alimony ($ Amount / How often?)</th>
<th>Pensions/Retirement/All Other Income ($ Amount / How often?)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekly</td>
<td>Bi-Weekly</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td>Weekly</td>
<td>Bi-Weekly</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td>Weekly</td>
<td>Bi-Weekly</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

Total Household Members (Add STEP 1 & 4): __________

Last four digits of Social Security Number (SSN) of adult household member: _________

If no SSN, write "none."

⚠️ Parents must indicate the frequency that income is received by using a check box in the child income section or circle the correct frequency to the right of the slash in the adult income section. If there are different frequencies of pay within children incomes, parents may convert income using the information in the "For Contractor Use Only" section; see NOTE. Contractor may assist with this conversion, if needed.

⚠️ In the "For Contractor Use Only" section, the Determining Official is to mark the frequency the household income is received.

**FOR CONTRACTOR USE ONLY:**

Categorical Eligibility: ☐ FAP/SNAP or TANF Household ☐ Foster Child
Total Household Size: _________
Total Household Income: $_________

Eligibility Determination: ☐ Free ☐ Reduced-Price ☐ Non-needy How Often Income is Received (Frequency): ☐ Weekly ☐ Bi-Weekly ☐ Twice a Month ☐ Monthly ☐ Annually

NOTE: If different income frequencies are listed, convert all income to an annual amount. Annual Income Conversion: Weekly x 52, Bi-weekly x 26, Twice a Month x 24, Monthly x 12

Reason for Non-Needy Status: ☐ Income too High ☐ Incomplete Application ☐ Other Reason: ____________________________

Determining Official's Signature: ____________________________ Date: __________ Second Party Check Signature: ____________________________ Date: __________
Checklist for Free and Reduced Application Approval
(use with F/R Application dated 6/2019)

Instructions: Use this checklist to make sure your F/R Applications are completed and approved correctly.

Top Section
___ Child’s name is listed at the top
___ If using the Combo form, child participation information is completed
___ If this is a copy of a sibling’s form, the name is changed here and there is a note at the top indicating the child’s name on the original application

Step 1
___ Child’s name that is listed in top section is also listed with other children in the household
___ All columns are completed next to all children’s names
___ If there are more children (or household members) than lines on the form, a page is attached with the additional names listed clearly

Step 2 (if qualifying by case number)
___ If case number is listed, it meets the criteria (only 10 digits, typically starts with a 1)

Step 3 (if children have income)
___ If children receive income, Step 3 is completed with amount and frequency noted. Note: make sure parent is not reporting child support $ in this section

Step 4 (if qualifying by income)
___ Last 4 of SS# is listed
___ Adults are listed by name
___ Income is listed in all applicable columns with frequency circled
___ Household members are added up correctly

Step 5
___ Adult Household member signed the application

FOR CONTRACTOR USE ONLY section
Bottom Section must be completed correctly and signed and dated by you, the contractor, so your review will be successful!

___ Categorical Eligibility is checked, if applicable
___ Total Household Size equals the number of names listed on the application
___ If qualifying by income (Step 4), Total Household Income is converted/added properly (if different frequencies are listed, convert to annual income)
___ Eligibility Determination is checked accurately
___ If qualifying by income (Step 4), Frequency of Income is checked
___ Signature and Date of Determining Official is complete
___ Second Party Check section is signed and dated, if applicable
FORM UPDATES in MIPS!

Under Blank Forms/Documents and Nutrition Guidance (links on your MIPS menu) is where you can find the materials needed to operate the Child Care Food Program. ALWAYS check in these locations to get the most updated CCFP forms as well as all our policy memos. If there’s something you’d like us to put in MIPS that’s not there, please email Ellen.Farrell@flhealth.gov.

Below is a list of some of the new forms/documents that have been updated or will be updated soon!

Forms that Apply to Multiple Types of Contractors:
Attestation for Procurement Requirements
Board of Directors Certification
Certification Statement Regarding Business Integrity
Crediting Guide
Cycle Menus
Delegation of Signing Authority
Milk Substitutions
WIC Cereal List
WIC Flyer
Parent Letter – I, S, U
Eligibility Guide/Income Eligibility Guidelines – I, D, S, U
50% School List – A, D (updated annually on 2/1)

Day Care Home Sponsors only:
DCH Parent Letters
Letter to DCH Provider

Adding New Accounts in MIPS:
Remember you are now able to add users in MIPS yourself so if you have staff that need access, use the Maintaining MIPS Users guidance found in Blank Forms/Documents.

Important Reminders:
- Many self-calculating Excel forms are also found on our website under Regulations, Guidance and Record Keeping (i.e., Monthly Meal Count Record, Attendance Record, Enrollment Roster, Personnel Activity Reports, Expenditure Worksheets).
- All Child Care Food Program policy memos can be found under the Policy Memos link on your MIPS menu.
MIPS Username Setup Instructions + Maintaining Users

Only the persons listed in #3 and #4 on the CCFP Application will automatically have User accounts in MIPS and these people must log in themselves to set up these accounts. Additional accounts can be created using the Maintaining MIPS User Guidance starting on page 3 of this document.

2. Click on Access MIPS.
3. Click on New User on the MIPS login screen.

**Welcome to MIPS** *(IMPORTANT NOTE: Internet Explorer version 8 or higher is the recommended browser to prevent you from making or submitting changes.)*

Please enter your login information and click "Log In" to continue.

MIPS Username: 
Password: 

Log In | MIPS Help
Locked Out or Forgot Password | Reset Password
New User | Check the Status of Your Payments

4. Type in your assigned MIPS Username, which is your 4-digit Authorization Number + First 4 letters of your last name + First 2 letters of your first name. For example, Authorization Number 3720 Sally Smith would be 3720smitsa. Then click Verify. (Note: if there is a space in your name, the space counts as a letter so for example, Authorization Number 5498 Ellen Van Sickle would be 5498van e.)

**Welcome to MIPS** *(IMPORTANT NOTE: Internet Explorer version 8 or higher is the recommended browser to prevent you from making or submitting changes.)*

For verification purposes, please enter the following information and click the "Verify" button:

MIPS Username: 

Verify | Return

5. Type in your FEIN and click Verify.

**Welcome to MIPS** *(IMPORTANT NOTE: Internet Explorer version 8 or higher is the recommended browser to prevent you from making or submitting changes.)*

For verification purposes, please enter the following information and click the "Verify" button:

MIPS Username: 
Federal Employer Identification Number (FEIN): (9-digits, no letters, no dash) 

Verify | Return
6. Read the attestation and if you agree to it, click the checkbox and click Verify.

Welcome to MIPS

(IMPORTANT NOTE: Internet Explorer version 8 or higher is the recommended browser to prevent you from making or submitting changes.)

Attestation:

☐ As a user of the Management Information and Payment System (MIPS), I understand that everything I submit and upload will have my MIPS Username associated with it and all information will be true and correct. In addition, I attest that I will not share my MIPS Username and Password.

7. Select a security question from the dropdown, submit your answer, and click Continue. The security question is not case sensitive.

Welcome to MIPS

(IMPORTANT NOTE: Internet Explorer version 8 or higher is the recommended browser to prevent you from making or submitting changes.)

Please choose a security question and give the corresponding answer:

Security Question: FIRST PET'S NAME?
Answer:

8. Following the instructions on the screen, enter your new password, confirm it, and click Save Password.

Welcome to MIPS

(IMPORTANT NOTE: Internet Explorer version 8 or higher is the recommended browser to prevent you from making or submitting changes.)

Please enter the required information into the fields below and click "Save Password":
Password must contain 8-14 characters, with at least one upper case letter, at least one lower case letter, and at least one number.

Your Security Question has been established.
New Password:
Confirm New Password:

Once your password is set up you will be taken directly to MIPS.
Guidance on Maintaining MIPS Users

Persons listed in #3 and #4 in the CCFP application have authority to assign new users in MIPS and manage users’ profiles. The guidance below describes this process.

- The two persons listed on #3 and #4 on the CCFP Application in MIPS will automatically receive Usernames. Your Username is your 4-digit Authorization Number + first 4 letters of your last name + first 2 letters of your first name. See MIPS Username Setup document on how to set up these accounts. If #3 and #4 is the same person, they will receive one Username.
  - If the name is changed in #3 or #4 at any time, once the change is approved by DOH, that Username will be deactivated, and a new Username will be set up. The new user will receive an email telling them how to log into MIPS and the deactivated user will receive an email letting them know they can no longer log into MIPS.
- #3 and #4 accounts will have access to the Maintain User link on their MIPS menu. The Maintain User screen allows you to add new users to MIPS from your organization and remove users (other than the #3 and #4 person). It also gives you the ability to assign MIPS privileges to your users.
  - The MIPS privileges that can be assigned are:
    - All Screens View-Only
    - Application/Site/Budget (can make changes to these screens)
    - Claim (can file and revise claims)
    - Renewal (can enter data into the Renewal screen and submit)
    - Maintain Users (can assign and remove privileges to users and they have the Maintain Users link on their MIPS menu)

This is where you will find the Maintain Users link on your MIPS menu, if you have this privilege in MIPS.
When you click on the Maintain Users link, it will open up a grid that will show you a list of the users under your Authorization Number and their privileges. In the sample below, you can see that both the #3 and #4 person from our “test” application are shown. If the user is not the #3 or #4 person there will not be a number in that column.

If you click on a user, the Update User box (below) will pop up and this is where you can edit the user’s information, including their privileges in MIPS. This sample shows that this user has privileges to make changes on the application/site/budget, the claim form and the renewal screen. The Maintain Users checkbox is checked and disabled because this is the #4 person on the application; #3 and #4 always have the Maintain Users privilege.

If you make changes to this box, be sure to click Save & Return. Changes made in this box will NOT transfer over to the application; you will have to go to the application screen to make the changes. The #3 and #4 persons cannot be removed as users by using this screen, so the Remove User button will be disabled. They will instead have to be “removed” by updating the application screen with a new person, or in the case of the #4 Program Manager, they can be changed on the Program Manager Update screen when filing a claim.
If you’d like to add another employee as a new user, simply click the Add User button underneath the grid. The Add User box (below) will pop up and you can complete the fields. All fields are required except for Extension, and at least one check box must be selected.

If you are adding an employee that should not be able to make any changes in MIPS and just have Read-Only privileges, check the first box (All Screens View-Only). All the other boxes give users the ability to make changes to those particular screens. After entering new users and saving, they will appear in the grid with the other users. You can add as many users as you like and as they are added, an email will be sent directly to them giving them instruction on how to log into MIPS the first time. You can also remove any users at any time, except for the #3 and #4 person. Removed users will receive an email letting them know they can no longer log into MIPS.

Add User

AN: I-5704

First Name: [ ] Last Name: [ ]

Email: [ ]

Phone: [ ] - Extension: [ ]

☐ All Screens View-Only

☐ Application/Site/Budget (if applicable)

☐ Claim

☐ Renewal

☐ Maintain Users

Save & Return Cancel

Some important notes about these new features in MIPS to keep in mind:

- You will now have multiple users in MIPS that can make changes, so remember:
  - If one user makes a change on an application or site (or budget, if applicable), the screen will become “read only” to all users until the change is approved by DOH
  - If you want to see which user made changes to the screen, you can click on the Submission and Approval link at the bottom of the screen
Claiming Tips

Claiming Deadlines:

All claims must be filed by the 60th day after the last day of the claim month. Electronic claims must be filed in MIPS by the 30th day after the last day of the claim month. The 31st day until the 60th day, claims must be filed as paper claims by email to: CCFPClaims@flhealth.gov. Any 60-day deadline that falls on a weekend or holiday, the deadline is the next business day.

How to Check the Status of your CCFP Payment:

1) Enter this website: https://flair.dbf.state.fl.us/ (this link is on the MIPS login screen and on our website under Claiming Instructions and Information labeled Check the Status of Your Payments)
2) Click on Vendors, Payment History
3) Enter FEID or SSN
4) From the drop-down box, pick the month before the claim month that you are researching
5) Pick the desired year
6) Pick the Department of Health from the Department drop-down box
7) Click on Submit

Direct Deposit (EFT) for CCFP Payments:

We strongly recommend all contractors to use Direct Deposit for your claim payments. Contact the Department of Financial Services directly at (850) 413-5517 for direct deposit questions or changes. The Vendor Direct Deposit Authorization Form is on the CCFP website under Claiming Instructions and Information.

Additional Documentation Required (ADR) Information:

If there is an ADR (Additional Documentation Required) placed on the CCFP contractor’s record, claims cannot be filed on-line. The contractor must send paper claims to their Program Specialist with all required documentation until the ADR is removed. The claims are reviewed and approved by the Program Specialist and sent to Tallahassee for entry.

If the ADR is for a FEIN or Name Change, paper claims must be sent directly to Tallahassee with attention to the Policy Specialist who is working with you on this change.
**Meal Disallowance:**
If there is a Meal Disallowance placed on the CCFP contractor's account, the claim for the specified claim month cannot be filed on-line. The contractor will need to submit the paper claim and the monthly meal count sheet for the specified claim month to CCFPClaims@fhealth.gov. If the contractor's account has a meal disallowance and an ADR, the claim and all required backup documentation will need to be provided to their Program Specialist.

**Important Note:** If an ADR and/or Meal Disallowance is issued, the contractor must still meet the 60-day claiming deadline by turning in the paper claim to their assigned Program Specialist or Policy Specialist by the claiming deadline date. **Being on ADR or Meal Disallowance is not an excuse for filing a late claim.**

**Locked out of MIPS? You can Unlock Yourself:**
If you get locked out of MIPS, just follow the instructions in the message you receive on the MIPS screen to unlock yourself:

1) EXIT out of your web browser
2) RE-OPEN MIPS
3) CLICK on the **Locked Out or Forgot Password?** link on the MIPS login screen

Then you will:
4) Enter your MIPS Username
5) Click Verify
6) Enter your FEIN
7) Click Verify
8) Answer the Security Question that was set up when you created your account

MIPS will then ask you to reset your password; be sure to follow the password requirements (8 – 14 characters, at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character).

If you have trouble getting back to the login screen to unlock yourself, this may be due to the settings on your browser, so please try another browser (Internet Explorer, Microsoft Edge, Google Chrome, etc.) to get to the login screen. Once you unlock your account in that browser, you will be able to enter through any browser compatible with MIPS.

If you have trouble with the security question, please call the Tallahassee office at 850-245-4323.
FLORIDA DEPARTMENT OF HEALTH
CHILD CARE FOOD PROGRAM
FEDERAL FISCAL YEAR 2021
30-DAY AND 60-DAY CLAIMING DEADLINES
FOR POSTMARKS, STAMPED RECEIVED OR ENTERED INTO MIPS

Final Six Months of FY 2020

<table>
<thead>
<tr>
<th>Claim Month</th>
<th>Electronic Claim 30-Day Deadline</th>
<th>Paper Claim &amp; Revision 60-Day Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRIL 2020</td>
<td>Saturday, May 30, 2020</td>
<td>Monday, June 29, 2020</td>
</tr>
<tr>
<td>MAY 2020</td>
<td>Tuesday, June 30, 2020</td>
<td>Thursday, July 30, 2020</td>
</tr>
<tr>
<td>JUNE 2020</td>
<td>Thursday, July 30, 2020</td>
<td>Saturday, August 29, 2020</td>
</tr>
<tr>
<td>JULY 2020</td>
<td>Sunday, August 30, 2020</td>
<td>Tuesday, September 29, 2020</td>
</tr>
<tr>
<td>AUGUST 2020</td>
<td>Wednesday, September 30, 2020</td>
<td>Friday, October 30, 2020</td>
</tr>
<tr>
<td>SEPTEMBER 2020</td>
<td>Friday, October 30, 2020</td>
<td>Sunday, November 29, 2020</td>
</tr>
</tbody>
</table>

Federal Fiscal Year 2021
October 2020 - September 2021
Claiming Deadlines

Electronic claims must be filed in MIPS by 30 days after the last day of the claim month. From the 31st day until the 60th day after the end of the claim month, claims must be filed as paper claims by email to: CCFPClaims@flhealth.gov.

All Contractors, including Sponsors, must submit all claim revisions by the 60-day deadline.

<table>
<thead>
<tr>
<th>Claim Month</th>
<th>Electronic Claim 30-Day Deadline</th>
<th>Paper Claim &amp; Revision 60-Day Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER 2020</td>
<td>Monday, November 30, 2020</td>
<td>Wednesday, December 30, 2020</td>
</tr>
<tr>
<td>NOVEMBER 2020</td>
<td>Wednesday, December 30, 2020</td>
<td>Friday, January 29, 2021</td>
</tr>
<tr>
<td>DECEMBER 2020</td>
<td>Saturday, January 30, 2021</td>
<td>Monday, March 1, 2021</td>
</tr>
<tr>
<td>JANUARY 2021</td>
<td>Tuesday, March 2, 2021</td>
<td>Thursday, April 1, 2021</td>
</tr>
<tr>
<td>FEBRUARY 2021</td>
<td>Tuesday, March 30, 2021</td>
<td>Thursday, April 29, 2021</td>
</tr>
<tr>
<td>MARCH 2021</td>
<td>Friday, April 30, 2021</td>
<td>Sunday, May 30, 2021</td>
</tr>
<tr>
<td>APRIL 2021</td>
<td>Sunday, May 30, 2021</td>
<td>Tuesday, June 29, 2021</td>
</tr>
<tr>
<td>MAY 2021</td>
<td>Wednesday, June 30, 2021</td>
<td>Friday, July 30, 2021</td>
</tr>
<tr>
<td>JUNE 2021</td>
<td>Friday, July 30, 2021</td>
<td>Sunday, August 29, 2021</td>
</tr>
<tr>
<td>JUNE 2021</td>
<td>Monday, August 30, 2021</td>
<td>Wednesday, September 29, 2021</td>
</tr>
<tr>
<td>AUGUST 2021</td>
<td>Thursday, September 30, 2021</td>
<td>Saturday, October 30, 2021</td>
</tr>
<tr>
<td>SEPTEMBER 2021</td>
<td>Saturday, October 30, 2021</td>
<td>Monday, November 29, 2021</td>
</tr>
</tbody>
</table>

Any 60-day deadline that falls on a weekend or holiday, the deadline is the next business day.
Ounce Equivalents Update

Ounce equivalents (oz eq) will soon be used to measure grains. This means that each portion of grains given to children is slightly larger than current measures. This change is effective October 1, 2021.

Exhibit A has been updated to reflect this change. Be sure to begin reviewing the updated Exhibit A when looking at food packages to determine serving sizes so you will be prepared for this change! Also refer to the USDA Ounce Equivalents fact sheet included in the nutrition section.

Other documents, including both meal patterns, will be updated later this year or early 2021.

USDA Documents

USDA has released several nutrition-related documents this past year. Links to these can be found on the CCFP webpage under Feeding Children and Feeding Infants. Listed below are just a few:

- Crediting Handbook for the Child and Adult Care Food Program
- Feeding Infants in the Child and Adult Care Food Program Workbook and Trainer’s Guide
- Meal Pattern Sample Meals Posters

Menu Planning Resources & Tools

A variety of menu planning resources and tools are available on the CCFP website including:

- Catered cycle menus (that can also be used at self-prep sites)
- Menu Review Checklist
- Menu Planning Worksheets
- USDA Mixing Bowl (standardized recipes and cookbooks)
- CN Label Calculator
- Links to USDA meal pattern tools and policy memos
- Food Buying Guide
- WIC Cereal List 2020-2021

Catering Corner

Federal Fiscal Year (FFY) 2020-2021:

Updated catering documents will soon be available on the CCFP website and in MIPS.

Remember:
- All catering contracts expire September 30th.
- Renewal contracts (the second signature page of the 2020-2021 Standard Catering Contract) must be signed by both parties by September 30th.
- Renewal contracts do not require state office approval.
- Any menus other than the state-created cycle menus require approval.
- State-created cycle menus include:
  - A (Hispanic)  A no pork, no peanut
  - B (General)  B no pork, no peanut
  - C (Southern)  C no pork, no peanut
  - Snack and Supper
  - Lunch, Snack, and Supper
  - Supper only
  - Head Start/Early Head Start

- A Catered Meal Service Deficiency Report must be used when catered meals do not meet the terms and conditions of the Standard Catering Contract.
  - Forward any deficiencies involving foods out of temperature, spoiled food, and foreign objects in food to the Tallahassee office.
- MIPS must accurately reflect your caterer—be sure to update the name of your caterer on your site screen whenever there is a change.
- A detailed catering update email is forthcoming.
**Nutrition News & Updates, continued**

**Infant Feeding Reminders**

- Center/site-prepared and commercially prepared combination foods *may* be served but documentation must be on file showing the meal pattern contribution(s) of the food.
  - Example: baby food jars of chicken and rice (rice is considered an “extra”) or beef and broccoli
- Chicken nuggets, fish sticks, and hotdogs *may* be served as long as they are offered in an appropriate shape, size, and texture to avoid choking.
  - These foods are high in sodium and saturated fat and should be offered sparingly, if at all.
- If eggs are served, the whole egg (yolk and white) must be served.
- Puff cereal snacks *may* be credited if the snack is easily recognizable as a ready-to-eat cereal and contains no more than 6 grams of sugar per dry ounce.
- Freeze-dried yogurt snacks are not creditable.
- Reminder: parents may supply *only* 1 component of the infant’s reimbursable meal.

**Meal Service Reminders**

- Menus must clearly identify the type(s) of milk served—the fat content and whether or not the milk is flavored.
- Ensure that the daily whole grain/whole grain-rich item is clearly noted on your menu. You can label this as “WGR crackers” or “WG bread.”
- Any products that require a CN Label, Product Formulation Statement (PFS), or standardized recipe must have these documents on hand for review purposes. These supporting documents must match what is actually served in the child care facility.
- If you purchase and serve pizza from a restaurant, you must have a PFS that documents the amount of creditable components in the pizza. It is not sufficient to simply offer pizza with extra cheese or extra meat.
- Specific types of cereal, juice, and crackers must be listed on menus.
- Almond milk is not a creditable milk. A medical statement must be submitted for almond milk to be a part of a reimbursable meal.

Thank you for all you do to support the health and wellness of Florida's children!
# Child Care Food Program Meal Pattern for Children

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

<table>
<thead>
<tr>
<th>Child Meal Pattern Food Components:</th>
<th>1 and 2 year olds:</th>
<th>3 – 5 year olds:</th>
<th>6 – 19(^1) year olds:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk(^2)</strong></td>
<td>4 fluid ounces</td>
<td>6 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
<tr>
<td>Fluid milk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vegetables, fruits, or portions of both(^3)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetable(s) and/or fruit(s)</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td><em><em>Grains</em>(^5,6,7,14)</em>*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread</td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Bread product such as biscuit, roll, muffin</td>
<td>1/2 serving</td>
<td>1/2 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>Cooked breakfast cereal(^8), cereal grain, and/or pasta</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Ready-to-eat breakfast cereal (dry, cold)(^9)</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>*Meet and meat alternates may be used to meet the entire grains requirement a maximum of three times a week.(^5)</td>
<td>*1/2 oz. (optional)</td>
<td>*1/2 oz. (optional)</td>
<td>*1 oz. (optional)</td>
</tr>
<tr>
<td><strong>Breakfast (3 components)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch/Supper (6 components)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Milk(^2)</strong></td>
<td>4 fluid ounces</td>
<td>6 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
<tr>
<td>Fluid milk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meat and Meat Alternates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lean meat, poultry, or fish(^10)</td>
<td>1 oz.</td>
<td>1 1/2 oz.</td>
<td>2 oz.</td>
</tr>
<tr>
<td>Tofu, soy products, or alternate protein products(^11)</td>
<td>1 oz.</td>
<td>1 1/2 oz.</td>
<td>2 oz.</td>
</tr>
<tr>
<td>Cheese</td>
<td>1 oz.</td>
<td>1 1/2 oz.</td>
<td>2 oz.</td>
</tr>
<tr>
<td>Large egg</td>
<td>1/2 egg</td>
<td>3/4 egg</td>
<td>1 egg</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td>1/4 cup</td>
<td>3/8 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Peanut butter or soy nut butter or other nut/seed butters</td>
<td>2 Tbsp.</td>
<td>3 Tbsp.</td>
<td>4 Tbsp.</td>
</tr>
<tr>
<td>Yogurt, plain or flavored, unsweetened or sweetened(^12)</td>
<td>4 oz. or 1/2 cup</td>
<td>6 oz. or 3/4 cup</td>
<td>8 oz. or 1 cup</td>
</tr>
<tr>
<td>Peanuts, soynuts, tree nuts, or seeds(^9)</td>
<td>1/2 oz. = 50%</td>
<td>3/4 oz. = 50%</td>
<td>1 oz. = 50%</td>
</tr>
<tr>
<td><strong>Vegetables(^3,4)</strong></td>
<td>1/8 cup</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td><strong>Fruits(^3,4)</strong></td>
<td>1/8 cup</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
</tr>
<tr>
<td><em><em>Grains</em>(^5,7,14)</em>*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread</td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Bread product such as biscuit, roll, muffin</td>
<td>1/2 serving</td>
<td>1/2 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>Cooked breakfast cereal(^8), cereal grain, and/or pasta</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>(^*)whole grain, whole grain-rich, enriched</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Conversions:**

- 1/2 cup = 4 fl. oz.
- 1 pint = 2 cups
- 3/4 cup = 6 fl. oz.
- 1 quart = 2 pints = 4 cups
- 1 cup = 8 fl. oz.
- 1 gallon = 4 quarts = 16 cups

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CCFP Meal Pattern for Children *(continued)*

<table>
<thead>
<tr>
<th>Child Meal Pattern Food Components:</th>
<th>Age Group and Serving Size:</th>
<th>1 and 2 year olds:</th>
<th>3 – 5 year olds:</th>
<th>6 – 18(^1) year olds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk(^2)</td>
<td></td>
<td>4 fluid ounces</td>
<td>4 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
<tr>
<td>Lean meat, poultry or fish(^10)</td>
<td></td>
<td>1/2 oz.</td>
<td>1/2 oz.</td>
<td>1 oz.</td>
</tr>
<tr>
<td>Tofu, soy products, or alternate protein products(^11)</td>
<td></td>
<td>1/2 oz.</td>
<td>1/2 oz.</td>
<td>1 oz.</td>
</tr>
<tr>
<td>Cheese</td>
<td></td>
<td>1/2 oz.</td>
<td>1/2 oz.</td>
<td>1 oz.</td>
</tr>
<tr>
<td>Large egg</td>
<td></td>
<td>1/2 egg</td>
<td>1/2 egg</td>
<td>1/2 egg</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td></td>
<td>1/8 cup</td>
<td>1/8 cup</td>
<td>1/4 cup</td>
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<tr>
<td>Peanut butter or soy nut butter or other nut/seed butters</td>
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<td>1 Tbsp.</td>
<td>1 Tbsp.</td>
<td>2 Tbsp.</td>
</tr>
<tr>
<td>Yogurt, plain or flavored, unsweetened or sweetened(^12)</td>
<td></td>
<td>2 oz. or 1/4 cup</td>
<td>2 oz. or 1/4 cup</td>
<td>4 oz. or 1/2 cup</td>
</tr>
<tr>
<td>Peanuts, soy nuts, tree nuts, or seeds</td>
<td></td>
<td>1/2 oz.</td>
<td>1/2 oz.</td>
<td>1 oz.</td>
</tr>
<tr>
<td>Vegetables(^3)</td>
<td></td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>Fruits(^3)</td>
<td></td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>Grains(^\ast, 5, 7, 14)</td>
<td></td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>*whole grain, whole grain-rich, enriched</td>
<td></td>
<td>1/2 serving</td>
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<td>1 serving</td>
</tr>
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<td>Bread</td>
<td></td>
<td>1/4 cup</td>
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<td>Bread product such as biscuit, roll, muffin</td>
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<td>3/4 cup</td>
</tr>
<tr>
<td>Cooked breakfast cereal(^8), cereal grain, and/or pasta</td>
<td></td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>Ready-to-eat breakfast cereal (dry, cold)(^8)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Updated October 2017 with minor revisions June 2019
CCFP Meal Pattern for Children (continued)

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

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

Vegetable or fruit or juice:
- Vegetable or fruit juice must be full-strength, pasteurized, and 100% juice. Unless orange or grapefruit juice, it should also be fortified with 100% or more of Vitamin C.
- Fruit juice must not be served more than once a day.
- One cup of leafy greens counts as 1/4 cup of vegetables.
- Less than 1/8 cup of vegetables and fruits may not be counted to meet the vegetable and/or fruit component.
- At lunch and supper, one vegetable and one fruit or two different vegetables may be served (two fruits may not be served to meet this requirement).

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

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

**Please note that donated foods cannot be used to contribute to the meal pattern requirements**
Child Care Food Program Meal Pattern for Infants

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

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

<table>
<thead>
<tr>
<th>Infant Meal Pattern Food Components:</th>
<th>Age Group and Serving Size:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Birth – 5 months:</td>
</tr>
<tr>
<td><strong>Breastmilk</strong> 1 or formula 2</td>
<td>4-6 fl. oz.</td>
</tr>
<tr>
<td><em>And one or more of the following:</em></td>
<td></td>
</tr>
<tr>
<td>Infant cereal, meat, fish, poultry,</td>
<td></td>
</tr>
<tr>
<td>whole egg, cooked dry beans/peas</td>
<td></td>
</tr>
<tr>
<td>Cheese</td>
<td></td>
</tr>
<tr>
<td>Cottage cheese</td>
<td></td>
</tr>
<tr>
<td>Yogurt</td>
<td></td>
</tr>
<tr>
<td>*And:</td>
<td></td>
</tr>
<tr>
<td>Vegetable or fruit, or a combination</td>
<td></td>
</tr>
<tr>
<td>of both 8</td>
<td></td>
</tr>
</tbody>
</table>

**Snack**

| Breastmilk 1 or formula 2            | 4-6 fl. oz.                | 2-4 fl. oz.              |
| *And one or more of the following:*  |                             |                           |
| Bread                               |                             | *0-1/2 slice             |
| Crackers 4                          |                             | *0-2                    |
| Infant cereal or ready-to-eat cereal|                             | *0-4 Tbsp.              |
| *And:                                |                             | *0-2 Tbsp.              |
| Vegetable or fruit, or a combination |                             |                           |
| of both 8                            |                             |                           |

*NOTE: A SERVING OF THIS COMPONENT(S) IS REQUIRED WHEN THE INFANT IS DEVELOPMENTALLY READY TO ACCEPT IT.*

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

Updated October 2017 with minor revisions June 2019
CCFP Meal Pattern for Infants
Guidelines to Follow

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

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

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

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

Updated October 2017 with minor revisions June 2019
All Cereals on this page contain no more than 6 grams of sugar per dry ounce.

Cereals with * contain 51% or more whole grain. GF = Gluten Free

**General Mills**


**Kellogg's**


**Post**


**Malt O Meal**

Hot Wheat Original *GF*, Farina Original *GF*, Frosted Mini Spooners *GF*, Strawberry Cream Mini Spooners *GF*, Crispy Rice GF

**Quaker**


Any Store Brand orRalston Foods Brand of the following:


MultiGrain Flakes *GF*, MultiGrain Medley, Tasteeneos, Spins, or Toasted Cereal *GF*, Nutty Nuggets/Crunchy Nuggets/Crunchy Wheat *GF*, Oat Crunch/Oat Wise/Oat Squares/Lively Oats *GF*, Oats & More with Almonds/Almonds & Oats *GF*, Oats & More with Honey/Honey & Oats *GF*, Rice Squares, Biscuits, Crisps, or Pockets *GF*, Toasted Oats/Tasteeneos/Toasted Oat Spins/Happy O’s *GF*, Wheat Flakes *GF*, Wheat Squares, Biscuits, or Crisps *GF*

**Cream of Wheat or Rice**

Cream of Rice: Stove Top & Instant *GF*, Cream of Wheat: Whole Grain *GF*, Stove Top & Instant *GF*

2½ minute, 1 minute & instant

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

*Please note, portion sizes listed on the nutrition label may vary. All cereals on this list meet the 6 grams sugar per dry ounce limit.*
## Exhibit A: Grain Requirements Based on Ounce Equivalents

<table>
<thead>
<tr>
<th>GROUP A</th>
<th>Ounce Equivalent (Oz Eq) for GROUP A</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bread type coating</td>
<td></td>
</tr>
<tr>
<td>• Bread sticks (hard)</td>
<td></td>
</tr>
<tr>
<td>• Chow Mein noodles</td>
<td></td>
</tr>
<tr>
<td>• Savory Crackers (saltines and snack crackers)</td>
<td></td>
</tr>
<tr>
<td>• Croutons</td>
<td></td>
</tr>
<tr>
<td>• Pretzels (hard)</td>
<td></td>
</tr>
<tr>
<td>• Stuffing (dry)</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> weights apply to bread in stuffing</td>
<td></td>
</tr>
<tr>
<td>1 oz eq = 22 gm or 0.8 oz</td>
<td></td>
</tr>
<tr>
<td>1/2 oz eq = 11 gm or 0.4 oz</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP B</th>
<th>Ounce Equivalent (Oz Eq) for GROUP B</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Animal crackers</td>
<td></td>
</tr>
<tr>
<td>• Bagels</td>
<td></td>
</tr>
<tr>
<td>• Batter type coating</td>
<td></td>
</tr>
<tr>
<td>• Biscuits</td>
<td></td>
</tr>
<tr>
<td>• Breads (sliced, French, Italian)</td>
<td></td>
</tr>
<tr>
<td>• Buns (hamburger and hot dog)</td>
<td></td>
</tr>
<tr>
<td>• Egg roll skins</td>
<td></td>
</tr>
<tr>
<td>• English muffins</td>
<td></td>
</tr>
<tr>
<td>• Graham crackers</td>
<td></td>
</tr>
<tr>
<td>• Pita bread</td>
<td></td>
</tr>
<tr>
<td>• Pizza crust</td>
<td></td>
</tr>
<tr>
<td>• Pretzels (soft)</td>
<td></td>
</tr>
<tr>
<td>• Rolls</td>
<td></td>
</tr>
<tr>
<td>• Tortillas</td>
<td></td>
</tr>
<tr>
<td>• Tortilla chips</td>
<td></td>
</tr>
<tr>
<td>• Taco shells</td>
<td></td>
</tr>
<tr>
<td>1 oz eq = 28 gm or 1.0 oz</td>
<td></td>
</tr>
<tr>
<td>1/2 oz eq = 14 gm or 0.5 oz</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP C</th>
<th>Ounce Equivalent (Oz Eq) for GROUP C</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cornbread</td>
<td></td>
</tr>
<tr>
<td>• Corn muffins</td>
<td></td>
</tr>
<tr>
<td>• Croissants</td>
<td></td>
</tr>
<tr>
<td>• Pancakes</td>
<td></td>
</tr>
<tr>
<td>• Waffles</td>
<td></td>
</tr>
<tr>
<td>1 oz eq = 34 gm or 1.2 oz</td>
<td></td>
</tr>
<tr>
<td>1/2 oz eq = 17 gm or 0.6 oz</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP D</th>
<th>Ounce Equivalent (Oz Eq) for GROUP D</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Muffins (all, except corn)</td>
<td></td>
</tr>
<tr>
<td>1 oz eq = 55 gm or 2.0 oz</td>
<td></td>
</tr>
<tr>
<td>1/2 oz eq = 28 gm or 1.0 oz</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP E</th>
<th>Ounce Equivalent (Oz Eq) for GROUP E</th>
</tr>
</thead>
<tbody>
<tr>
<td>• French toast</td>
<td></td>
</tr>
<tr>
<td>1 oz eq = 69 gm or 2.4 oz</td>
<td></td>
</tr>
<tr>
<td>1/2 oz eq = 35 gm or 1.2 oz</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP F/G</th>
<th>Ounce Equivalent (Oz Eq) for GROUP F/G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grain-based desserts are not creditable.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP H</th>
<th>Ounce Equivalent (Oz Eq) for GROUP H</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Breakfast cereals (cooked) 3</td>
<td></td>
</tr>
<tr>
<td>• Bulgur or cracked wheat</td>
<td></td>
</tr>
<tr>
<td>• Cereal Grains (barley, quinoa, etc.)</td>
<td></td>
</tr>
<tr>
<td>• Macaroni (all shapes)</td>
<td></td>
</tr>
<tr>
<td>• Noodles (all varieties)</td>
<td></td>
</tr>
<tr>
<td>• Pasta (all shapes)</td>
<td></td>
</tr>
<tr>
<td>• Ravioli (noodle only)</td>
<td></td>
</tr>
<tr>
<td>• Rice (white or brown)</td>
<td></td>
</tr>
<tr>
<td>1 oz eq = 1/2 cup cooked or 1 oz (28 g) dry</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP I</th>
<th>Ounce Equivalent (Oz Eq) for GROUP I</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ready to eat breakfast cereal (cold, dry) 3</td>
<td></td>
</tr>
<tr>
<td>Flakes and rounds: 1 oz eq = 1 cup or 1 oz</td>
<td></td>
</tr>
<tr>
<td>1/2 oz eq = 1/2 cup or 0.5 oz</td>
<td></td>
</tr>
<tr>
<td>Puffed cereal: 1 oz eq = 1.25 cups or 1 oz</td>
<td></td>
</tr>
<tr>
<td>1/2 oz eq = 3/4 cup or 0.5 oz</td>
<td></td>
</tr>
<tr>
<td>Granola: 1 oz eq = 1/4 cup or 1 oz</td>
<td></td>
</tr>
<tr>
<td>1/2 oz eq = 1/8 cup or 0.5 oz</td>
<td></td>
</tr>
</tbody>
</table>

---

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

Revised June 2019
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

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

How Much Is 1 Ounce Equivalent?

20 cheese crackers (1" by 1") = 1 oz. eq.
12 thin wheat crackers (1 ¼" by 1 ¼") = 1 oz. eq.
5 woven whole-wheat crackers (1 ½" by 1 ½") = 1 oz. eq.

Using the Grains Measuring Chart

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

1. Find the grain you want to serve under the "Grain Item and Size" column.
2. Check if the chart lists a size or weight by the name of the grain. If the chart:
   - Lists a weight for the grain, such as at least 56 grams, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.
   - Does not list a weight or size for the grain, then you do not need to check the size or weight of the product before using the chart.
   - Lists a size for the grain, such as about 1 ¼" by 1 ½", then check if the item is the same size, or larger than, this amount. See page 6.
3. Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

Grain Item and Size

- Pita Bread/Round (whole grain-rich or enriched) (at least 56 grams)
- Popcorn
- Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")

Serve at Least
- 1 ½ oz. eq., which equals about...
- ³⁄₄ pita or 14 grams
- 1 ¼ cups or 14 grams
- 7 twists or 11 grams

More training, menu planning, and nutrition education materials for the CACFP can be found at https://teamnutrition.usda.gov.
## Grains Measuring Chart for the Child and Adult Care Food Program

### Grain Item and Size

<table>
<thead>
<tr>
<th>Grain Item and Size</th>
<th>1- through 5-year-olds at Breakfast, Lunch, Supper, Snack</th>
<th>6- through 18-year-olds at Breakfast, Lunch, Supper, Snack</th>
<th>Adults at Snack only</th>
<th>Serve at Least</th>
<th>Serve at Least</th>
<th>Serve at Least</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bagel (entire bagel) at least 56 grams*</td>
<td>¼ bagel or 14 grams</td>
<td>½ bagel or 28 grams</td>
<td>1 bagel or 56 grams</td>
<td>½ oz. eq., which equals about...</td>
<td>⅛ oz. eq., which equals about...</td>
<td>1 bagel or 56 grams</td>
</tr>
<tr>
<td>Bagel, Mini (entire bagel) at least 28 grams*</td>
<td>⅛ bagel or 7 grams</td>
<td>⅛ bagel or 7 grams</td>
<td>2 bagels or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biscuit at least 28 grams*</td>
<td>⅛ biscuit or 14 grams</td>
<td>⅛ biscuit or 14 grams</td>
<td>2 biscuits or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread (whole grain-rich or enriched) at least 28 grams*</td>
<td>⅛ slice or 14 grams</td>
<td>⅛ slice or 14 grams</td>
<td>2 slices or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bun or Roll (entire bun or roll) at least 28 grams*</td>
<td>⅛ bun/roll or 14 grams</td>
<td>⅛ bun/roll or 28 grams</td>
<td>2 buns/rolls or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cereal Grains (barley, bulgur, quinoa, etc.)</td>
<td>¼ cup cooked or 14 grams dry</td>
<td>⅛ cup cooked or 28 grams dry</td>
<td>1 cup cooked or 56 grams dry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cereal, Ready-to-Eat: Flakes or Rounds</td>
<td>¼ cup or 14 grams</td>
<td>⅛ cup or 28 grams</td>
<td>2 cups or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cereal, Ready-to-Eat: Granola</td>
<td>¼ cup or 14 grams</td>
<td>⅛ cup or 28 grams</td>
<td>½ cup or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cereal, Ready-to-Eat: Puffed</td>
<td>⅛ cup or 14 grams</td>
<td>⅛ cup or 28 grams</td>
<td>2 ½ cups or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corn Muffin at least 34 grams*</td>
<td>½ muffin or 17 grams</td>
<td>1 muffin or 34 grams</td>
<td>2 muffins or 68 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cracker, Animal (about ½” by 1”)**</td>
<td>8 crackers or 14 grams</td>
<td>15 crackers or 28 grams</td>
<td>30 crackers (~1 cup) or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cracker, Bear-Shaped, Sweet (about 1” by ½”)**</td>
<td>12 crackers (~¼ cup) or 14 grams</td>
<td>24 crackers (~½ cup) or 28 grams</td>
<td>48 crackers (~1 cup) or 56 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cracker, Cheese, Square, Savory (about 1” by 1”)**</td>
<td>10 crackers or 11 grams</td>
<td>20 crackers (~½ cup) or 22 grams</td>
<td>40 crackers (~¾ cup) or 44 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cracker, Fish-Shaped or Similar, Savory (about ¾” by ½”)**</td>
<td>21 crackers (~¼ cup) or 11 grams</td>
<td>41 crackers (~½ cup) or 22 grams</td>
<td>81 crackers (~1 cup) or 44 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

**Check that the item you want to serve is about this size or larger. See “Grains Measuring Tools” on page 6 for more information.
# Grains Measuring Chart for the Child and Adult Care Food Program

## Grain Item and Size

<table>
<thead>
<tr>
<th>Age Group and Meal</th>
<th>1- Through 5-Year-Olds at Breakfast, Lunch, Supper, Snack</th>
<th>6-Through 18-Year-Olds at Breakfast, Lunch, Supper, Snack</th>
<th>Adults at Snack only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve at Least ½ oz. eq., which equals about...</td>
<td>1 cracker or 14 grams</td>
<td>2 crackers or 28 grams</td>
<td>4 crackers or 56 grams</td>
</tr>
<tr>
<td>4 crackers or 11 grams</td>
<td>7 crackers or 22 grams</td>
<td>14 crackers or 44 grams</td>
<td>14 crackers or 44 grams</td>
</tr>
<tr>
<td>4 crackers or 11 grams</td>
<td>8 crackers or 22 grams</td>
<td>16 crackers or 44 grams</td>
<td>16 crackers or 44 grams</td>
</tr>
<tr>
<td>6 crackers or 11 grams</td>
<td>12 crackers or 22 grams</td>
<td>23 crackers or 44 grams</td>
<td>23 crackers or 44 grams</td>
</tr>
<tr>
<td>3 crackers or 11 grams</td>
<td>5 crackers or 22 grams</td>
<td>10 crackers or 44 grams</td>
<td>10 crackers or 44 grams</td>
</tr>
<tr>
<td>½ croissant or 17 grams</td>
<td>1 croissant or 34 grams</td>
<td>2 croissants or 68 grams</td>
<td>2 croissants or 68 grams</td>
</tr>
<tr>
<td>¼ muffin or 14 grams</td>
<td>½ muffin or 28 grams</td>
<td>1 muffin or 56 grams</td>
<td>1 muffin or 56 grams</td>
</tr>
<tr>
<td>2 sticks or 35 grams</td>
<td>4 sticks or 69 grams</td>
<td>8 sticks or 138 grams</td>
<td>8 sticks or 138 grams</td>
</tr>
<tr>
<td>¼ cup cooked or 14 grams dry</td>
<td>½ cup cooked or 28 grams dry</td>
<td>1 cup cooked or 56 grams dry</td>
<td>1 cup cooked or 56 grams dry</td>
</tr>
<tr>
<td>2 pieces or 11 grams</td>
<td>5 pieces or 22 grams</td>
<td>8 pieces or 44 grams</td>
<td>8 pieces or 44 grams</td>
</tr>
<tr>
<td>½ muffin/slice or 28 grams</td>
<td>1 muffin/slice or 55 grams</td>
<td>2 muffins/slices or 110 grams</td>
<td>2 muffins/slices or 110 grams</td>
</tr>
<tr>
<td>¼ cup cooked or 14 grams dry</td>
<td>½ cup cooked or 28 grams dry</td>
<td>1 cup cooked or 56 grams dry</td>
<td>1 cup cooked or 56 grams dry</td>
</tr>
<tr>
<td>½ pancake or 17 grams</td>
<td>1 pancake or 34 grams</td>
<td>2 pancakes or 68 grams</td>
<td>2 pancakes or 68 grams</td>
</tr>
</tbody>
</table>

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

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

---

39
<table>
<thead>
<tr>
<th>Grains Measuring Chart for the Child and Adult Care Food Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age Group and Meal</strong></td>
</tr>
<tr>
<td>1- through 5-year-olds at Breakfast, Lunch, Supper, Snack</td>
</tr>
<tr>
<td>Serve at Least ½ oz. eq., which equals about...</td>
</tr>
<tr>
<td>¼ cup cooked or 14 grams dry</td>
</tr>
<tr>
<td>¼ pita or 14 grams</td>
</tr>
<tr>
<td>1 ½ cups or 14 grams</td>
</tr>
<tr>
<td>16 sticks or 11 grams</td>
</tr>
<tr>
<td>¼ pretzel or 14 grams</td>
</tr>
<tr>
<td>¼ cup cooked or 14 grams dry</td>
</tr>
<tr>
<td>½ cup cooked or 28 grams</td>
</tr>
<tr>
<td>½ pita or 28 grams</td>
</tr>
<tr>
<td>3 cups or 28 grams</td>
</tr>
<tr>
<td>14 twists (~¾ cup) or 22 grams</td>
</tr>
<tr>
<td>31 sticks or 22 grams</td>
</tr>
<tr>
<td>½ pretzel or 28 grams</td>
</tr>
<tr>
<td>½ cup cooked or 28 grams</td>
</tr>
<tr>
<td>5 cakes or 22 grams</td>
</tr>
<tr>
<td>13 cakes or 22 grams</td>
</tr>
<tr>
<td>1 shell or 14 grams</td>
</tr>
<tr>
<td>2 shells or 28 grams</td>
</tr>
<tr>
<td>¾ tortilla or 14 grams</td>
</tr>
<tr>
<td>1 ¼ tortillas or 28 grams</td>
</tr>
<tr>
<td>½ tortilla or 14 grams</td>
</tr>
<tr>
<td>1 tortilla or 28 grams</td>
</tr>
<tr>
<td>¾ tortilla or 14 grams</td>
</tr>
<tr>
<td>½ tortilla or 28 grams</td>
</tr>
<tr>
<td>⅛ waffle or 17 grams</td>
</tr>
<tr>
<td>1 waffle or 34 grams</td>
</tr>
<tr>
<td>2 waffles or 68 grams</td>
</tr>
<tr>
<td>6- through 18-year-olds at Breakfast, Lunch, Supper, Snack</td>
</tr>
<tr>
<td>Serve at Least 1 oz. eq., which equals about...</td>
</tr>
<tr>
<td>½ cup cooked or 28 grams</td>
</tr>
<tr>
<td>½ pita or 28 grams</td>
</tr>
<tr>
<td>3 cups or 28 grams</td>
</tr>
<tr>
<td>14 twists (~¾ cup) or 22 grams</td>
</tr>
<tr>
<td>31 sticks or 22 grams</td>
</tr>
<tr>
<td>½ pretzel or 28 grams</td>
</tr>
<tr>
<td>½ cup cooked or 28 grams</td>
</tr>
<tr>
<td>5 cakes or 22 grams</td>
</tr>
<tr>
<td>13 cakes or 22 grams</td>
</tr>
<tr>
<td>1 shell or 14 grams</td>
</tr>
<tr>
<td>2 shells or 28 grams</td>
</tr>
<tr>
<td>¾ tortilla or 14 grams</td>
</tr>
<tr>
<td>1 ¼ tortillas or 28 grams</td>
</tr>
<tr>
<td>½ tortilla or 28 grams</td>
</tr>
<tr>
<td>⅛ waffle or 17 grams</td>
</tr>
<tr>
<td>1 waffle or 34 grams</td>
</tr>
<tr>
<td>2 waffles or 68 grams</td>
</tr>
<tr>
<td>Adults at Snack only</td>
</tr>
<tr>
<td>Serve at Least 2 oz. eq., which equals about...</td>
</tr>
<tr>
<td>1 cup cooked or 56 grams</td>
</tr>
<tr>
<td>1 pita or 56 grams</td>
</tr>
<tr>
<td>6 cups or 56 grams</td>
</tr>
<tr>
<td>27 twists (~1 cup) or 44 grams</td>
</tr>
<tr>
<td>62 sticks or 44 grams</td>
</tr>
<tr>
<td>1 pretzel or 56 grams</td>
</tr>
<tr>
<td>1 cup cooked or 56 grams</td>
</tr>
<tr>
<td>5 ½ cakes or 44 grams</td>
</tr>
<tr>
<td>25 cakes or 44 grams</td>
</tr>
<tr>
<td>4 shells or 56 grams</td>
</tr>
<tr>
<td>2 ½ tortillas or 56 grams</td>
</tr>
<tr>
<td>2 tortillas or 56 grams</td>
</tr>
<tr>
<td>1 tortilla or 56 grams</td>
</tr>
</tbody>
</table>

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

**Check that the item you want to serve is about this size or larger. See “Grains Measuring Tools” on page 6 for more information.
Using the Nutrition Facts Label

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

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

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

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

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

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

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

\[
\frac{117 \text{ grams}}{3 \text{ pancakes}} = 39 \text{ grams per pancake}
\]

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

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

No: Use another method to determine how much of a grain item to serve. See “What If My Grain Is Different?” on page 6 for more information.
Are There Other Menu Planning Considerations?
If you serve an item that is larger, or weighs more, than what’s listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The Grains Measuring Chart can help make serving enough grains easier. However, the tools described under “What If My Grain Is Different?” can also help you determine how much of an item to serve to meet the meal pattern without serving more than what is needed.

What If My Grain Is Different?
Is the grain item you want to serve:
- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If so, you will need to use another way to tell how much to serve in order to meet CACFP meal pattern requirements. You could:
- Enter information from the Nutrition Facts label into the Food Buying Guide for Child Nutrition Program’s (FBG) Exhibit A Grains Tool.*
  This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the FBG Recipe Analysis Workbook (RAW)* to determine the ounce equivalents per serving for standardized recipes.

*Available at https://foodbuyingguide.fns.usda.gov.

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

Guides appear as actual size when this worksheet is printed at 100% on standard 8 ½” by 11” paper.
Meal Pattern and Menu Checklist

Use this checklist to ensure that all CCFP meal requirements are met. All answers must be marked “Yes.”

**CHILD MEAL PATTERN REQUIREMENTS**

<table>
<thead>
<tr>
<th>I. Breakfast:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 3 components: Fluid Milk, Vegetables and/or Fruits, Grains</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Only ready-to-eat breakfast cereals (cold/hot) containing 6 g of sugar or less per dry oz are served (refer to the Florida WIC-Approved Cereal List).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Meat/Meat alternates are used to meet entire grains requirement no more than three times/week.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Lunch/Supper:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 5 components: Fluid Milk, Meat/Meat Alternates, Vegetables, Fruits, Grains</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. One vegetable and one fruit or two different vegetables are served (two fruits may not be served).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Snack:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 2 different components: Fluid Milk, Meat/Meat Alternates, Vegetables, Fruits, Grains</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Note: Juice must not be served when milk is the only other component.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Water does not appear on the menu as one of the two required components.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. General Menu Requirements:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Fruit juice does not appear on the menu more than once a day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. At least one grain serving per day, across all eating occasions, is 100% whole grain or whole grain-rich. <em>Menus must clearly identify the whole grain or whole grain-rich item (e.g. “WG bread” or “WGR crackers”).</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Grain-based desserts (e.g. granola bars, cookies) are not served as part of a reimbursable meal. <em>Grain-based desserts may be served as an “extra.” Plain/honey graham and animal crackers are creditable.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Yogurt (milk or soy) contains no more than 23 g of total sugars per 6 oz (15 g/4 oz or 3.8 g/oz).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Children age one receive unflavored whole milk (unless breastfed).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Children ages 2 through five receive unflavored lowfat (1%) or unflavored fat-free (skim) milk.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Flavored milk is not served to children under 6 years of age. <em>Flavored powder/liquid may not be added to milk (cow or soy) for children ages 1-5.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. When flavored milk is served to children age 6 years and older, it is fat-free (skim) or lowfat (1%).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. The menu clearly identifies the types of milk served (fat content and unflavored or flavored).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Commercially processed combination foods (served at any meal) have a CN label or manufacturer’s Product Formulation Statement (PFS) stating the food component contribution. Self-prepared combination foods have a standardized recipe on file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Pre-packaged grain products must have enriched flour or meal or whole grains as the first ingredient listed on the package. <em>Sugar cannot be the first ingredient.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. The menu clearly identifies the types of cereals, crackers, and juices offered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Meals do not include foods deep-fried on site. <em>Providers may purchase or receive pre-fried foods but must reheat them using an alternate method (baking or pan frying/sautéeing).</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N. CCFP funds are not used to purchase non-creditable food items (e.g.: grain-based desserts).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O. Children with special dietary needs (not a disability): parents do not provide more than one component of the reimbursable meal. <em>Parents may supply only one component of the reimbursable meal for children with special dietary needs. The contractor must supply all other components.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P. Children with documented disabilities: parents may supply one or more components of the reimbursable meal. <em>The contractor must supply at least one component.</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reminders:**
- *During snack, juice must not be served when milk is the only other component.*
- *Tofu is creditable as a meat/meat alternate.*

Revised 6/2020
## INFANT MEAL PATTERN REQUIREMENTS

### V. General Menu Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. At least one approved iron-fortified infant formula is offered. It is strongly encouraged to offer two; one milk-based and one soy-based.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Breastmilk and/or formula is served at every meal and snack.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Solid foods are served to infants when they are developmentally ready for them. Solids should be introduced around 6 months of age, but may be served claimed earlier.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Once an infant is developmentally ready to accept solid foods, the contractor offers them to the infant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Juice is not served as part of a reimbursable meal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Only ready-to-eat breakfast cereals (cold) containing 6 g of sugar or less per dry oz are served (refer to the Cereal List for infants). These cereals may only be served at snack to developmentally ready 6-11 month olds.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Yogurt contains no more than 23 g of total sugars per 6 oz (15 g/4 oz or 3.8 g/oz). Soy yogurt is not creditable for infants. Yogurt must be traditional &quot;cold&quot; yogurt; not baby yogurt blends that are shelf-stable. Whole milk yogurt is recommended.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Cheese food and cheese spread are not served included on the menu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Commercially prepared combination baby foods (e.g. chicken and peas or rice) may be served, but documentation from the manufacturer must be available stating the meal pattern contribution(s).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. When eggs are served to infants, the whole egg (white and yolk) is served.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. CCFP funds are not used to purchase non-creditable food items (e.g.: juice).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. Infants with special dietary needs (not a disability): Parents supply no more than one component. The contractor supplies all other components.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Infants with documented disabilities: Contractor supplies at least one component. Parents may supply one or more components of the reimbursable meal.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reminder: a reimbursable meal may contain breastmilk fed to baby by mother

Reminder: whole grains are not required for infants

### VI. Best Practices for Children Ages One and Older (strongly recommended):

- Fresh, frozen, or canned vegetables and/or fruits should be served at least twice a week on the breakfast menu and twice a week on the snack menu. Please note: For those centers that claim two snacks and one meal, instead of two meals and one snack, fresh, frozen, or canned vegetables and/or fruits should be served at least twice a week at each snack time.

- *Good vitamin A sources from vegetables and fruits should be served a minimum of two times a week.

- *Good vitamin C sources from vegetables and fruits or fruit juice should be served daily.

*Please refer to Fruit and Vegetable Sources of Vitamins A and C found on the CCFP website and in A Guide to Crediting Foods.
Crediting Combination Foods

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

Required Documentation:

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

There are three forms of acceptable documentation:

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

CN Labels:

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

1) Contractors must maintain original CN Label logo and crediting statement, or a photocopy or photograph of the original CN Label. Photocopies or photographs must be attached to the original product carton. Photocopies or photographs must be visible and legible.

2) A CN label with a watermark may be used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document.

3) If the original CN Label, or the valid photograph or photocopy of the original CN Label is not available, contractors may provide the Bill of Lading (invoice) containing the product name and:
   - A hard or electronic copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor.

Product Formulation Statements (PFS):

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

1) PFS must be on signed letterhead that demonstrates how the processed product contributes to the meal pattern requirements.

2) Templates for documenting meal components are available on the FNS website at:
   http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry

3) PFS may be modified for various products contributing to more than one meal component. The crediting information for each meal component may be documented on the same PFS.


5) PFS should verify that the product’s contribution to the meal pattern requirements is not greater than the serving size of the product (i.e., a 2.15 ounce beef patty may not credit more than 2.00 ounce M/MA).

6) PFS should assure that the creditable components are in the finished product.

June 2019
Standardized Recipes:

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

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

*Food Buying Guide:

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

- Buy the right amount of food and the appropriate type of food for your program(s)
- Determine the specific contribution each food makes toward the meal pattern requirements
Food Safety in the Child Care Food Program (CCFP)

Serving safe food to children participating in the Child Care Food Program (CCFP) is as important as serving well-balanced and appetizing meals. Preventing foodborne illness must be a top priority for child care staff that prepare and serve meals to young children.

Improper food handling, preparation, or storage can cause food to become contaminated with bacteria or germs that could result in children becoming sick if the contaminated food is eaten. **Bacteria multiply quickly at temperatures between 41°F and 135°F.** Keeping foods out of this temperature danger zone is critical to keeping foods safe and keeping children healthy.

The following food safety resources and training modules can assist you in preventing foodborne illness at your child care site.

From the CCFP website at [www.floridahealth.gov/ccfp](http://www.floridahealth.gov/ccfp) click on Food Safety and Alerts from drop down box to access:

- Online module, *Serving Safe Food in the CCFP*, located under Child Care Food Program Resources
- Institute of Child Nutrition online course, *Food Safety in Child Care*, also located under Child Care Food Program Resources

**How to Report a Foodborne Illness:** If you suspect that a food has made the children at your center sick please complete the online foodborne illness complaint form at: [https://www.ficors.com/FWSupport](https://www.ficors.com/FWSupport), or find the link on our Food Safety and Alerts webpage.

Please refer to [www.foodsafety.gov](http://www.foodsafety.gov) for the latest in food recall and safety alert information. Foodsafety.gov is the gateway to food safety information provided by government agencies. Check recalls regularly (daily is best) for information about products that could cause an allergic reaction or foodborne illness.
Food Service Inspection Requirements

CCFP regulations require child care facilities to have a current health/sanitation permit or satisfactory food service inspection report issued by a local authority at least yearly. Centers/sites must make available during a monitoring review, a copy of their current food service inspection documentation. Food service inspection documentation is valid for one year from date of issuance or until the expiration date on the document, whichever date is earlier.

For DCF licensed child care centers: The Department of Children and Families (DCF) provides food service inspections to licensed child care centers in 62 counties. As part of licensing inspections, DCF inspects for food service according to standards in the Child Care Facility Handbook (including but not limited to 3.9 Food Preparation/Food Service and 3.10 Sanitation). A current and complete licensing inspection report indicating compliance with the applicable standards is required.

For religious-exempt child care centers: The Environmental Health section of the local County Health Department (CHD) will provide food service inspections to religious-exempt child care centers, when requested. When requesting an inspection, a completed Request for Food Service Inspection form must be submitted to the local CHD. Please contact CCFP state headquarters’ office at 850-245-4323 for the request form and specific local CHD contact. A current satisfactory Department of Health (DOH) Food Service Inspection Report is required. DCF School Readiness Inspections will not be accepted as these are not full food service inspections.

For public and private schools: The Environmental Health section of the local County Health Department (CHD) is responsible for food service inspections in public and private schools. A Department of Health (DOH) Food Permit is required.

For afterschool care sites not required to be licensed: Environmental Health from the local County Health Department (CHD) is responsible for food service inspections and issuing Department of Health (DOH) Food Permits. When requesting an initial food service inspection from the local CHD, an unlicensed site must provide the CHD with a recent letter from the child care licensing agency to show that licensure is not required.

For locally licensed child care centers: Local licensing is responsible for food service inspections in five counties: Broward, Hillsborough, Palm Beach, Pinellas, and Sarasota. See the table below for required food service documentation by county, and for local licensing and food service inspection contact information.

<table>
<thead>
<tr>
<th>County</th>
<th>Licensing Inspection</th>
<th>Food Service Inspection</th>
<th>Required Food Service Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broward</td>
<td>Ph: 954-357-4800</td>
<td>Environmental and Consumer Protection Division, Child Care Food Service Section Ph: 850-357-4800 x0291</td>
<td>Licensing Inspection Report includes food service</td>
</tr>
<tr>
<td>Hillsborough</td>
<td>Ph: 813-264-3925 x53655 or x53565</td>
<td>Same</td>
<td>Facility Inspection Form for all facilities; Training certificate on Safe Food in Child Care and Step by Step Menu Planning</td>
</tr>
<tr>
<td>Palm Beach</td>
<td>Ph: 561-837-5900</td>
<td>Ph: 561-837-5976 or 561-837-5971</td>
<td>Facility Inspection Checklist and Food Service Manager’s Certificate</td>
</tr>
<tr>
<td>Pinellas</td>
<td>Ph: 727-507-4857</td>
<td>Ph: 727-507-4336</td>
<td>Food Service Inspection Report; DOH Operating Permit – for full food service or limited food service</td>
</tr>
<tr>
<td>Sarasota</td>
<td>Ph: 941-861-6133</td>
<td>Same</td>
<td>Food Service Inspection Report and DOH Operating Permit for facilities with food preparation capability</td>
</tr>
</tbody>
</table>

Please note: When adding a site, sponsors must provide a copy of each site’s food service inspection documentation. Catered sites that wish to change to self-prep must provide a copy of their food service inspection documentation supporting this change.

Revised June 2020
CIVIL RIGHTS

..: Reminders ..:

- According to FNS instruction 113-1, Section XI, training on civil rights is required **annually** for all levels of CCFP administration.

  - The last slide on the Civil Rights PowerPoint presentation (located on the following pages) details the topics that all staff must be trained on annually.

- All sponsors, centers, shelters, and afterschool programs on the Child Care Food Program must display the "And Justice For All" poster in a prominent location.

  - The current "And Justice for All" poster has a revised date of September 2019. If you need one or more of these posters, you may request them from the Tallahassee office by calling 850.245.4323.

  - Day care home providers are not required to display the "And Justice for All" poster, however they do need to post the "Building for the Future" flyer or provide a copy to each child’s parent(s).

The slides on the following pages are for your review and can also be found in a PowerPoint presentation on our website under Training Opportunities, called *Civil Rights in the CCFP*, for your use in training your staff.
Civil Rights

in the
Child Care Food Program
CCFP)

Why is Civil Rights important?

Ensures equal access to the
Child Care Food Program

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

Six Protected Classes

- Race
- Color
- National Origin
- Age
- Sex
- Disability

Civil Rights Assurances

A civil rights assurance is
incorporated in all agreements
between the state agency and
contractor in order to ensure that
ALL children have access to the
child nutrition programs.

Agreements between sponsors and
their facilities also include civil rights
assurances.

Public Notification System

Display in a prominent place the
"And Justice for All" poster
(Does not pertain to day care home provider)
Request Posters from our Tallahassee
office by calling 850.245.4323

50
Public Notification System
Program Availability

Inform participants and prospective participants of their program rights and responsibilities and the steps necessary for participation.

7

Public Notification System
Nondiscrimination Statement

Include the nondiscrimination statement on all publications, including websites, that inform the public about the CCP.

(Examples of where the statement is found: News Release, "And Justice for All" poster, "Building for the Future" letter, any CCP materials provided to the public)

8

Public Notification System
Nondiscrimination Statement

Full Nondiscrimination Statement (Updated 10-2015):

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the US. Department of Agriculture, its agencies, offices, and components, and institutions participating in or administering USDA programs, are prohibited from discriminating based on race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, marital status, familial status, or political or religious beliefs in its programs and activities. Individuals who believe they have been discriminated against on the basis of one of these protected classes should contact the USDA Program Civil Rights Director at (866) 632-9992 or fill out an online discrimination complaint form. Additional information can be found at the Federal Rural Service Agency website.

To file a program exclusion complaint, complete the USDA Program Exclusion Complaint Form, submit it electronically to the U.S. Department of Agriculture, Equal Opportunity Division, 1400 Independence Avenue SW, Washington, DC 20250, or write a letter addressed to USDA. To protect a copy of the complaint form, call (866) 632-9992, submit a complaint online at www.usda.gov, or write a letter addressed to USDA and provide a copy of the information requested in the form. To report a case of the complaint form, call (866) 632-9992. Submit your complaint letter or email to USDA by:

(1) mail U.S. Department of Agriculture
(2) Equal Opportunity Division
(3) 1400 Independence Avenue NW
(4) Washington, D.C. 20250
(5) fax (202) 720-6166
(6) email: program.intake@usda.gov

This institution is an equal opportunity provider.

9

Public Notification System
Nondiscrimination Statement

10

Public Notification System
Complaint Information

Participants must be advised of their rights and the complaint procedures including how to file a complaint.

11

Handling Complaints

Right to File a Complaint:

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

Complaints:

- Can be written or verbal
- Anonymous complaints should be handled as any other complaint
- State agencies can develop complaint forms, but the use of such forms cannot be a prerequisite for acceptance of a complaint

12
Handling Complaints

A complaint can be made to any CCFP staff.

All civil rights complaints must be forwarded by CCFP staff to the appropriate Regional or FNS Office of Civil Rights Director.

CCFP contractors must notify the state agency of a civil rights complaint immediately.

Compliance Reviews

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

Resolving noncompliance

Noncompliance is a factual finding that any civil rights requirement, as provided by law, regulation, policy, instruction or guidelines, is not being adhered to by a contractor or its sponsored facilities.

Noncompliance may be the result of:
- A review of civil rights compliance during routine reviews
- A special review or
- An investigation

Once noncompliance is determined, steps must be taken to immediately obtain voluntary compliance.

Continued noncompliance may lead to suspension or final termination.

Data Collection and Reporting

Each contractor is required to collect racial/ethnic data and maintain the data on file for three years plus the current year.

This information is reported on site/provider information forms and site/provider review forms.

The purpose is to:
- Determine how effectively FNS programs are reaching potential eligible persons and beneficiaries
- Identify areas where additional outreach is needed
- Complete reports, as required
Language Assistance

Contractors have a responsibility to take steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP).

LEP describes individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Some translated forms and documents are available from RAPP or the CCIP office.

Reasonable accommodations for persons with disabilities

Americans with Disabilities Act - prohibits discrimination based on a disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services. This means that agencies must ensure persons with disabilities have:

- Program accessibility (phone, mail, etc.)
- Effective communication with agency staff
- Easy access to the building itself

Equal opportunity for religious organizations

Ensures a level playing field for the participation of faith-based organizations and other community-based organizations (FB/CBO) in USDA programs

Creates new opportunities to serve more people in need

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

Good Customer Service

Providing good customer service is key to avoiding the appearance or perception by anyone of unlawful discriminatory statements or actions.

Resolving conflict

Conflict comes about from differences - in needs, values and motivations. Sometimes through these differences we complement each other, but sometimes we conflict.

Conflict is not a problem in itself - it is what we do with it that counts.


Civil Rights Training

All staff must receive training on all aspects of civil rights compliance on an annual basis, including:

- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Collection and use of racial/ethnic data
- Requirements for language assistance
- Requirements for reasonable accommodation of persons with disabilities
- Customer service
- Conflict resolution
Emergency Waiver Information

CCFP WAIVERS or FLEXIBILITIES

The Child Care Food Program (CCFP) is a Federal USDA Child Nutrition Program and operates under Federal regulations. When events occur that create emergency situations, the Federal government must issue waivers or flexibilities in order for the CCFP to be operated in a manner different than the regulations specify.

When you are notified that there is a USDA approved waiver or flexibility, it is extremely important that you read the actual USDA waiver to ensure that you are only making approved changes to your CCFP operation. The waiver will have an expiration date which means that beyond that date, your program must return to normal operation. Not following the USDA approved waiver could result in a loss of reimbursement and/or a review finding for your center/organization.

EMERGENCY WAIVER REQUESTS

When Child Care Food Program (CCFP) federal regulations cannot be met during an emergency, such as a hurricane or other disaster, below are the steps to take:

1. You must inform the Florida Department of Health (FDOH) Bureau of Child Care Food Programs (850.245.4323) about any CCFP-related problems you may be experiencing during an emergency. Examples include destroyed records, inability to file claims on time, unable to meet monitoring requirements (sponsors) or an inability to meet meal pattern requirements.

2. If you choose to request that federal regulations be waived due to the emergency, you must complete a Waiver Request form and forward it to FDOH. The Waiver Request form must be completed and on file in order to use any of the state or USDA nationwide flexibilities allowed during an emergency.

3. If your organization is closed during an emergency, do not complete the Waiver Request form. You must notify CCFP that you are closed and duration of the closure.

Be aware that the Waiver Request form is only a request. CCFP may be unable to waive certain Federal requirements and certain requests can be denied. You will be notified by CCFP which state or USDA nationwide flexibilities are approved. Items requested that are not approved within the state or USDA nationwide flexibilities will be denied.
CCFP Waiver Request Form

Name of Emergency Event: ___________________________ Date of Event: ________

Authorization Number: _______ Name of Contractor: _______________________

Use this form if your organization has experienced problems and would like to request a waiver that allows your organization to not follow certain Child Care Food Program requirements for a specific period of time or until condition is corrected. Sufficient reason is required for each request. We will let you know if your waiver request is approved and for what time period or if additional information is required.

If you are a multi-site contractor, specify the names of sites for which the waiver is requested. Attach other sheets, if needed.

☐ 1. Unable to file claim(s) within 60 days of the end of the claim month (Attach paper claim for month(s) affected)
List reason(s) for requesting this waiver:

☐ 2. Unable to provide milk with meals due to milk unavailability for the specified period of time
Specify the month(s) and date(s) that milk was unavailable:

☐ 3. Unable to meet other meal pattern requirements (excluding milk)
Specify the month(s) and date(s) that meals did not meet meal pattern requirements and include reasons meal items were not available:

☐ 4. Catered sites – unable to get catered meals as usual, therefore purchased and served other foods. These site(s) had local health department approval to serve these meals
Specify the period of time requested:

☐ 5. Unable to approve free and reduced-price meal applications and/or update enrollment roster
List reason(s) and time period requested for this waiver:

☐ 6. Sponsors - unable to meet monitoring deadlines for new sites approved to start
List reason(s) and month(s) that you are requesting this waiver:

☐ 7. Other request(s) for waiver:
List reason(s) that you are requesting this waiver:

Submitted by: ___________________________ Date: ___________________________

Title: ___________________________ Return to:

Phone Number: ___________________________ Department of Health

County: ___________________________ Bureau of Child Care Food Programs

8/2019 4052 Bald Cypress Way, Bin A-17

Tallahassee, FL 32399-1727
Contact WIC today!

WIC provides healthy food, nutrition education, and breastfeeding guidance to nearly half a million moms and children in the state of Florida.

If you are pregnant, a caregiver, or a mom with children under 5, you can get the right personalized support for you and your family.

Be the superhero they see in you! Tap into our available resources for your family's health and nutrition.

To see if you qualify, call: 1-800-342-3556 or go to FloridaWIC.org or SignUpWIC.com

¡Póngase en contacto con WIC hoy!

WIC proporciona comida saludable, educación sobre nutrición y consejos sobre amamantado a medio millón de madres y niños en el estado de Florida.

Si está embarazada, es cuidador o madre con un niño de menos de 5 años, puede tener el apoyo personalizado adecuado para usted y para su familia.

Sea el superhéroe que lleva dentro. Use los recursos que hay disponibles para la salud y la nutrición de su familia.

Para ver si cualifica, llame al: 1-800-342-3556 o ir a FloridaWIC.org o SignUpWIC.com

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Kontakte WIC jodi a menm!

WIC foumi manje ki bon pou sante, edikasyon sou nitrisyon, ak konséy sou alètman matènèl pou prèské yon demi milyon manman ak timoun nan Eta Florid.

Si w ansent, si w se yon moun k ap bay swen, oswa yon manman ki gen timoun ki poke gen 5 lane, ou ka jwenn bon sipè ki adıpte pou ou ak fanmi w pèsonèlman.

Montre w se sipèmann yo panse w ye a! Pwofite resous nou gen ki disponib yo pou sante ak nitrisyon fanmi w.

Pou wè si w kalifye, rele: 1-800-342-3556 oubyen ale nan FloridaWIC.org oswa SignUpWIC.com.

Enstitisyon sa a ofri tout moun menm opòtinite a.
Specific Contractor
Types Section

The following pages do not apply to all contractors, but are meant for specific types as indicated below:

Pages 58 - 62: All Multi-Site Sponsors
Pages 63 - 64: Sponsors of Unaffiliated Sites/Providers (U, D, U-A)
Pages 65 - 67: Afterschool Meals Program Contractors (A)
Page 68: Sponsors of Day Care Home Providers (D)
Florida Department of Health
Child Care Food Program

Deadlines for Adding a Site
FY 2020-2021

<table>
<thead>
<tr>
<th>Desired Start Month</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2020</td>
<td>September 23, 2020</td>
</tr>
<tr>
<td>November 2020</td>
<td>October 23, 2020</td>
</tr>
<tr>
<td>December 2020</td>
<td>November 19, 2020</td>
</tr>
<tr>
<td>January 2021</td>
<td>December 23, 2020</td>
</tr>
<tr>
<td>February 2021</td>
<td>January 22, 2021</td>
</tr>
<tr>
<td>March 2021</td>
<td>February 19, 2021</td>
</tr>
<tr>
<td>April 2021</td>
<td>March 24, 2021</td>
</tr>
<tr>
<td>May 2021</td>
<td>April 23, 2021</td>
</tr>
<tr>
<td>June 2021</td>
<td>May 21, 2021</td>
</tr>
<tr>
<td>July 2021</td>
<td>June 23, 2021</td>
</tr>
<tr>
<td>August 2021</td>
<td>July 23, 2021</td>
</tr>
<tr>
<td>September 2021</td>
<td>August 24, 2021</td>
</tr>
</tbody>
</table>

DOH must receive all necessary documentation by mail, fax, or email no later than six (6) business days from the end of a month for the site to be approved for program participation during the following month. If the items received by DOH are incomplete and/or incorrect, the site’s approval cannot be assured to be effective for the following month.

DOH will review all submitted documentation. If the site addition is approved, DOH will return a signed copy of the Change Form indicating approval. New sites must not claim any meals for reimbursement until the first day of the approved month or the requested effective date, whichever is later.

Revised 6/2020
Uploading Claims to MIPS

If you are a multi-site contractor, you can file your claim in MIPS one site claim at a time, or if you prefer, you can upload an Excel file from your computer.

Uploading is the recommended method if you have 10 or more sites, simply because it takes less time, but it is not required.

If you have not uploaded before but would like to start that process, please follow these instructions:

1) Email Ellen.Farrell@flhealth.gov letting her know you'd like to start uploading your monthly claims.
2) Ellen will send you the appropriate Excel spreadsheet that you will use each month for the upload.
3) Each month you will enter your data into the Excel spreadsheet and save it on your computer.

When you get ready to file your claim, instead of clicking File a Claim, click on Upload a Claim. You will then select Browse and navigate to the location of the file you want to upload from your computer. After selecting the file, Click on the Open button at the bottom of the box and the file will appear in the Upload Claim box. Then click on the blue Upload Claim button. Easy as that!! ☺

Once you have uploaded your site claim data, you will get a message on the screen letting you know how many files were uploaded successfully. It will also let you know of any site claims that were not uploaded due to data errors.

(continued on next page)
If you have error messages listed, it is recommended that you do a screen print (Ctrl - Print Screen or Alt-Print Screen if you have 2 screens, and paste to a Word document) so you will have a record of the errors you need to fix. To fix any errors in the site claims, at this point you will need to go into each individual site claim, make the change, then click the Save Data button.

After all site claims have been saved successfully, you must go to the Sponsor Claim to finish the claiming process and submit the claim.

Please note the following rules regarding the upload file:

1) The file must be saved in .csv format (comma-delimited Excel format) – the file you receive from DOH will already be in this format – don’t change it or it will not work properly.
2) The first row in the spreadsheet you upload must be the exact column headings that are in the spreadsheet you receive (do not change them).
3) Start entering data in second row (do not skip a row).
4) For Authorization Number, just put the number (no letter or dash).
5) For Month, enter the number, not the word (i.e. April = 4).
6) For S’s, A’s and U’s, in the Center Number column, enter the number you assigned to the site. If you let MIPS assign the number, Site Number and Center Number will be identical.
7) Fields must be all numeric - no commas or decimals.
8) All fields must be complete so if no value is necessary, enter a zero. There cannot be any blank fields when you upload.
9) If a site is not claiming for a certain month the site must not be included in the upload file because MIPS will not accept all zero meals.

For further instructions on filing your claim, please go to our website (www.FloridaHealth.gov/CCFP) in the Claiming Instructions and Information section.
Accessing the National Disqualified List (NDL) and Florida Disqualified List

The National Disqualified List (NDL) is a list of institutions, individuals, and family day care home providers that have been terminated and disqualified from participation in the Child Care Food Program (CCFP). The Florida Disqualified List (FDL) is a subsection of the National Disqualified List that includes institutions, individuals, and family day care home providers that have been terminated and disqualified from CCFP participation by the Florida Department of Health. Title 7 Code of Federal Regulations Part 226 (7 CFR Part 226) strictly prohibits disqualified individuals and institutions from participating in the Child Care Food Program (CCFP) in any capacity. Therefore, sponsoring organizations must access the NDL to ensure they do not employ individuals on the list to work on the CCFP; and that they do not add a new facility (center or provider) that is on the list to participate on the CCFP under their sponsorship. For example, a disqualified provider who purchases a center would not be eligible to participate; and a disqualified provider or center owner cannot be a board member for any center participating on the CCFP. Individuals and facilities typically remain on the list for seven (7) years, or longer if monies are owed to the Program.

National Disqualified List -

➢ Sponsoring Organizations have eAuthentication Level One access to view the NDL:
   Go to: https://identitymanager.eems.usda.gov/registration/index.aspx Follow the directions for USDA Customers - What Level of Access Do You Need? Choose Request Level 1 Access. Click on Register for a Level 1 Account.
   All required fields are red and marked by an asterisk (i.e. *).
   • Password must be:
     o Be 12-24 digits long
     o Include one number
     o Include one uppercase letter
     o Include one lowercase letter
     o Include one special character
     o Dictionary words may not be used on passwords
   • There are four security questions. You will need to select and answer four distinct questions. This information will be used to validate your identity if you forget your password.
   • When you have completed this information, you will receive an e-mail with your User ID, Name, E-mail and Security Questions and Answers. Suggestion: Write down your new 12-24 digit password on this page and save in a secure place. Follow the instructions in the email to complete the process.
   • In the e-mail, it will have a place to click ACTIVATE MY ACCOUNT. Click on this and then save the page as a favorite. This webpage is where you will log in to the NDL. After you log in, you will come to:

Welcome To The National Disqualified List Application

Today's Date: Wed Nov 12, 2014 14:58:00 CST

Please select the desired feature from the menu on the left.

Welcome Sponsoring Organization user.

Introduction
Section 245(c) of Public Law 100-224, the Agricultural Risk Protection Act of 2000, amended § 17(d)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766 (d)(5)(E)(iii)) and 8(b) by requiring the Department of Agriculture to maintain a list of institutions, family day care home providers, and individuals that have been terminated or otherwise disqualified from Child and Adult Care Food Program (CACFP) participation. The law also required the Department to make the list available to State agencies for their use in reviewing applications to participate and to sponsoring organizations to ensure that they do not employ as principals any persons who are disqualified from the Program. This statutory mandate has been incorporated into § 228.6(c)(7) of the CACFP regulations.

Florida Disqualified List -

➢ Sponsoring Organizations have access to view the Florida Disqualified List in MIPS. There are two lists – DCH Providers and Contractors. Go to: www.floridahealth.gov/ccfp and click on “Access MIPS.” Once in MIPS, click on Disqualified Lists on your MIPS menu. You will see the list of disqualified contractors and disqualified providers.

If you have any questions or difficulty accessing the NDL or FDL, please contact the CCFP Field Operations section at 850-245-4323.
Building for the Future

This facility participates in the Child Care Food Program (CCFP), a Federal program that provides healthy meals and snacks to children in child care settings. Each day more than 4.2 million children across the country participate in the CCFP. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of child care and making it more affordable for low-income families.

**Meals**

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch or Supper</th>
<th>Snacks (Two of the five)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>Milk</td>
<td>Milk</td>
</tr>
<tr>
<td>Fruit or vegetable</td>
<td>Meat or meat alternate</td>
<td>Meat or meat alternate</td>
</tr>
<tr>
<td>Grain</td>
<td>Vegetable</td>
<td>Vegetable</td>
</tr>
<tr>
<td></td>
<td>Fruit</td>
<td>Fruit</td>
</tr>
<tr>
<td></td>
<td>Grain</td>
<td>Grain</td>
</tr>
</tbody>
</table>

**Participating Facilities**

Many different facilities operate the CCFP 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 certain for-profit centers
- **Family Day Care Homes**: Licensed private homes
- **Afterschool Programs**: Sites that provide educational or enrichment programming and are located in low-income areas
- **Homeless Shelters**: Emergency shelters that provide temporary shelter to homeless children

**Eligibility**

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

- children age 12 and under,
- migrant children age 15 and younger, and
- children through age 18 in eligible afterschool programs and homeless shelters.

**Civil Rights**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 932-9992. Submit your completed form or letter 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. 20250-6410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**Contact Information**

If you have questions about the CCFP, please contact one of the following:

**Sponsoring Organization/Facility:**

State Agency:
Florida Department of Health
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin A-17
Tallahassee, Florida 32399-1727
850.245.4323
www.FloridaHealth.gov/ccfp

Revised 10/2017

S-130-08

62
Financial Management for
Sponsors of Unaffiliated Centers/Sites and Day Care Homes
(D, U and Unaffiliated A)

Prior Approval of Expenses

- Costs must be approved by DOH prior to expending the requested funds.
- If the sponsor’s existing budget needs to be amended to revise costs, the budget amendment request must be approved by DOH prior to the sponsor expending the requested funds.
- Costs must be supported by supplying DOH with the appropriate documentation (quotes, invoices, policies, etc.) to ensure that all costs are allowable. Budgets and amendments cannot be approved without back-up documentation.
- Costs should not be claimed if they are not listed in the sponsor’s approved budget. Sponsors must obtain approval of expenses prior to claiming them.
- Prior Approval of certain costs is required by the USDA. See page 16 of the FNS Instruction 7962 Revision 4.
  - Sponsors should also seek prior approval because:
    - The cost may not be allowable.
    - Additional documentation or justification may be required to approve the cost.
    - The specific type of cost may need to be listed on the Supplemental Budget for Special Cost Items in addition to the budget.

Budget Amendments

- Up to four budget amendments may be submitted per year. Use them! But use them wisely.
- Do not neglect to amend your budget when it needs to be amended.
- Common reasons for needing an amendment:
  - Staffing changes
  - Contracted service changes
  - Follow-up to a review
- Think holistically. Are there any other areas or items in your budget that need to be updated in addition to the item(s) you are requesting to change?
- The deadline for the last budget amendment of the fiscal year is July 31st, however please submit earlier, when possible.
  - Begin monitoring your budget closely in May.
  - Use the Sponsor Earnings Report from MIPS to identify changes that need to be made. Unaffiliated AMP sponsors should use the Claim Data Summary Report.
  - Consider your budgetary needs for the remainder of the year.
  - Try to avoid working on an amendment for the current fiscal year and your renewal budget for the upcoming fiscal year at the same time.
• Remember that the budget revision process can be extensive depending on the changes that need to be made.
  o Submit the amendment request as soon as possible! Do not wait until the last minute, or after you have already implemented changes, to request approval.
  o Do not expect response or approval to be immediate. Keep in mind that you should allow time for the amendment request to be reviewed by the DOH finance specialist, and revised as needed before approval.
    • Additionally, review of requests in conjunction with the 2 CFR 200 may also impact the timeframe for response and approval.
  o Double check your work.
  o Send the required supporting documentation.
  o Call your DOH finance specialist to discuss any unique costs or circumstances that impact your budget.

Final Claim Accrual

• Costs may be reported on:
  o An accrual basis – costs are recorded when they are incurred (when the service was provided).
  o A cash basis – costs are recorded when they are paid.
  o A modified accrual basis – certain expenses are reported on a cash basis while others are reported on an accrual basis.
• You are welcome to use your preferred accounting method to record costs, however costs must be treated consistently throughout the year, except for the last month of a FY (September) when accrual basis must be used.
• You MUST accrue costs for the final claim.
• The federal fiscal year is October 1 – September 30. The final claim will typically be the final month of the Federal fiscal year, September.
• For the September claim, all costs reported should be through September 30.
• This will require your finance staff to prorate bills, salary payments to employees and corresponding fringe benefits that cross September and October. For example, if your telephone bill covers service dates 9/15/2020 - 10/14/2020 then only the prorated portion for September should be used to calculate the CCFP portion of the cost.
• All costs should be prorated as needed to ensure that the September claim covers through September 30 and that no September costs are included in the October claim.
• Even a small number of October days must be prorated out of the September claim.
  o For example: Service dates 9/4/2020 – 10/3/2020
  o Those three October days should not be included when the September claim is calculated.
  o But don’t forget to add them to the October claim calculation!
• Maintaining the accrual accounting method for the final claim is required for compliance with the CCFP guidelines.
Qualifying an Afterschool Meals Program Site
(Determining and Documenting Area Eligibility)

In order to qualify an afterschool care site for the Afterschool Meals Program (AMP), the site must be located within the geographical boundaries of a public school zone* in which 50 percent or more of the enrolled children are eligible for free or reduced-price school meals.

Schools that meet the 50% or more free or reduced-price meals requirement are included on the DOH 50% School List. The DOH 50% School List is updated annually and is located on the CCFP website at www.fldhhealth.gov/ccfp by clicking "Afterschool Meals Program" on the menu to the left, then clicking on "50% School List."

This guidance explains how to determine the school zones (elementary, middle, and high) that a site is located within, determine if one of the zoned schools meets the 50% or more free or reduced-price meals requirement, and document this process, which is known as determining area eligibility.

* Some schools on the DOH 50% School List (e.g., private schools, magnet schools, exceptional schools, university lab schools, Florida School for the Deaf & Blind, Juvenile Justice schools, charter schools, virtual schools, vocational schools, hospitals and homebound programs, Head Starts, Pre-K centers, etc.) do not have traditional school zones. Such schools cannot be used to determine area eligibility, except when an afterschool care site is located at the school.

Important note: Some counties have "school choice zones," which means that parents living in an assigned geographical area (or zone) are allowed to choose a school for their child from a set of schools. If qualifying a site located in a school choice zone, refer to part C on page 2 in addition to part A or B (whichever is applicable) and Part D.

A. Determining the area eligibility of a non-school site:

1. Determine and document public school zone information (elementary, middle, and high school) for the afterschool care site by using one of the following methods.
   a. County school district website (if available):
      1) Explore the website to find school zone listings.
      2) Type in the address of the site.
      3) Print the page that lists the school zones for the site. Ensure that the printed web page includes the computer-generated printing date.
   b. County school district contact:
      1) Obtain a school district official’s attestation of the site’s school zones in an email or written on school district letterhead, or
      2) Place a memorandum in the site’s file, which details the school zone information provided by the school district official(s), the name(s) of the official(s) consulted, and the date the information was obtained. A memo to the file should always be dated and initialed by the person obtaining the information.
   c. Current county school-zone map from the school district:
      1) Copy the section of the map that includes the site’s address.
      2) Mark the location of the site.
      3) Highlight the school zone boundaries.

2. Once the school zones are determined for the site, check the current DOH 50% School List. If one of the schools (elementary, middle, or high) that the site is zoned for is listed on the DOH 50% School List, then the site is area eligible for the AMP. If not, continue to step 3.

3. Try this step only after step 2 has failed to qualify the site. Contact the school district’s nutrition/food service department to obtain the three schools’ free and reduced-price percentage data for the most recent
full school month (i.e., not August, June, or July). In order for the site to be determined area eligible, the free and reduced-price percentage data for one of the schools (choose elementary, middle, or high) must:

a. Be from a more recent month that the DOH 50% School List data, and
b. Show that the school maintained at least 50% free and reduced-priced meal participation for the month, and
c. Be officially documented on school district letterhead or in an email from the school district’s nutrition/food service department, and
d. Be provided to DOH when requesting approval to add the site to the AMP.

B. Determining the area eligibility of a site located in a school:

1. Check the current DOH 50% School List to determine if the school is listed. If so, then the site located at that school is area eligible for the AMP. If the school is not listed, then follow step 2.

2. Obtain the school zones (elementary, middle, and high) for the street address of the school, using one of the three methods described in A.1 above. Then check the DOH 50% School List to see if one of the other two schools for the zone are listed. If so, then the school site is area eligible. If not, continue to step 3.

3. Try this step only after steps 1 and 2 have failed to qualify the site. Contact the school district’s nutrition/food service department to obtain the school’s free and reduced-price percentage data for the most recent full school month (i.e., not August, June, or July). In order for the school to be determined area eligible, the free and reduced-price percentage data must:

   a. Be from a more recent month that the DOH 50% School List data, and
   b. Show that the school maintained at least 50% free and reduced-priced meal participation for the month, and
   c. Be officially documented on school district letterhead or in an email from the school district’s nutrition/food service department, and
   d. Be provided to DOH when requesting approval to add the site to the AMP.

C. Additional information for qualifying sites located in a school choice zone:

- If the site is located in a school that is on the DOH 50% School List, then the site qualifies for the AMP. If the school is not on the DOH 50% School List, then the site is not eligible.

- If the site is not located in a school, then all** of the elementary schools or middle schools or high schools within the school choice zone must be on the DOH 50% School List for the site to qualify for the AMP.

- ** Schools that can be attended by students from outside of the school choice zone (e.g., a county-wide magnet school) must not be included in the group of schools (elementary, middle, or high) used to qualify the site.

- Call 850-245-4323 or email ccfp@flhealth.gov if you have questions about how to qualify a site located in a school choice zone.

D. Documenting a site’s area eligibility determination:

1. Retain the school zone documentation (website printout, school district contact, or map) in the site’s file, and submit a copy to DOH when requesting approval to add the site to the AMP (unless the site is located in a school on the DOH 50% School List).

2. Retain a copy of the applicable page of the DOH 50% School List in the site’s file, or if the site was qualified using more recent free and reduced-price school data, retain that documentation instead and submit a copy to DOH when requesting approval to add the site to the AMP.

3. Retain all area eligibility documentation during the site’s 5-year eligibility period, and for three subsequent years.
Every five (5) years, Afterschool Meals Program contractors are required to re-determine site eligibility for sites qualified by school data and report this change in MIPS. To assist with this process, contractors can pull a report from MIPS that will identify the last determination date and when the next determination date should be. Instructions for pulling this report are as follows:

Log into MIPS

1. Expand the “Site Information” link
2. Click on “Site Eligibility Determination Date”
3. Select the Current Fiscal Year (this eliminates faulty data)
4. Click the Print Report button

See screenshots below that show where to find the report on your MIPS menu and what the report shows you.

In the example above, the contractor would need to re-determine the site eligibility for listed sites by 8/31/2020 and 11/30/2020 respectively.

NOTE: Please DO NOT re-determine area eligibility for a site until its current eligibility is close to expiring.
Day Care Homes – Tier Eligibility Re-Determination

Day Care Home Sponsors are required to re-determine provider tier eligibility by the following criteria:
- Tier I providers qualified based on school or census data every **five (5) years**
- Tier I providers qualified based on provider income/Food Assistance/TANF eligibility **annually**

Sponsors must update this information in MIPS on the provider screens.

Sponsors can pull a report from MIPS that provides the next determination date for each of their providers.
1. Log into MIPS
2. Expand the "Provider Information" link
3. Click on "Provider Tier I Determination Date"
4. Select the Current Fiscal Year (this eliminates faulty data)
5. Click the Preview Report button
   - The report lists providers by Tier I category (School, Census and Provider Income)

See screenshots below that show where to find the report on your MIPS menu and what the report shows you, displaying the last determination date and next determination due date.

In the example above, the contractor would need to re-determine the eligibility for the listed providers by 8/31/2020, 10/31/2020, and 1/31/2021 respectively.

Remember that the following must be updated annually:
- Provider Income Statement for Tier I providers qualifying to claim "own" children for meals
- Tier II Household Income Statement for all children in Tier II homes for which the provider will be reimbursed at the high rate

Also, if a provider's address changes, their eligibility must be re-determined.

**NOTE:** Please **DO NOT** re-determine area eligibility for a provider until its current eligibility is close to expiring (unless re-determination will change provider from Tier II to Tier I).
CCFP 2020 Annual Training Assessment

Instructions: Complete this assessment and email to Fadonia.Reed@flhealth.gov to receive a CCFP Annual Training Completion Certificate for your records. If a question doesn’t apply to you (see letters in parenthesis for specific contractor types), put N/A.

Authorization Number: _______ Your Name for the Certificate: ______________________

Circle True (T) or False (F) for each statement.

1. T or F Reading through this Training Handbook is required as part of the renewal process.
2. T or F When updating is necessary, I am responsible for making changes to my application and site(s) online in MIPS.
3. T or F I must upload my new license (or equivalent document) to the MIPS site screen when my old license expires.
4. T or F Before October, I need to collect new Free and Reduced Applications and Child Participation information from my parents and create a new Enrollment Roster. (I,S,U)
5. T or F The Free and Reduced Application Combo form includes child participation information and I can get it from MIPS. (I,S,U)
6. T or F Parents do not have to indicate frequency of pay when listing their income on the Free and Reduced applications. (I,S,U)
7. T or F When children leave my center, I must record their last date of attendance on the Enrollment Roster, so they are not counted in future months. (I,S,U)
8. T or F VPK, after-schoolers and drop-in children should not be included on my Enrollment Roster. (I,S,U)
9. T or F Children’s enrollment forms must be updated or collected annually. (I,S,U,D)
10. T or F I can create additional accounts in MIPS if my name is listed on the MIPS Application.
11. T or F MIPS Blank Forms/Documents is where I can find the most updated CCFP forms.
12. T or F If I’m locked out of MIPS, I can unlock my account myself.
13. T or F If I want to file an electronic claim in MIPS, I need to submit within the 30 day deadline.
14. T or F I can check on my claim payment status by clicking on the Check the Status of Your Payments link on the MIPS login screen.
15. T or F All catering contracts expire September 30th.
16. T or F Juice is a creditable menu item for infants.
17. T or F Whole grain items are only required if I serve supper on my menu.
18. T or F If I serve cereal or crackers, I must state on the menu what type I’m serving.
19. T or F All processed combination foods (even with catered meals) must have a CN label or Product Formulation Statement on file.
20. T or F Civil Rights training is required for my staff every year and the PowerPoint is found on the CCFP website.
21. T or F Afterschool Meals Programs must re-determine all sites’ eligibility every 5 years. (A)
22. T or F Day Care Home Sponsors must re-determine all providers’ eligibility every 5 years. (D)
23. T or F I have read through this entire handbook and if I have ANY questions, I know I can contact my local Program Specialist for assistance (phone and email in this book!). ☺