

Child Care Food Program 2024 Annual Training Handbook



Child Care Food Program **...building healthy habits for life**

Florida Department of Health
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin #A-17
Tallahassee, FL 32399-1727
850.245.4323
www.FloridaHealth.Gov/CCFP

July 2024

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, [USDA Program Discrimination Complaint Form](#) which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. **Fax:**
(833) 256-1665 or (202) 690-7442;
3. **Email:**
Program.intake@USDA.Gov

This institution is an equal opportunity provider.

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.

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DIVISION OF COMMUNITY HEALTH PROMOTION
BUREAU OF CHILD CARE FOOD PROGRAMS

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(Updated 6/2024)

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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 (FDOH), Bureau of Child Care Food Programs, and notifying FDOH 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 FDOH, 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 FDOH staff to review and approve your changes or to contact you if additional information is needed.

CCFP Annual Reminders & Important Information:

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

- Effective October 1, 2023, CCFP records and program related records must be retained for a period of 6 years (5 years plus the current fiscal year) from the end of the federal fiscal year. CCFP will issue a contract amendment to the Permanent Contract that will outline this requirement to all contractors that signed a contract prior to March 2023. If you have any questions, please contact a Policy Specialist at 850-245-4323.
- Set up your Fiscal Year (FY) 2025 files for the CCFP. The new fiscal year starts October 1, 2024.
- 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 FDOH has the most current licenses in MIPS for your sites.
- Ensure that the “And Justice for All” poster is posted in your facility where parents can see it. The current “And Justice for All” poster has a revised date of May 2022. CCFP will send the new posters once they are available. You may continue to use the September 2019 “And Justice for All” posters until replaced with the new poster.
- The updated WIC Flyer must also be posted in your facility where parents can see it (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, 2024 (see Nutrition News for more information).
- If your organization is a private, non-profit 501(c)3, you must maintain your 501(c)3 status with IRS to remain on the Child Care Food Program.
- If required to be registered in Sunbiz, you must maintain an active Sunbiz status for your legal entity and/or fictitious name Doing Business As registration.

Independent Centers (I), Sponsors of Affiliated Centers (S) and Sponsors of Unaffiliated Centers (U)

- Collect new **Free and Reduced-Price Meal Applications** (F/R) and Child Participation Information from parents/guardians for the new FY.
 - The F/R Combo form, found in MIPS and in your Eligibility Guide, includes the Child Participation information on the form. 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 Child Participation is not completed using this version, this will require that Child Participation Information be collected on either the Child Participation Form or the Enrollment Form, if there is a place for that information (both are found in MIPS).
 - It is recommended that you 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.
 - Remember that F/R Applications must be signed by an adult household member, not center staff.
- Create a new **Enrollment Roster**(s) for the new FY.
 - 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 last date of attendance in the column next to their name. You will not count them for that month or 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.
 - It is strongly recommended that contractors use the electronic (Excel) version of the Enrollment Roster. It will keep your children's name 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.
- If you use the binder method for storage of these forms, make a new FY 2025 binder, but still keep the previous year's binder in the center.
 - The binder method is recommended for keeping these forms organized. 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.
 - If using the electronic roster, print the roster each month and keep with your monthly records; the forms listed above would be arranged in alpha order by child's last name and kept in the binder.

PLEASE NOTE: A training module that covers F/R Applications and Enrollment Rosters is on our website ([FloridaHealth.Gov/CCFP](https://www.floridahealth.gov/ccfp)) under Training Opportunities.

- **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 particular form, you can make a copy of it for the binder, in lieu of collecting a separate Child Participation Form.

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 102). 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 (5) five years. If not, be sure to re-determine tier eligibility (see guidance on page 104). 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 their 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 particular 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 FDOH has the most current licenses uploaded to the provider screens in MIPS for all of your providers.

Please Note: If a contractor receives a public records request for 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 (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 (SNAP) 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 16).
- Children with missing or incomplete applications must be classified as Non-Needy until all required information is received and another classification can be conducted
- 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* , available in MIPS).

➤ 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 and even if they do not participate in a meal service
 - ☺ 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 number 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 electronic (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 in MIPS on the site screen or Provider Data Sheet (exception: feed infants when they are hungry, not by a strict schedule)

➤ **Meal Pattern Requirements**

- Refer to meal pattern requirements in the Nutrition section of this handbook or in MIPS
- 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/combination foods that have been purchased and are on your menu. Be sure to use the calculations on the label to ensure the correct amounts are being served. If self-preparing combination foods, you must have a standardized recipe on file.
 - ☺ 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 at least 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 must not be served more than once a day.
- Menu changes must be written on the menu prior to the meal service and must reflect any meal component substitutions that are made. Do not use white out, cross through the item and write in the substituted item.

➤ **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.
- Meals served and claimed must be supported by dated and detailed receipts.
- Food purchases cannot be credited for meals served prior to the purchase date and time. For example, food or milk purchases on the 25th of a month cannot count towards meals that are served/claimed before the date and time of the purchase.

➤ **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).
- Please note: payroll records may be requested to verify the amount of time and salaries shown on the PAR form.

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 be hand-delivered, mailed, e-filed, 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

By E-Filing: <https://www.FloridaHealth.Gov/About/Administrative-Functions/Agency-Clerk/Index.html>

- 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 of 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 2024-2025** for complete instructions on the Free and Reduced-Price Meal Applications.
- ♣ The **Free and Reduced-Price Meal Application** form has not been revised this year; please use the form dated 6/2019 (located in MIPS under Blank Forms/Documents) when collecting new applications, 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 updated versions of all forms.
- ♣ This version of the **Free and Reduced-Price Meal Application** combines eligibility and Child Participation Information. If Child Participation is not completed using this version, this will require that 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** the last 4 digits of their Social Security number is 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 one): 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.

Adult Household Member's Name (Last Name, First Name)	Earnings from Work (\$ Amount / How often?)	Public Assistance/Child Support/Alimony (\$ Amount / How often?)	Pensions/Retirement/All Other Income (\$ Amount / How often?)
\$ _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Twice a Month	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Twice a Month	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Twice a Month
\$ _____	<input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Twice a Month	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Twice a Month	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Twice a Month

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 section "For Contractor Use Only" 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 Biweekly 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, Biweekly x 26, Twice a Month x 12, 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 updated 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
- 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 SSN 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 and dated 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 Fadonia.Reed@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:

Cycle Menus
Delegation of Signing Authority
Medical Statement
Dietary Preference Request
Milk Substitutions & Creditable Milks
News Release – Pricing/Non-Pricing
WIC Cereal List
WIC Flyer
Eligibility Guide/Income Eligibility Guidelines – I, D, S, U
Parent Letter – I, S, U

Day Care Home Sponsors only:

DCH Parent Letters
Letter to DCH Provider
Sponsor-Provider Agreement

Unaffiliated Sponsor of Centers only:

Sponsor-Center Agreement

Unaffiliated AMP Sponsor only:

Sponsor-Site Agreement

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.

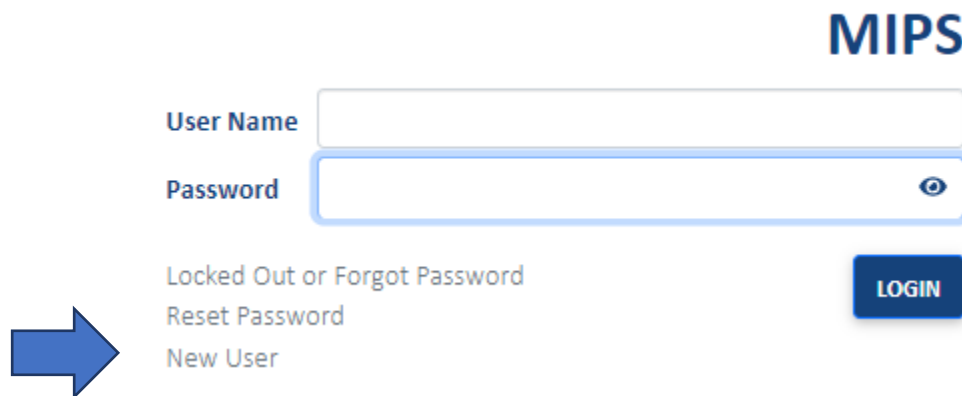
Important Reminders:

- 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 works best now with Chrome, Edge, Firefox, or Safari (not internet Explorer)

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.

1. Go to CCFP website (www.FloridaHealth.gov/CCFP)
2. Click on **Access MIPS**.
3. Click on **New User** on the MIPS login screen.



MIPS

User Name

Password

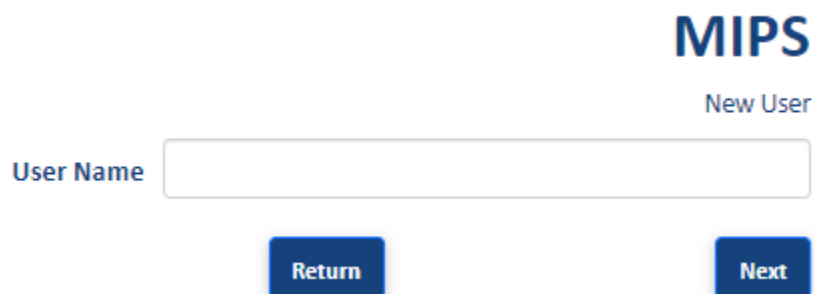
Locked Out or Forgot Password

Reset Password

New User

LOGIN

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** (all lower-case letters). Then click **Next**. (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 el.)



MIPS

New User

User Name

Return

Next

5. Type in your FEIN and click **Next**.

MIPS

New User

Enter your Federal Employer Identification Number (FEIN) (9-digits, no letters, no dash)

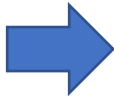
Return

Next

6. Read the attestation and if you agree to it, click the checkbox and click **Next**.

MIPS

New User



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.

Return

Next

7. Select a security question from the dropdown, submit your answer. The security question is not case sensitive.
8. Following the instructions on the screen, enter your new password, confirm it, and click **Next**. **Your password IS case sensitive.**

Set new Security Question

Security Question

Select...

Security Answer

Set new Password

New Password

Confirm Password

Passwords must contain 8-14 characters, with at least one upper case letter, at least one lower case letter, and at least one number

Return

Next

9. An email will be sent to you with a 6-digit security code. If you do not wish to put in a security code each time you log into MIPS, then click the “Remember this device browser for next 60 days.”

If you do not receive the code or you enter the code after the 5 minutes are up, you can request another code by clicking on the Resend Code. The email will be sent to the email address on-file in MIPS. Once you enter the security code, click Validate to continue to MIPS.

We have emailed you the security code. The code will expire in 5 minutes. Please enter the security code to proceed.

Security Code

Remember this device browser for next 60 days

Return

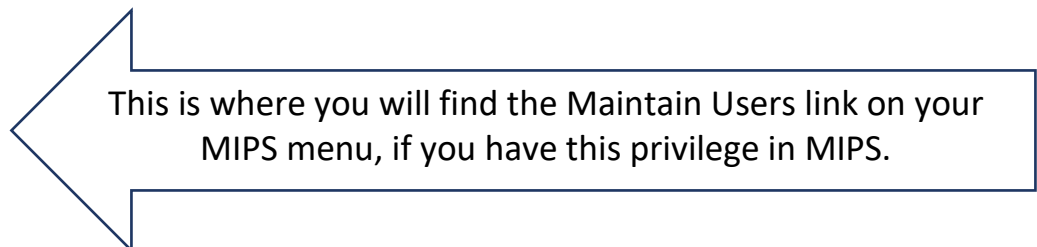
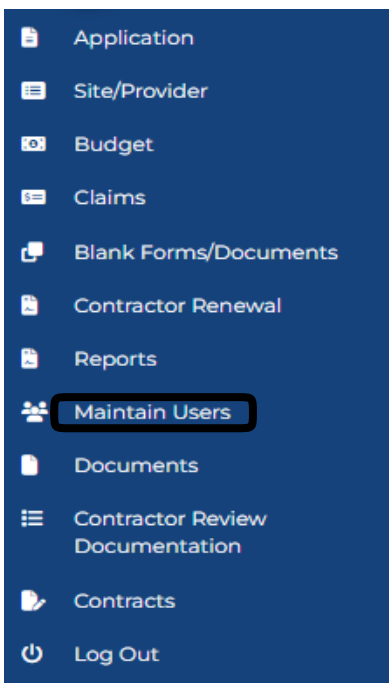
Resend Code

Validate

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)



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.

The screenshot shows the 'MAINTAIN USERS' interface. At the top, there is a navigation bar with icons for APPLICATION, SITE, BUDGET, CLAIMS, FORMS, REPORTS, **USERS**, DOCUMENTS, REVIEWS, and CONTRACTS. Below this is a header for 'MAINTAIN USERS' with a search bar for 'Auth Num*' containing '6689' and an '+ ADD USER' button. A status bar indicates 'ACTIVE (2)' and 'INACTIVE (2)'. Below the status bar is a table with columns: AT, AN, App, Userid, User Name, Email, Phone, Extension, PIN, Add Date, Remove Date, and Permis. The table contains two rows:

AT	AN	App	Userid	User Name	Email	Phone	Extension	PIN	Add Date	Remove Date	Permis
I	6689	3	6689onete	TESTER ONE	TesterOne@YAHOO.COM	(850) 555-1212		Y	07/01/2024 02:42:22 PM		Apps, Claim, Renew.
I	6689	4	6689twote	TESTER TWO	Testertwo@YAHOO.COM	(850) 555-9987		N	07/01/2024 02:42:22 PM		Apps, Claim, Renew.

 The 'App' column for both users has a dropdown menu with '3' and '4' selected, which are circled in red. A 'Total Records: 2' label is visible on the right side of the table.

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.

The screenshot shows the 'UPDATE MAINTAIN USER' form. It displays user details for 'TESTER ONE' (User Name: 6689onete). The form includes fields for:

- AN: I-6689
- RPS: C2
- DBA: TEST DBA
- First Name*: TESTER
- Last Name*: ONE
- User Name: 6689onete
- Email*: TesterOne@YAHOO.COM
- Phone*: (850)555-1212
- Extension: [Empty]
- Remove Date: [Empty]
- Security Code Sent To: Shannon.Deane@flhealth.gov
- Date Email Sent: 07/01/2024 02:45:22 PM
- Created By: powellsx
- Created Date: 07/01/2024
- Updated By: [Empty]
- Updated Date: [Empty]
- Last Login Date: 07/01/2024

 Below the form fields is a list of checkboxes for user privileges:

- All Screens View-Only
- Application/Site/Budget (if applicable)
- Claims
- Renewal
- Maintain Users

 An 'UPDATE USER' button is located at the bottom left of the form. A '* Required Fields' label is visible at the bottom right.

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 MAINTAIN USER

AN: I-6689 RPS: C2 DBA: TEST DBA

First Name* [] Last Name* []

Email* []

Phone* () - - - Extension []

Security Code Sent To: Date Email Sent:

All Screens View-Only
 Application/Site/Budget (if applicable) ?
 Claims ?
 Renewal ?
 Maintain Users ?

ADD USER

* Required Fields

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

Please Note: MIPS works best with Chrome, Edge, Firefox, or Safari. If using Internet Explorer, be aware that all MIPS features will not function properly.

Claiming Deadlines:

All claims and claim revisions must be filed by the 60th day after the last day of the claim month. 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 the CCFP staff member that placed the ADR on your organization 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 records for the specified claim month to their Program Specialist.

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 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
BUREAU OF CHILD CARE FOOD PROGRAMS
60-DAY CLAIMING DEADLINES**

All claims and claim revisions must be emailed, postmarked, stamped received or entered into MIPS by the 60th day after the last day of the claim month. To file your claim in MIPS go to: www.floridahealth.gov/ccfp; click "Access MIPS"

If you are unable to enter your claim into MIPS, claims may be submitted by email to: CCFPClaims@FLHealth.Gov, or by Fax: 850-414-1622

Final Six Months of FY 2024 (April 2024 through Sept 2024)

<u>Claim Month</u>	<u>Claiming & Revision 60-Day Deadline</u>
April 2024	Saturday, June 29, 2024
May 2024	Tuesday, July 30, 2024
June 2024	Thursday, August 29, 2024
July 2024	Sunday, September 29, 2024
August 2024	Wednesday, October 30, 2024
September 2024	Friday, November 29, 2024

**Federal Fiscal Year 2024
October 2024 - September 2025
Claiming Deadlines**

<u>Claim Month</u>	<u>Claiming & Revision 60-Day Deadline</u>
October 2024	Monday, December 30, 2024
November 2024	Wednesday, January 29, 2025
December 2024	Saturday, March 1, 2025
January 2025	Tuesday, April 1, 2025
February 2025	Tuesday, April 29, 2025
March 2025	Friday, May 30, 2025
April 2025	Sunday, June 29, 2025
May 2025	Wednesday, July 30, 2025
June 2025	Friday, August 29, 2025
July 2025	Monday, September 29, 2025
August 2025	Thursday, October 30, 2025
September 2025	Saturday, November 29, 2025

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

**Independents, Single Site After School Meal Programs and Single Site Homeless
Children Nutrition Programs Reporting Food and Non-Food Cost**

Beginning with the March 2024 claim, all single site contractors will be required to split the Operational Costs on your monthly claim form into Food Costs and Non-Food Costs. MIPS will have two separate fields to capture these costs and will calculate the total Operating Costs.

We have updated the claim form is needed, and the form is in MIPS.

Entering Food Costs in the Monthly Record of CCFP Operating Expenditures: In the claim Food Costs field, enter the total amount for Column D from your Monthly Record of CCFP Operating Expenditures. The Food Costs field is a required field. The field for Food Costs cannot be blank. The amount entered must be greater than zero. Do not enter decimal places. Round to the nearest whole number using the standard method for rounding. If the decimal place is 0.50 or greater, round up. If the decimal place is 0.49 or less, round down.

Example: \$235.49 round to \$235. If your food costs total is \$235.50 enter \$236.

Entering Non-Food Costs in the Monthly Record of CCFP Operating Expenditures: To calculate your non-food costs total the following columns from your Operating Costs form:

E-Food Service Labor and Benefits

F-Non-Contracted Purchased Services

G-Non-Food Supplies and Expendable Equipment\

H-Food Service Equipment Costs/Non-Expendable Equipment

I-Transportation

J-Other Costs

Enter the calculated sum from these columns in the field for Non-Food Costs. The field for Non-Food Costs is a required field. This field cannot be blank. The amount entered for Non-Food Costs may be zero or greater. Do not enter decimal places. Round to the nearest whole number using the standard method for rounding. If the decimal place is 0.50 or greater, round up. If the

decimal place is 0.49 or less, round down. Example: \$235.49 round to \$235. If the total is \$235.50 enter \$236

Example:

MONTHLY RECORD OF CCFP OPERATING EXPENDITURES										
For Afterschool Nutrition Program, Affiliated Centers, Homeless Program, and Independent Child Care Centers										
Month	March	Year	2024	FOOD COSTS: \$438.00		NON-FOOD COSTS: \$515.00				
Site Name			Example Child Care Records			Grand Total Operating Costs*		\$952.89		
(a)	(b)	(c)	FOOD COSTS	NON-FOOD COSTS	NON-FOOD COSTS	NON-FOOD COSTS	NON-FOOD COSTS	NON-FOOD COSTS	NON-FOOD COSTS	
Day of Month	Invoice or Receipt No./ Check No.	Name of Payee for Expenditures Claimed	(d) Food Purchases	(e) Food Service Labor and Benefits	(f) Non-Contracted Purchased Services	(g) Non-Food Supplies and Expendable Equipment	(h) Food Service Equipment Costs/Non-Expendable Equipment	(i) Transportation	(j) Other Costs	
			\$245.00	\$75.30		\$201.63				
			\$115.83	\$132.64		\$15.67				
			\$52.40	\$89.32						
			\$25.10							

The Monthly Record of CCFP Operating Expenditures form has been updated and is in MIPS.

If you leave either of the Food Costs or Non-Food Costs fields blank on your claim in MIPS, you will receive an error message and will not be able to submit your claim until they are completed.



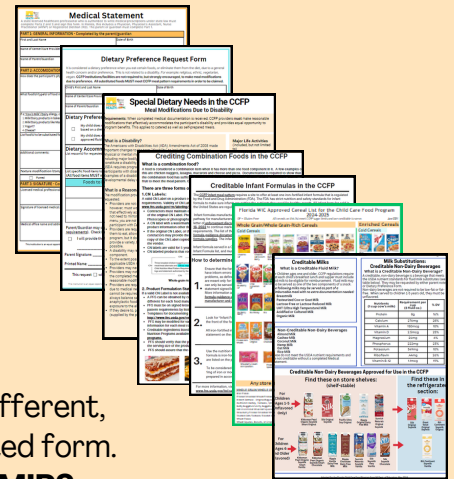
NUTRITION NEWS

CHILD CARE FOOD PROGRAM
JUNE 2024

NEW AND UPDATED DOCUMENTS AND RESOURCES

The following documents* have been updated:

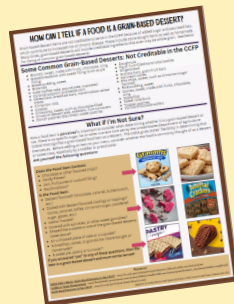
- Medical Statement
- Dietary Preference Form
- Special dietary needs information
- Crediting Combination Foods in the CCFP
- Creditable Infant Formulas
- WIC Cereal List 2024-2025
- Milk Substitutions List 2024-2025



*These documents may look a little (or a lot) different, but still contain the same information in updated form. They can be found on the [CCFP website](#) and [MIPS](#).



A B C



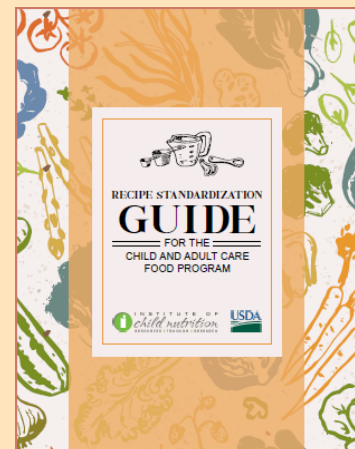
Grain-based dessert guidance sheet - NEW

Not sure if the snack item you are thinking of serving is creditable or not? Take a look at this new fact sheet to clear up any confusion you have regarding what is considered a grain-based dessert!

This can be found on the [CCFP website](#) and [MIPS](#).

Standardized Recipes - NEW RESOURCE AVAILABLE

The step-by-step [Recipe Standardization Guide for the CACFP](#) is a comprehensive guide designed to facilitate recipe standardization within the CACFP. The “how-to” manual serves as a complete resource, detailing the initial recipe development stage to the final implementation. It outlines the benefits of standardized recipes and details the recipe standardization process, which includes recipe verification, product evaluation, and quantity adjustment. The guide also provides practical tools and templates. Among these are a CACFP standardized recipe template and resources for taste-testing, essential for ensuring recipe quality and consistency.



1 2 3

UPDATES TO CCFP NUTRITION REQUIREMENTS

The USDA recently released a **Final Rule** to better align meal patterns in the CCFP with the Dietary Guidelines for Americans. Changes that impact CCFP include:

- Changing limits for breakfast cereals and yogurt from total sugars to added sugars.
- Clarifies that a state licensed healthcare professional* and a Registered Dietitian (RD) may write medical statements to request meal modifications for children with disabilities.
- Allowing nuts and seeds to credit for the full meats/meat alternates component.
- Updates unit of measurement of vitamin A and vitamin D in fluid milk substitutes from International Units (IU) to Micrograms (mcg).
- Reference changes such as “dry beans and peas (legumes)” to “beans, peas and lentils” and “food components” to “meal components.”

The chart below lists requirements and implementation dates. See the **USDA Final Rule** for more information. These changes are reflected in the CCFP meal pattern sheets, which can be found on the CCFP website and MIPS.

	Updated Requirements	Implementation Date
Added Sugars	<ul style="list-style-type: none"> • Breakfast Cereals: Must contain no more than 6 grams of added sugars per dry ounce. • Yogurt: Must contain no more than 12 grams of added sugars per 6 ounces. 	October 1, 2025
Meal Modification	<ul style="list-style-type: none"> • Clarifies that a state licensed healthcare professional* and a Registered Dietitian (RD) may write medical statements to request meal modifications on behalf of participants with disabilities. 	October 1, 2025
	<ul style="list-style-type: none"> • Defines a state licensed healthcare professional* as an individual authorized to write medical prescriptions under state law. • Regarding non-disability requests, makes clear in regulation that USDA encourages institutions and facilities to meet participants’ non-disability dietary preferences when planning and preparing CCFP meals. 	July 1, 2024
Nuts and Seeds	<ul style="list-style-type: none"> • Allows nuts and seeds to credit for the full meat/meat alternate component, removing the 50 percent crediting limit for nuts and seeds at breakfast, lunch and supper. 	July 1, 2024
Fluid Milk Substitutes	<ul style="list-style-type: none"> • Updates unit of measurement per 8 fluid ounces: <ul style="list-style-type: none"> ◦ Vitamin A - 150 mcg retinol activity equivalents (RAE) ◦ Vitamin D - 2.5 mcg 	July 1, 2024
Miscellaneous Changes	<ul style="list-style-type: none"> • Changes references from “dry beans and peas (legumes)” to “beans, peas and lentils.” • Changes references from “food components” to “meal components.” 	July 1, 2024

*In the Florida CCFP, a state licensed healthcare professional is defined as a Nurse Practitioner (APRN), Medical Doctor (MD) and Physician’s Assistant (PA).

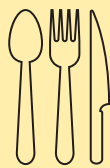


MEAL SERVICE REMINDERS

- 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 Graham crackers” or “WG bread.”
- If you only serve one meal (lunch or supper), then every grain must be WG/WGR. If you only serve snack, then every time a grain is served as part of the reimbursable meal, it must be WG/WGR.
- Grain-based desserts are not creditable. They include cookies, granola bars, cereal bars, doughnuts, fig bars, etc. If it could be seen as a "treat", then not creditable. You may serve them as an “extra”; however, CCFP funds cannot be used to purchase them.
- If you serve combination entrees that require a CN Label, Product Formulation Statement (PFS), or standardized recipe, you must have these documents on hand for review purposes. These supporting documents must match what is actually served in the child care facility.
- Please specify types of cereal, juice, and crackers on menus.
- Receipts for food purchases made at the end of the month can only be applied to the next month.

**Thank
you!**

**...FOR ALL YOU DO FOR
FLORIDA'S CHILDREN!**



CATERING CORNER



Fiscal year 2024-2025 updated catering documents will soon be available on the CCFP website and in MIPS. An email will be sent to all contractors when they are available, detailing updates. Please remember to read the newest procurement guide for the most recent information.

Reminders:

- As of 2023 it is no longer mandatory to choose the caterer with the lowest bid/quote.
- Renewal contracts can be renewed for up to 4 years. The Standard Catering Contract contains one signature page with check boxes to indicate renewal year. Many will need to procure new catering contracts this year, so make sure you get started early to allow enough time to complete the process.
- All catering contracts expire September 30.
- Any menu other than state-created cycle menus, require approval.
- A Catered Meal Service Deficiency Report must be used when catered meals do not meet the terms and conditions of the Standard Catering Contract.
 - Be sure to forward any deficiencies involving foods out of temperature, spoiled or unwholesome food, and foreign objects in food to the Tallahassee office within 24 hours.
- MIPS must accurately reflect your caterer—be sure to update the name of your caterer on your site screen whenever there is a change.

INFANT FEEDING REMINDERS

- Infants in your care must be offered CCFP meals.
- Soy yogurt and tofu are now creditable in meals for developmentally ready infants.
- Center/site-prepared and commercially prepared combination foods may be served, but documentation must be on file. Example: baby food jars of chicken and rice (rice is considered an “extra”) or beef and broccoli
- Eggs served to infants must include the whole egg (white plus yolk).
- 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.

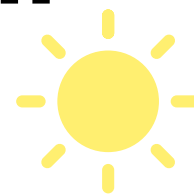
***Parents/caregivers may supply only 1 component of the infant’s reimbursable meal.*



Meal Pattern for Children

Ages 1 - 18

BREAKFAST



3 required meal components

Milk

1-2

3-5

6-18

fluid milk	1-2	3-5	6-18
1 year olds: unflavored whole milk 2-5: unflavored 1% or skim 6-18: unflavored or flavored 1% or skim	4 oz	6 oz	8 oz

Vegetables/Fruits

vegetables, fruits, or portions of both (juice may only be served once/day)	1-2	3-5	6-18
	1/4 cup	1/2 cup	1/2 cup

Grains

	1-2	3-5	6-18
bread, biscuit, muffin	1/2 oz eq	1/2 oz eq	1 oz eq
cereal, cooked	1/4 cup	1/4 cup	1/2 cup
*cereal, dry: <i>granola</i>	1/8 cup	1/8 cup	1/4 cup
*cereal, dry: <i>flakes or rounds</i>	1/2 cup	1/2 cup	1 cup
*cereal, dry: <i>puffed</i>	3/4 cup	3/4 cup	1 1/4 cup

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce

Meat/Meat Alt. *optional*

	1-2	3-5	6-18
lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
cheese (natural/processed)	1/2 oz	1/2 oz	1 oz
cottage cheese, cheese food, cheese spread	1 oz	1 oz	2 oz
egg, whole	1/4 egg	1/4 egg	1/2 egg
*yogurt	1/4 cup	1/4 cup	1/2 cup
nut/seed butter	1 Tbsp	1 Tbsp	2 Tbsp

*Starting October 1, 2025, yogurt must contain no more than 12 grams *added sugars* per 6 ounces.

conversions:

1/2 c = 4 oz 1 pint = 2 c
3/4 c = 6 oz 1 quart = 2 pints = 4 c
1 c = 8 oz 1 gallon = 4 quarts = 16 c

Please note, portions listed are minimums.
Serving larger portions is encouraged, especially to older children and those that ask for more.

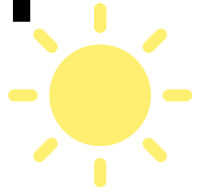
JUNE 2024

Meal Pattern for Children

Ages 1 - 18

LUNCH & SUPPER

5 required meal components



Milk

1-2

3-5

6-18

fluid milk 1 year olds: unflavored whole milk 2-5: unflavored 1% or skim 6-18: unflavored or flavored 1% or skim	4 oz	6 oz	8 oz

Vegetables

vegetables (juice may only be served once/day)	1/8 cup	1/4 cup	1/2 cup

Fruits

fruits (juice may be served once/day; a 2nd vegetable may be served in place of fruit)	1/8 cup	1/4 cup	1/4 cup

Grains

bread, biscuit, roll, bun, tortilla, crackers	1/2 oz eq	1/2 oz eq	1 oz eq
pasta, rice, grits	1/4 cup	1/4 cup	1/2 cup

Meat/Meat Alt.

lean meat, poultry, or fish	1 oz	1 1/2 oz	2 oz
cheese (natural/processed)	1 oz	1 1/2 oz	2 oz
cottage cheese, cheese food, cheese spread	2 oz	3 oz	4 oz
beans, peas and lentils	1/4 cup	3/8 cup	1/2 cup
egg, whole	1/2 egg	3/4 egg	1 egg
*yogurt	1/2 cup	3/4 cup	1 cup
nut/seed butter	2 Tbsp	3 Tbsp	4 Tbsp
nuts and seeds	1/2 oz	3/4 oz	1 oz

*Starting October 1, 2025, yogurt must contain no more than 12 grams of *added sugars* per 6 ounces.

conversions:

1/2 c = 4 oz 1 pint = 2 c
 3/4 c = 6 oz 1 quart = 2 pints = 4 c
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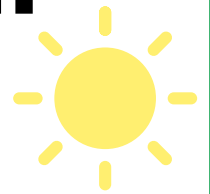
Please note, portions listed are minimums.
 Serving larger portions is encouraged, especially to older children and
 those that ask for more.

JUNE 2024

Meal Pattern for Children

Ages 1 - 18

SNACK



2 required meal components
only 1 may be a beverage

Milk

1-2

3-5

6-18

	1-2	3-5	6-18
fluid milk 1 year olds: unflavored whole milk 2-5: unflavored 1% or skim 6-18: unflavored or flavored 1% or skim	4 oz	4 oz	8 oz

Vegetables

	1-2	3-5	6-18
vegetables (juice may only be served once/day)	1/2 cup	1/2 cup	3/4 cup

Fruits

	1-2	3-5	6-18
fruits (juice may be served once/day)	1/2 cup	1/2 cup	3/4 cup

Grains

	1-2	3-5	6-18
bread, biscuit, roll, bun, tortilla, crackers	1/2 oz eq	1/2 oz eq	1 oz eq
pasta, rice, grits	1/4 cup	1/4 cup	1/2 cup
*cereal, dry: granola	1/8 cup	1/8 cup	1/4 cup
*cereal, dry: flakes or rounds	1/2 cup	1/2 cup	1 cup
*cereal, dry: puffed	3/4 cup	3/4 cup	1 1/4 cup

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce

Meat/Meat Alt.

	1-2	3-5	6-18
lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
cheese (natural/processed)	1/2 oz	1/2 oz	1 oz
cottage cheese, cheese food, cheese spread	1 oz	1 oz	2 oz
beans, peas and lentils	1/8 cup	1/8 cup	1/4 cup
egg, whole	1/2 egg	1/2 egg	1/2 egg
*yogurt	1/4 cup	1/4 cup	1/2 cup
nut/seed butter	1 Tbsp	1 Tbsp	2 Tbsp
nuts and seeds	1/2 oz	1/2 oz	1 oz

*Starting October 1, 2025, yogurt must contain no more than 12 grams of *added sugars* per 6 ounces.

conversions:

1/2 c = 4 oz 1 pint = 2 c
 3/4 c = 6 oz 1 quart = 2 pints = 4 c
 1 c = 8 oz 1 gallon = 4 quarts = 16 c

Please note, portions listed are minimums.
 Serving larger portions is encouraged, especially to older children and
 those that ask for more.

Meal Pattern for Children

Important Reminders

Milk

- Children age one (after first birthday and prior to second), must receive unflavored whole milk.
- Children ages 2 - 5 must receive unflavored 1% (lowfat) or fat-free (skim).
- Children ages 6 and older must receive unflavored or flavored 1% or fat-free.
- Children 12 - 13 months may continue to receive infant formula as they transition to unflavored whole milk.
- Breastmilk is creditable for children of any age.
- Children 24 - 25 months may receive whole or 2% milk as they transition to 1% or fat-free.
- The type(s) of milk served must be noted on the menu (fat content and unflavored or flavored).
- Refer to the *Milk Substitutes & Creditable Milks* list for creditable non-dairy substitutes.

Fruits & Vegetables

- Vegetable or fruit juice must be full-strength, pasteurized, and 100% juice.
- Juice may not be served more than once per day.
- One cup of raw, leafy greens credits as 1/2 cup vegetable.
- 1/4 cup dried fruit, such as raisins, credits as 1/2 cup fruit.
- Lunch and supper must contain at least one vegetable and one fruit. A second, different vegetable may be served in place of fruit.

Grains

- All grains must be whole, enriched, or whole grain-rich.
- Pre-packaged grains must have enriched flour or meal or whole grains as the first ingredient (or 2nd after water). Sugar must not be the first ingredient.
- At least one serving of grains per day must be whole grain-rich and it must be noted on the menu (e.g. "WGR graham crackers"). 100% whole grain strongly encouraged.
- Corn masa and masa harina are considered whole grain-rich.
- Corn flour, corn meal, and other corn products must clearly state they are whole or enriched to be creditable as a grain. In order to be considered whole grain-rich, they must be whole or treated with lime (nixtamalized).
- Grain based-desserts such as cookies, donuts, granola/grain bars are not creditable.
- Cereals must have no more than *6 g sugar/dry ounce. See the *Florida WIC Approved Cereal List* (additional cereals not listed here may be creditable, also).

Meat/Meat Alt.

- Commercially processed combination foods such as breaded chicken, pizza, and lasagna must have a CN Label or Product Formulation Statement identifying the meal pattern contribution.
- Meat/meat alternates are not required at breakfast but may be served as an extra or in place of the entire grains component no more than 3 times/week.
- Yogurt must have no more than **23 g sugar/ 6 oz.
- A serving of nuts or seeds may credit as 100% of the meat alternate meal component.
- A serving of cooked beans, peas or lentils may credit as either a meat alternate *or* vegetable.

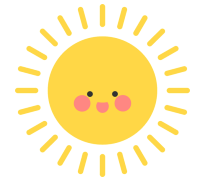
*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce

**Starting October 1, 2025, yogurt must contain no more than 12 grams *added sugars* per 6 ounces.



Meal Pattern for Infants

Birth - 11 months



Breakfast, Lunch, and Supper

3 required meal components when developmentally ready

Breastmilk or Formula
required for all infants

birth - 5 mos

6 - 11 mos

breastmilk, formula, or portions of both	4 - 6 oz	6 - 8 oz
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Good Sources of Iron

required when infant is developmentally ready- choose one or more of the following:

infant cereal		0 - 1/2 oz eq
meat/poultry/fish/whole egg		0 - 4 Tbsp
beans, peas and lentils		0 - 4 Tbsp
cheese		0 - 2 oz
*yogurt/cottage cheese		0 - 4 oz

*Starting October 1, 2025, yogurt must contain no more than 12 grams of *added sugars* per 6 ounces.

Fruits or Vegetables

required when infant is developmentally ready

fruits, vegetables, or portions of both		0 - 2 Tbsp
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Snack

3 required meal components when developmentally ready

Breastmilk or Formula
required for all infants

birth - 5 mos

6 - 11 mos

breastmilk, formula, or portions of both	4 - 6 oz	2 - 4 oz
--	----------	----------

Grains

required when infant is developmentally ready- choose one or more of the following:

bread		0 - 1/2 oz eq
crackers		0 - 1/4 oz eq
infant cereal		0 - 1/2 oz eq
*cereal, dry: flakes or rounds		4 Tbsp or 1/4 cup
*cereal, dry: puffed		5 Tbsp or 1/3 cup

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams *added sugars* per dry ounce

Fruits or Vegetables

required when infant is developmentally ready

fruits, vegetables, or portions of both		0 - 2 Tbsp
---	--	------------

Meal Pattern for Infants

Important Reminders

Breastmilk and Formula

- Breastmilk, 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.
- Breastmilk is creditable for children of any age.
- Some breastfed infants consume less than the minimum amount of breastmilk per feeding. A meal containing less than the minimum amount of breastmilk may still be claimed as long as additional breastmilk is offered at a later time.
- 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.
- If an infant is not yet ready for solids, then a meal containing only breastmilk or formula is creditable, regardless of whether the parent or provider provides it.
- 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.
- Fruits and vegetables may be served as separate items or may be combined (e.g. apple/banana/pumpkin).

Grains

- Grain 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.
- Infant cereal must be iron-fortified.
- Only ready-to-eat breakfast cereals containing *6 g of sugar or less per dry ounce may be served. See the *Florida WIC-Approved Cereal List (additional cereals not listed here may be creditable, also)*.

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.
- Once an infant is developmentally ready to accept solid foods, the institution or facility is required to offer them to the infant.
- Solids 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.
- Solids can be either home-prepared baby foods or commercially-prepared baby foods.
- If commercially-prepared combination foods are offered (e.g. chicken and rice), documentation from the manufacturer must be on file stating the portion of each component.
- 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.
- Yogurt (cow/soy) must have no more than **23 g sugar/ 6 oz.

*Starting October 1, 2025, breakfast cereals must contain no more than 6 grams added sugars per dry ounce

**Starting October 1, 2025, yogurt must contain no more than 12 grams added sugars per 6 ounces

JUNE 2024

Creditable Infant Formulas in the CCFP

The **CCFP infant meal pattern** requires a site to offer at least one iron-fortified infant formula that is regulated by the Food and Drug Administration (FDA). The FDA has strict nutrition and safety standards for infant formula to make sure infants are getting the nutrients they need for healthy growth. All infant formulas sold in the United States are regulated by the FDA.

Infant formulas manufactured outside the United States are not creditable, but the FDA has provided a pathway for manufacturers of infant formula products that were imported, sold, and/or distributed under a letter of **enforcement discretion** received based on factors described in a **guidance to industry issued on May 16, 2022** to continue marketing their products while they work toward meeting all applicable FDA requirements. The list of these approved foreign infant formulas can be found here: www.fda.gov/food/infant-formula-guidance-documents-regulatory-information/enforcement-discretion-manufacturers-increase-infant-formula-supplies. The infant formulas on this list are creditable in the CCFP.

Infant formula served in a CCFP reimbursable meal must be FDA approved, should not be on the FDA Exempt Infant Formula list, and must be iron-fortified.

How to determine if an infant formula is eligible for reimbursement:

1. Ensure that the formula is not an FDA Exempt Infant Formula, which is labeled for use by infants who have inborn errors of metabolism, low birth weight or who otherwise have unusual medical or dietary problems, as defined in 21 CFR 107.3. FDA Exempt Infant Formulas are special infant formulas that are meant only for babies who have an unusual medical or dietary restriction. An exempt infant formula can only be served as part of a reimbursable meal if the substitution is supported by a medical statement signed by the infant's health care provider.

More information and a list of FDA Exempt Infant Formulas can be found at: www.fda.gov/food/infant-formula-guidance-documents-regulatory-information/exempt-infant-formulas-marketed-united-states-manufacturer-and-category.

2. Look for "Infant Formula with Iron" or a similar statement on the front of the formula package.

All iron-fortified infant formulas must have this type of statement on the package.



3. Use the nutrition facts label as a guide to ensure that the formula is iron-fortified. The nutritive values of each formula are listed on the product's nutrition facts label.

To be considered iron-fortified, an infant formula must have 1mg of iron or more per 100 calories of formula when prepared in accordance with label directions.



Child Care Food Program Infant Feeding Form

Child Care Facility Name: _____

Formula(s) offered: _____

Infant Name: _____ Date of Birth: _____

This child care facility participates in the Child Care Food Program (CCFP) and is required to offer infant formula and food to all enrolled infants. Solid foods are offered only when authorized by parents and when each infant is developmentally ready, in accordance with the CCFP Meal Pattern.

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

Parents, please complete the following:

Breastmilk - Please check if you plan to do one or both:

- Provide pumped breastmilk
- Visit facility to nurse

Infant Formula:

- I accept the formula(s) offered by the facility
- I prefer to supply my own formula: _____

Record changes and updates below, as needed (i.e. infant switches from breastmilk to a center-provided infant formula).

Notes	Date	Parent Initials

Please attach additional pages as needed.

- This facility has not requested or required me to provide infant formula or food.**
- If desired, I understand I may supply only one component per meal.**

Parent Signature: _____ Date: _____

Printed Name of Parent: _____

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

Dietary Preference Request Form

It is considered a dietary preference when you eat certain foods, or eliminate them from the diet, due to a general health concern and/or preference. This is not related to a disability. *For example: religious, ethnic, vegetarian, vegan.* **CCFP institutions/facilities are not required to, but strongly encouraged, to make meal modifications due to preference. All substituted foods MUST meet CCFP meal pattern requirements in order to be claimed.**

Child's First and Last Name	Date of Birth
Name of Center/Care Provider	
Name of Parent/Guardian	Phone Number

Dietary Preference (check all that apply):

- My child does not have a medical need or disability but I am requesting a dietary accommodation based on a dietary preference. *(Complete dietary accommodations section below)*
- My child does not have a medical need or disability but I am requesting that they be served an approved fluid milk substitute in place of cow's milk: _____

Dietary Accommodations:

List reason(s) for requested accommodation(s):

List specific food items to be omitted and substitutions requested below:

(All food items MUST meet CCFP meal pattern requirements in order to be claimed.)

Foods to be Omitted	Foods to be Substituted

Parent/Guardian may supply ONE food item per meal (food supplied MUST meet CCFP meal pattern requirements). Check below and list food item(s) that will be supplied by parent/guardian

- I will provide the following food item(s) _____

Parent Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

This request will be accommodated will not be accommodated by the child care center



Medical Statement

A state licensed healthcare professional who is authorized to write medical prescriptions under state law must complete Parts 2 and 3 and sign this form. In Florida, this includes a Physician, Physician's Assistant, Nurse Practitioner (ARNP) or Registered Dietitian (RD). The parent or guardian must complete Part 1.

PART 1: GENERAL INFORMATION - Completed by the parent/guardian

First and Last Name	Date of Birth
Name of Center/Care Provider	
Name of Parent/Guardian	Telephone Number

PART 2: ACCOMODATIONS - Completed by a licensed medical professional

How does the participant's physical or mental impairment restrict their diet?

What food(s)/type(s) of food must be omitted? Please be specific.

<p>If a "Cow's Milk"/Dairy allergy, can the child eat the following:</p> <p>1. Milk/Dairy products in baked goods? Y or N</p> <p>2. Milk/Dairy products like Mac & Cheese/Alfredo sauce? Y or N</p> <p>3. Yogurt? Y or N</p> <p>4. Cheese? Y or N</p>	<p>If Eggs/Whole Eggs are listed as an allergy but stated can be "cooked in", can the child eat the following:</p> <p>1. Baked breads with egg ingredient? Y or N</p> <p>2. French toast? Y or N</p> <p>3. Foods with mayonnaise as an ingredient? Y or N</p>
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List food(s) to be substituted for omitted food(s). (Avoid specific brand names, if possible)

Additional comments:

Texture modification (Complete if needed):

<input type="checkbox"/> Pureed	<input type="checkbox"/> Ground	<input type="checkbox"/> Bite-Size Pieces	<input type="checkbox"/> Other (specify)
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PART 3: SIGNATURE - Completed by a licensed medical professional

Licensed medical professional's name	Title: <input type="checkbox"/> Physician <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Nurse Practitioner (ARNP) <input type="checkbox"/> Registered Dietitian (RD)
Signature of licensed medical professional	Date signed
Medical office name and address	Phone number

Special Dietary Needs in the CCFP

Meal Modifications Due to Disability

Requirements: When completed medical documentation is received, CCFP providers **must** make reasonable modifications that effectively accommodates the participant’s disability and provides equal opportunity to program benefits. This applies to catered as well as self-prepared meals.

What is a Disability?

The Americans with Disabilities Act (ADA) Amendments Act of 2008 made important changes to the term “disability” to include any person with a physical or mental impairment that limits one or more major life activities, including major bodily functions. Most physical and mental impairments will constitute a disability, it does not need to be life-threatening. USDA requires programs to make reasonable modifications to accommodate participants with disabilities to provide equal opportunity to participate. Examples of a disability may include diabetes, food allergy or intolerance, developmental delay or autism.

What is a Reasonable Modification?

The modification provided does not have to be the exact modification requested.

- Providers are not required to provide the specific brand names requested however, must work with family to determine a reasonable modification that effectively accommodates the disability. Meal accommodations do not need to mirror items being substituted. *Example: If lasagna is on the menu, you are not required to provide a gluten free lasagna option for a participant with Celiac disease; you could provide beans and rice instead.*
- Providers are required to provide the participant a meal that is safe for them to eat, allowing them equal opportunity to participate in the program, but it does not need to be a different meal each day. It is best to provide a variety, but some diets are too restrictive, and it may not be possible.
- A disability may require modifications to more than one meal component.
- To the extent possible, the meal or snack provided should follow the applicable USDA meal pattern.
- Providers may never require the family to supply the accommodation.
- Providers may not unduly delay providing the modification while awaiting the completed medical statement but should begin providing a reasonable modification to keep the child safe.
- Providers are required to serve participants with special diet requests due to medical need in the most inclusive way. *Example: a participant cannot be required to sit in another room during meal services.* However, always balance safety with stigma when accommodating a severe anaphylactic food allergy. A separate table may be necessary to control exposure to the allergen.
- If they desire to, parents/guardians may supply **all but one component** (supplied by the provider) for a reimbursable meal.

Major Life Activities (included, but not limited to)

- Caring for oneself
- Performing manual tasks
- Seeing
- Hearing
- Eating
- Sleeping
- Walking
- Bending
- Speaking
- Breathing
- Learning
- Reading
- Concentrating

Major Bodily Functions (included, but not limited to)

- Immune system
- Digestive
- Bladder
- Neurological
- Brain
- Respiratory
- Circulatory
- Endocrine
- Reproductive



Special Dietary Needs in the CCFP

Meal Modifications Due to Disability

What Documentation is Required?

Written Medical Statement

A valid **medical statement** is required when the special diet request results in a meal or snack that **does not fully meet meal pattern requirements**. This form is located in this guidance, on our website and MIPS.

It must be completed and signed by a Florida licensed healthcare professional, authorized to write medical prescriptions: Physician, Physician Assistant (PA), Nurse Practitioner (ARNP) or Registered Dietitian (RD). It must include the following information:

- **The physical/mental impairment that restricts the diet.**
- **What foods to omit and foods to be substituted or any necessary adaptive feeding equipment.**
- **Signature of licensed physician, physician assistant, nurse practitioner or registered dietitian.**

What if the Medical Statement is Not Clear?

Seek clarification if statement is unclear or lacks sufficient detail so a proper and safe meal can be provided. Work with the parent or guardian to provide clarification.

It is not necessary to wait for a completed Medical Statement to provide meal accommodations to the best of your ability to keep the child safe. *Example: the Medical Statement lists "fish allergy" but doesn't list foods to be substituted. It is reasonable to remove fish from the child's meals and substitute another meat/meat alternate after speaking with the parent or guardian.*

As a reminder, it is never appropriate to say "no" to a requested meal modification due to a disability. If the parent and provider cannot come to an agreement as to what the reasonable accommodation will be, the sponsor (if applicable) must be notified. In turn, the sponsor and independent site providers must notify the Nutrition Section in the CCFP Tallahassee office of any situation where a meal modification due to disability is not accommodated.

Examples of Wording in Medical Statements

Not Acceptable Wording

Serve Cal almond milk.

Dr. Dan Physician, MD

Acceptable Wording

Cal has a milk allergy and cannot drink cow's milk. He should be served almond milk.

Dr. Dan Physician, MD

Steps to Get Started:

Step 1: Develop procedures for:

- Parents, guardians, and participants to request special diet accommodations.
- Getting required documentation
- Providing final written decision of the request
- Determining reasonable modifications
- Providing notice of nondiscrimination and accessible services, as outlined in 7 CFR 15b.7
- Receiving grievances and promptly resolving complaints

Step 2: Train staff and volunteers on:

- All special diet procedures
- Legal and confidentiality requirements

Step 3: Assign a key staff person:

- All child nutrition programs with 15 or more employees must designate a Section 504 Coordinator who is responsible for ensuring compliance with all disability requirements.
- All child nutrition programs with less than 15 employees should still designate someone who can provide technical assistance for participants with special diet requests due to a medical need.

Step 4: Use a team approach:

- Create a team (including those involved with providing special diet accommodations and others that may be trained in this area).
- This team will work with the participant or their parent or guardian to review the request and develop a solution as quickly as possible.
- The team should develop policies and practices that allow for the special diet requests they most commonly encounter to be quickly and consistently addressed.
- The team should be advised that any medical information they get must be kept confidential.

Special Dietary Needs in the CCFP

Meal Modifications Due to Preference

What is a Dietary Preference? Eating certain foods or eliminating foods from the diet due to a general health concern and/or preference. *For example: Request that a participant does not drink cow's milk because of a preference, not because the participant has lactose intolerance.*

When a Dietary Preference Request is Received:

- Provider will verify that request is not related to a disability, but a non-disability dietary need:
 1. **Religious (i.e. eliminating beef, pork or eggs)**
 2. **Ethnic**
 3. **Lifestyle preference (i.e. organic, vegetarian)**
 4. **Other (health reason not supported by a completed medical statement, i.e. gluten free diet because parent believes it is healthier for the child).**
- Programs are **not required** to accommodate dietary preference request, but strongly encouraged to do so, if possible.
- All substitutions must meet meal pattern requirements.
- Dietary preference request is supported by a written statement from parent or guardian, or a completed Dietary Preference Form, which is available on our website and MIPS.
- Parent/guardian may supply **one creditable component** per meal, with the provider supplying the rest of the components for a reimbursable meal.

Documentation Required

Dietary Preference Form:

- Form is located on the CCFP website and MIPS.
- The form must be completed fully and signed by the parent/guardian.
- Provider will work with parent/guardian to determine how and if request will be accommodated.

-OR-

Written Statement from Family:

- Identifies the non-disability special dietary need, including items not to be served and allowable substitutions.
- May include a statement that the family chooses to provide foods (if applicable)

Accommodating Requests Within the Meal Pattern:

In many cases, requests can be managed within the meal pattern requirements when a well-planned variety of foods is available.

Examples:

- Offer one type of creditable soymilk to accommodate participants requesting a non-dairy beverage (refer to **CCFP Milk Substitutions List**). Because this modification is creditable, the meal meets CCFP requirements and is reimbursable.
- Accommodate vegetarian participants by serving creditable meat alternates.

For More Information:

[Accommodating Children with Special Dietary Needs in the School Nutrition Programs](#)

[Modifications to Accommodate Disabilities in the Child and Adult Care Food Program \(USDA memo CACFP 14-2017\)](#)

Creditable Milks/Milk Substitutions in the Florida Child Care Food Program

Creditable Milks

What is a Creditable Fluid Milk?

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

The following milks may be served as part of a reimbursable meal with no extra documentation needed:

- Breastmilk
- Pasteurized Cow or Goat Milk
- Lactose-Free or Lactose-Reduced Milk
- UHT (Ultra High Temperature) Milk
- Acidified or Cultured Milk
- Organic Milk

Non-Creditable Non-Dairy Beverages

- Almond Milk
- Cashew Milk
- Coconut Milk
- Hemp Milk
- Oat Milk
- Rice Milk

These do not meet the USDA nutrient requirements and are not creditable without a completed Medical Statement.

Milk Substitutions:

Creditable Non-Dairy Beverages

What is a Creditable Non-Dairy Beverage?

A creditable, non-dairy beverage is a beverage that meets the USDA nutrient standards for fluid milk substitutes (see table below). They may be requested by either parent note or Dietary Preference Form.

Non-dairy beverages are not required to be low-fat or fat-free. When served to children 1-5 years old, they must be unflavored.

Nutrients (1 cup cow's milk)	Requirement per cup (8 fluid oz.)	% DV
Protein	8g	16%
Calcium	276mg	28%
Vitamin A	150mcg	10%
Vitamin D	2.5mcg	25%
Magnesium	24mg	6%
Phosphorus	222mg	23%
Potassium	349mg	10%
Riboflavin	.44mg	26%
Vitamin B-12	1.1mcg	19%

Creditable Non-Dairy Beverages Approved for Use in the CCFP

Find these on store shelves: (shelf-stable)

For Children Ages 1-5 (Unflavored Only)



Kikkoman Pearl Organic Soymilk Smart Original



Silk Original Soymilk



Pacific Ultra Soy Original



Ripple Original Dairy Free Milk



Sunrich Naturals Original Soymilk



Kikkoman Pearl Organic Soymilk Smart Vanilla



Kikkoman Pearl Organic Soymilk Smart Chocolate



Ripple Vanilla Dairy Free Milk



Ripple Chocolate Dairy Free Milk



Sunrich Naturals Soymilk Vanilla



Silk Soymilk Very Vanilla



Silk Soymilk Chocolate

Find these in the refrigerated section:



Silk Original Soymilk



Great Value Original Soymilk



8th Continent Soymilk Original



8th Continent Soymilk Vanilla

Florida WIC Approved Cereal List for the Child Care Food Program 2024-2025

GF = Gluten Free

All cereals on this list meet CCFP sugar limits and are creditable to serve.

June 2024

Whole Grain/Whole Grain-Rich Cereals

Enriched Cereals

Cold Cereals

Cold Cereals



Cheerios GF



Cheerios Oat Crunch Berry



Cheerios Veggie Blend Apple Strawberry GF



Cheerios Veggie Blend Blueberry Banana GF



Cheerios Multi-Grain GF



Oatmeal Squares Brown Sugar



Oatmeal Squares Cinnamon



Oatmeal Squares Honey Nut



Rice Krispies



Special K Original



Crispix



Chex Blueberry GF



Chex Cinnamon GF



Chex Corn GF



Chex Rice GF



Chex Wheat



Total



Wheaties



Complete Bran



Great Grains Banana Nut



Honey Bunches of Oats Maple Pecan



Honey Bunches of Oats Cinnamon Bunches



Honey Bunches of Oats Honey Roasted



Kix Berry Berry



Kix Honey



Kix



Special K Protein Original Multi Grain



Life Vanilla



Life Original



Grape Nuts Flakes



Grape Nuts



Great Grains Crunchy Pecan



Corn Flakes



Honey Frosted Corn Flakes



Honey Bunches of Oats with Almonds



Frosted Mini-Wheats



Little Bites Original



Little Bites Chocolate



Frosted Mini-Wheats Blueberry



Frosted Mini-Wheats Strawberry



Frosted Mini-Wheats Pumpkin Pie Spice



Frosted Mini-Wheats Golden Honey



Frosted Mini-Wheats Cinnamon Roll



Crispy Rice GF



Honey Bunches of Oats Vanilla



Strawberry Cream Mini Spooners



Frosted Mini Spooners

Hot Cereals

Hot Cereals



Instant Rolled Oats GF



Instant Oatmeal Original



Cream of Wheat Whole Grain 2 1/2 minute



Hot Wheat Original



Instant Grits Original



Farina Original



Iron Fortified Quick Grits



Cream of Rice Instant GF



Cream of Rice 2 1/2 minute



Cream of Wheat Original 2 1/2 minute



Cream of Wheat Original 1 minute



Cream of Wheat Original Instant

Any store brand or Ralston Foods brand

WHOLE GRAIN/WHOLE GRAIN-RICH CEREALS

- Bran Flakes
- Frosted Shredded Wheat/Frosted Wheat
- Instant Oatmeal - Original/Regular Multigrain Flakes
- MultiGrain Medley, Tasteos, Spins or Toasted Cereal
- Nutty Nuggets/Crunchy Nuggets/Crunchy Wheat
- Oat Crunch/Oat Wise/Oat Squares/Lively Oats
- Strawberry Frosted Shredded Wheat
- Toasted Oats/Tasteos/Toasted Oat Spins/Happy O's
- Wheat Flakes
- Wheat Squares, Biscuits, or Crisps

ENRICHED CEREALS

- Corn Flakes
- Corn Squares, Biscuits, Crisps, or Bites
- Crisp Rice/Crispy Rice
- Crispy Hexagons (Corn & Rice)
- Essentially You/Toasted Rice
- Instant Grits - Original/Regular
- Oats & More with Almonds/Almonds & Oats
- Oats & More with Honey/Honey & Oats
- Rice Squares, Biscuits, Crisps, or Pockets

Cereal Shapes & Ounce Equivalents

Ages 1 - 18

Cereal - FLAKES

1-5
1/2 oz eq

6-18
1 oz eq

<p>Bran Flakes Corn Flakes Fiber One Grape Nuts Flakes Great Grains Honey Bunches of Oats Mini Spooners Mini Wheats Oatmeal Squares Shredded Wheat Special K Total Wheaties</p>	<p>1/2 cup</p>	<p>1 cup</p>
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Cereal - ROUND

<p>Cheerios Crispy Oats Tasteos Toasted Oats</p>	<p>1/2 cup</p>	<p>1 cup</p>
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Cereal - PUFFED

<p>Chex Cereal (Corn, Rice, Wheat) Crispix Crispy Rice Kix Life Rice Krispies</p>	<p>3/4 cup</p>	<p>1 1/4 cup</p>
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Cereal - GRANOLA

<p>Granola Grape Nuts</p>	<p>1/8 cup</p>	<p>1/4 cup</p>
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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

I. Breakfast:	Yes	No
A. 3 components: Fluid Milk, Vegetables and/or Fruits, Grains		
B. Only ready-to-eat breakfast cereals (cold/hot) containing 6 g of sugar or less per dry oz are served (refer to the <i>Florida WIC-Approved Cereal List</i>).		
C. Meat/Meat alternates are used to meet entire grains requirement no more than three times/week.		
II. Lunch/Supper:	Yes	No
A. 5 components: Fluid Milk, Meat/Meat Alternates, Vegetables, Fruits, Grains		
B. One vegetable and one fruit <i>or</i> two different vegetables are served (two fruits may not be served).		
III. Snack:	Yes	No
A. 2 different components: Fluid Milk, Meat/Meat Alternates, Vegetables, Fruits, Grains <i>Note: Juice must not be served when milk is the only other component.</i>		
B. Water does not appear on the menu as one of the two required components.		
IV. General Menu Requirements:	Yes	No
A. Fruit juice does not appear on the menu more than once a day.		
B. At least one grain serving per day, across all eating occasions, is 100% whole grain or whole grain-rich. <i>Menus must clearly identify the whole grain or whole grain-rich item (e.g. "WG bread" or "WGR crackers").</i>		
C. Grain-based desserts (e.g. granola bars, cookies) are not served as part of a reimbursable meal. <i>Grain-based desserts may be served as an "extra." Graham and animal crackers are creditable.</i>		
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).		
E. Children age one receive unflavored whole milk (unless breastfed).		
F. Children ages 2 through five receive unflavored lowfat (1%) or unflavored fat-free (skim) milk.		
G. Flavored milk is not served to children under 6 years of age. <i>Flavored powder/liquid may not be added to milk (cow or soy) for children ages 1-5.</i>		
H. When flavored milk is served to children age 6 years and older, it is fat-free (skim) or lowfat (1%).		
I. The menu clearly identifies the types of milk served (fat content and unflavored or flavored).		
J. Commercially processed combination foods (served at <i>any</i> 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.		
K. Pre-packaged grain products must have enriched flour or meal or whole grains as the first ingredient listed on the package. <i>Sugar cannot be the first ingredient.</i>		
L. The menu clearly identifies the types of cereals, crackers, and juices offered.		
M. Meals do not include foods deep-fried on site. <i>Providers may purchase or receive pre-fried foods but must reheat them using an alternate method (baking or pan frying/sautéing).</i>		
N. CCFP funds are not used to purchase non-creditable food items (e.g.: grain-based desserts).		
O. Children with special dietary needs (not a disability): parents do not provide more than one component of the reimbursable meal. <i>Parents may supply only one component of the reimbursable meal for children with special dietary needs. The contractor must supply all other components.</i>		
P. Children with documented disabilities: <i>parents may supply one or more components of the reimbursable meal. The contractor must supply at least one component.</i>		
Reminders: <ul style="list-style-type: none"> • <i>During snack, juice must not be served when milk is the only other component.</i> • <i>Tofu is creditable as a meat/meat alternate.</i> 		

INFANT MEAL PATTERN REQUIREMENTS








V. General Menu Requirements:	Yes	No
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.		
B. Breastmilk and/or formula is served at every meal and snack.		
C. Solid foods are served to infants when they are developmentally ready for them. <i>Solids should be introduced around 6 months of age, but may be served/claimed earlier.</i>		
D. Once an infant is developmentally ready to accept solid foods, the contractor offers them to the infant.		
E. Juice is not served as part of a reimbursable meal.		
F. Only ready-to-eat breakfast cereals (cold) containing 6 g of sugar or less per dry oz are served (refer to the <i>WIC Cereal List</i>). <i>These cereals may only be served at snack to developmentally ready 6-11 month olds.</i>		
G. Yogurt contains no more than 23 g of total sugars per 6 oz (15 g/4 oz or 3.8 g/oz). <i>Soy yogurt is not creditable for infants. Yogurt must be traditional/"cold" yogurt; not baby yogurt blends that are shelf-stable. Whole milk yogurt is recommended.</i>		
H. Cheese food and cheese spread are not served/included on the menu.		
I. Commercially prepared combination baby foods (e.g. chicken and peas or rice) <i>may</i> be served, but documentation from the manufacturer must be available stating the meal pattern contribution(s).		
J. When eggs are served to infants, the whole egg (white and yolk) is served.		
K. CCFP funds are not used to purchase non-creditable food items (e.g.: juice).		
L. Infants with special dietary needs (not a disability): Parents supply no more than one component. The contractor supplies all other components.		
M. Infants with documented disabilities: Contractor supplies at least one component. <i>Parents may supply one or more components of the reimbursable meal.</i>		
<i>Reminder: a reimbursable meal may contain breastmilk fed to baby by mother</i>		
<i>Reminder: whole grains are not required for infants</i>		
VI. Best Practices for Children Ages One and Older (strongly recommended):		
<ul style="list-style-type: none"> ▪ 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 <u>at each</u> 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*.

Common Grain Ingredients *(not all inclusive)*

Creditable Grains

Non-Creditable Grains

Whole Grain Ingredients	Enriched Grain & Bran and Germ Ingredients	Grain Ingredients
<p> Tip: Look for the words “whole” or “whole grain”</p>	<p> Tip: Look for the word “enriched,” a listing of nutrients used for enrichment, or “bran” or “germ”</p>	<p> Tip: If present, look for the phrase “contains less than 2% of the following:”</p>
<p>Wheat</p>  <ul style="list-style-type: none"> • Bulgar • Bromated whole-wheat flour • Cracked wheat • Crushed wheat • Entire wheat flour • Flaked wheat • Graham flour • Sprouted wheat • Wheat berries • Wheat groats • White whole-wheat flour • Whole durum flour • Whole-grain wheat • Whole-grain wheat flakes • Whole-wheat flour 	<ul style="list-style-type: none"> • Enriched bromated flour • Enriched durum flour • Enriched durum wheat flour • Enriched farina • Enriched semolina • Enriched wheat flour • Enriched white flour • Wheat bran • Wheat germ 	<ul style="list-style-type: none"> • All purpose flour (not enriched) • Bromated flour • Durum flour • Farina • Semolina • Wheat flour • White flour
<p>Rye</p>  <ul style="list-style-type: none"> • Flaked rye • Rye berries • Rye groats • Sprouted whole rye • Whole rye • Whole rye flour 	<ul style="list-style-type: none"> • Enriched rye flour • Rye bran 	
<p>Barley</p>  <ul style="list-style-type: none"> • Dehulled barley • Dehulled barley flour • Whole barley • Whole barley flour 		<ul style="list-style-type: none"> • Barley malt • Malted barley flour
<p>Corn</p>  <ul style="list-style-type: none"> • Corn masa* • Hominy* • Hominy grits* • Masa harina* • Popcorn • Whole corn • Whole cornmeal • Whole-grain corn • Whole-grain corn flour • Whole-grain grits 	<ul style="list-style-type: none"> • Enriched corn flour • Enriched grits • Enriched yellow corn flour • Corn bran 	<ul style="list-style-type: none"> • Corn flour • Corn fiber • Degermed corn • Degerminated cornmeal • Grits • Stone ground corn • Yellow corn flour • Yellow corn meal

*Nixtamalized corn (i.e., corn treated with lime), such as hominy, corn masa, and masa harina are considered whole grain when evaluating products for meal pattern requirements. These ingredients are processed in a way that increases the bioavailability of certain nutrients so they have a nutritional profile similar to whole corn.

Common Grain Ingredients *(not all inclusive)*

Creditable Grains

Non-Creditable Grains







Whole Grain Ingredients	Enriched Grain & Bran and Germ Ingredients	Grain Ingredients
<p> Tip: Look for the words “whole” or “whole grain”</p>	<p> Tip: Look for the word “enriched,” a listing of nutrients used for enrichment, or “bran” or “germ”</p>	<p> Tip: If present, look for the phrase “contains less than 2% of the following:”</p>
<p>Oats</p>  <ul style="list-style-type: none"> • Oats • Oatmeal (all types) • Oat groats • Whole-grain oat flour 	<ul style="list-style-type: none"> • Oat bran 	<ul style="list-style-type: none"> • Oat fiber
<p>Rice</p>  <ul style="list-style-type: none"> • Brown rice • Brown rice flour • Sprouted brown rice • Triticale flour • Wild rice 	<ul style="list-style-type: none"> • Enriched rice • Enriched rice flour • Rice bran 	<ul style="list-style-type: none"> • Rice flour
<p>Other</p>  <ul style="list-style-type: none"> • Amaranth • Amaranth flour • Buckwheat • Buckwheat flour • Buckwheat groats • Einkorn berries • Millet • Millet flour • Quinoa • Spelt berries • Sprouted buckwheat • Sprouted einkorn • Sprouted spelt • Teff • Teff flour • Triticale • Triticale flour • Whole-grain einkorn • Whole-grain einkorn flour • Whole-grain sorghum • Whole-grain sorghum flour • Whole kamut • Whole spelt • Whole-grain spelt flour 		<ul style="list-style-type: none"> • Bean or legume flour (e.g., soy, chickpea, lentil) • Nut or seed flour (any kind) • Potato flour • Tapioca flour • Vegetable flour (any kind)



Exhibit A: Grain Requirements¹ Based on Ounce Equivalents

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

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. 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. **Starting October 1, 2025, breakfast cereals must contain no more than 6 grams added sugars per dry ounce**

HOW CAN I TELL IF A FOOD IS A GRAIN-BASED DESSERT?

Grain-based dessert items are not creditable to serve in the CCFP because of added sugar and saturated fats, which contribute to increased risk of chronic disease. These include store-bought items as well as homemade. Many times, grain-based desserts will include creditable ingredients that even may be whole grain. See below for listing of common grain-based desserts:

Some Common Grain-Based Desserts: Not Creditable in the CCFP

- Biscotti, sweet, made with fruits, chocolate, icing
- Bread/breadstick with sweet filling (such as pie filling)
- Bread pudding, sweet
- Brownies
- Cake (coffee cake, pound cake, cupcakes)
- Caramel popcorn and kettle corn
- Cereal bars, breakfast bars, marshmallow cereal treats
- Cinnamon rolls
- Cookies
- Croissants, sweet, such as chocolate-filled
- Crusts of dessert pies, cobblers, fruit turnovers
- Danish pastries (Danishes), sweet pastries
- Doughnuts
- Fig or fruit-filled bars/rolls/cookies
- Gingerbread
- Granola bars, grain-fruit bars
- Ice cream cones
- Pita chips, sweet, such as cinnamon-sugar flavored
- Rice pudding, sweet
- Scones, sweet, made with fruits, chocolate, icing
- Sopapillas
- Sweet rolls/buns
- Toaster pastries
- Vanilla/chocolate wafers

What if I'm Not Sure?

How a food item is **perceived** is important to consider when determining whether it is a grain-based dessert or not. There is no specific sugar, fat or other nutrient limit set by the United States Department of Agriculture (USDA) that signifies a grain-based food item as a dessert. The USDA gives states' flexibility in determining that themselves. Before adding an item to your menu, consider whether the food is commonly thought of as a dessert or sweet treat, especially by a toddler or preschooler.

Ask yourself the following questions:

Does the Food Item Contain:

- Chocolate or other flavored chips?
- Candy Pieces?
- Jam, fruit puree or custard filling?
- Marshmallows?

Is the Food Item:

- Dessert flavored? (chocolate, caramel, butterscotch, etc.)
- Coated with dessert flavored coatings or toppings? (cocoa, caramel, toffee, cinnamon-sugar, powdered sugar, glazes, etc.)
- Iced or frosted?
- Covered with sprinkles, or other sweet garnishes?
- Shaped like a cookie or one of the grain-based desserts listed above?
- An unfrosted piece of cake or a cupcake?
- A breakfast, cereal, or granola bar (store-bought or homemade)?
- A sweet pie, pastry or turnover?

If you answered "yes" to any of these questions, then the item is a grain-based dessert and must not be served!



Resources

USDA Policy Memo: Grain-Based Desserts in the CACFP - www.fns.usda.gov/cacfp/grain-based-desserts-child-and-adult-care-food-program

Exhibit A: Grain Requirements - www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/Nutrition/_documents/exhibit-a-english.pdf

Grain-Based Desserts in the CACFP - www.fns.usda.gov/tn/grain-based-desserts-cacfp

Identifying Whole Grain-Rich

The USDA CACFP requires that at least one serving of grains each day contains a whole grain-rich component. Foods that meet the whole grain-rich criteria are foods that contain at least 50% whole grains and the remaining grains in the food are enriched, or are 100% whole grain.

Here are a few ways to help identify if a product is whole grain-rich. As long as the product meets **AT LEAST ONE OF THESE SIX METHODS**, described below, it is considered whole grain-rich.

#1 FOOD IS LABELED WHOLE WHEAT & MEETS FDA'S STANDARD OF IDENTITY

WGR¹

Certain bread and pasta products specifically labeled "Whole Wheat" on the package and which conform to an FDA Standard of Identity can be considered whole grain-rich.

An **FDA STANDARD OF IDENTITY** is a set of rules for what a certain product must contain or may contain to legally be labeled with that product name.

ONLY breads and pastas with these exact product names conform to FDA's Standard of Identity and can be considered whole grain-rich using this method:

BREADS

- whole wheat bread
- entire wheat bread
- graham bread
- whole wheat rolls
- entire wheat rolls
- graham rolls
- whole wheat buns
- entire wheat buns
- graham buns

PASTAS

- whole wheat macaroni
- whole wheat spaghetti
- whole wheat vermicelli
- whole wheat macaroni product



NOTE: Manufacturers may label their food with similar terms to FDA's Standard of Identity. Watch for terms such as, "whole grain," "made with whole grain," "made with whole wheat," or "contains whole grains." These terms do not indicate an FDA Standard of Identity for whole wheat products.

#2 FOOD IS FOUND ON ANY STATE AGENCY'S WIC-APPROVED WHOLE GRAIN FOOD LIST

WIC

Women • Infants • Children

The product is found on **ANY** State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)-approved whole grain food list. Any grain product found on a State agency's WIC-approved whole grain food list meets CACFP whole grain-rich criteria.

NOTE: Complete product guides identifying all WIC creditable food products can be found on State agency websites.

WGR²



Identifying Whole Grain-Rich

#3

FDA STATEMENT



One of the following FDA statements is included on the labeling:

"Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers."

"Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease."

FNS is allowing the FDA whole grain health claims to be sufficient documentation to demonstrate compliance with the whole grain-rich criteria in the CACFP, **ONLY**.



#4

RULE OF THREE

The first ingredient (second if after water) must be whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ. Any grain derivatives may be disregarded. Any non-creditable grain ingredients that are labeled 2% or less are considered insignificant and may also be disregarded.

(reference NCA's Identifying Grain Ingredients for list of creditable grains)

#1 Whole Grain 2nd Grain Ingredient

INGREDIENTS: Whole Wheat Flour, Enriched Wheat Flour (Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Vegetable Oils (Canola And/ Or Sunflower), Cheddar Cheese ([Cultured Milk, Salt, Enzymes], Annatto), Salt, Contains 2 Percent Or Less Of: Yeast Extract, Natural Flavor, Paprika, Spices (Celery), Baking Soda, Monocalcium Phosphate, Dehydrated Onions, Annatto Extract For Color.
CONTAINS: WHEAT, MILK

There is no 3rd grain ingredient.

WGR⁴

DISREGARDED INGREDIENTS

Disregarded ingredients may be ignored, as these ingredients are not included in the rule of three. Grains that can be disregarded are either:

1. Any grain derivatives, such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch, or modified food starch.
2. Any grain ingredients that are listed as "less than 2%..." of the product weight.

#1 Whole Grain

Grain Derivative

INGREDIENTS Whole Wheat Flour, Filtered Water, Vital Wheat Gluten, Brown Sugar. Contains 2% Or Less Of The Following: Wheat Fiber, Cultured Wheat Starch, Vinegar, Inulin, Yeast, Oat Fiber, Soybean Oil, Salt, Soy Lecithin, Barley Malt Powder, Enzyme Blend (Wheat Flour, Dextrose, Natural Enzymes), Ascorbic Acid.

Listed after "Less than 2%..." statement

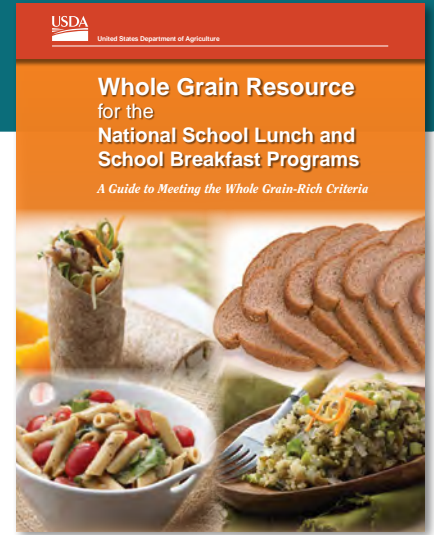


Identifying Whole Grain-Rich

#5 FOOD MEETS THE WHOLE GRAIN-RICH CRITERIA UNDER THE NSLP

Use of the National School Lunch Program whole grain-rich criteria may ease menu planning and purchasing for at-risk afterschool or CACFP child care programs. The NSLP whole grain-rich criteria apply for all grain products with the exception of grain-based desserts, which are not creditable under CACFP.

WGR⁵



Available to download at cacfp.org and the USDA FNS website.

#6 MANUFACTURER DOCUMENTATION OR STANDARDIZED RECIPE

Proper documentation from a manufacturer or a standardized recipe can also demonstrate that whole grains are the primary grain ingredient by weight.

WGR⁶

This guide is meant to be used to identify CACFP Creditable **WHOLE GRAIN-RICH** products.



What about cereal?

WGR^C

If a ready-to-eat breakfast cereal has a whole grain as the first ingredient (or second after water), and it is fortified, it also meets the whole grain-rich criteria.

#1 Whole Grain

INGREDIENTS: Whole Grain Oats, Corn Starch, Sugar, Salt, Tripotassium Phosphate, Vitamin E (Mixed Tocopherols) Added to Preserve Freshness.

VITAMINS AND MINERALS: Calcium Carbonate, Iron and Zinc (Mineral Nutrients), Vitamin C (Sodium Ascorbate), a B Vitamin (Niacinamide), Vitamin B6 (Pyridoxine Hydrochloride), Vitamin A (Palmitate), Vitamin B1 (Thiamin Mononitrate), a B Vitamin (Folic Acid), Vitamin B12, Vitamin D3.

Fortified



Don't forget...

Not only does a ready-to-eat breakfast cereal have to meet the above criteria but it also has to meet the sugar limits in order to be creditable in the first place.

GRAINS 101



BRAN is the seed husk or outer coating of cereal grains such as wheat, rye, and oats. The bran can be mechanically removed from the flour or meal by sifting or bolting.

CREDITABLE GRAINS represents all of the grain ingredients in a product that are creditable towards the grains component; they include whole grains or enriched meal and/or flour.

ENRICHED means that the product conforms to the U.S. Food and Drug Administration's, (FDA) Standard of Identity for levels of iron, thiamin, riboflavin, niacin, and folic acid. The terms "enriched," "fortified," or similar terms indicate the addition of one or more vitamins or minerals or protein to a food, unless an applicable Federal regulation requires the use of specific words or statements.

FLOUR is the product derived by finely grinding and bolting (sifting) wheat or other grains. Flour may be made from all grains (wheat, rye, corn, etc.).



GERM is the vitamin-rich embryo of the grain kernel. The germ can be separated before milling for use as a cereal or food supplement.

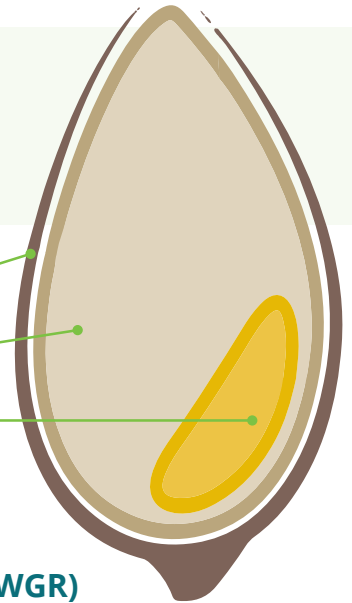
PRIMARY GRAIN INGREDIENT is the first grain ingredient listed in the ingredient statement.

WHOLE GRAIN contains all parts of the grain kernel which includes the bran, germ and endosperm.

Bran
"Outer shell" protects seed
Fiber, B vitamins, trace minerals

Endosperm
Provides energy
Carbohydrates, protein

Germ
Nourishment for the seed
Antioxidants, vitamin E, B-vitamins



WHOLE GRAIN-RICH (WGR)

is the term designated by USDA Food and Nutrition Service (FNS) to indicate that the grain components in a product are at least 50 percent whole grain, with the remaining grains being enriched. This term only refers to FNS criteria for meeting the grain requirements for CACFP.

Identifying Whole Grain-Rich



Identifying Grain Ingredients

WHOLE GRAINS

CORN

- Whole Corn
- Whole Grain Corn
- Whole Grain Corn Flour

OATS

- Instant Oatmeal
- Oat Groats
- Old Fashion Oats
- Quick Cooking Oats
- Steel Cut Oats
- Whole Grain Oat Flour

RICE

- Brown Rice
- Sprouted Brown Rice
- Wild Rice

RYE

- Rye Groats
- Sprouted Whole Rye
- Whole Rye Flour

WHEAT

- Bulgur
- Cracked Wheat
- Graham Flour
- Sprouted Whole Wheat
- Wheat Berries
- Wheat Groats
- Whole Durum Flour
- Whole Grain Wheat Flakes
- Whole Wheat Flour

OTHER WHOLE GRAINS

- Amaranth
- Amaranth Flour
- Buckwheat
- Buckwheat Flour
- Buckwheat Groats
- Millet
- Millet Flour
- Quinoa
- Sorghum
- Sorghum Flour
- Spelt Berries
- Sprouted Buckwheat
- Sprouted Einkorn
- Sprouted Spelt
- Teff
- Teff Flour
- Triticale
- Triticale Flour
- Whole Einkorn Berries
- Whole Grain Einkorn Flour
- Whole Grain Spelt Flour

CREDITABLE GRAINS

- Any Whole Grain Above
- Enriched Grains
- Bran or Germ
Creditable in CACFP, SFSP & afterschool snacks only.

These ingredients are not whole nor enriched and cannot be one of the first 3 ingredients when identifying whole grain-rich products.

NON-CREDITABLE GRAINS

- Barley Malt
- Corn
- Corn Fiber
- Degerminated Corn Meal
- Farina
- Oat Fiber
- Semolina
- Yellow Corn Meal

NON-CREDITABLE FLOURS

- not enriched*
- Any Bean Flour
 - Any Nut Flour
 - Bromated Flour
 - Durum Flour
 - Malted Barley Flour
 - Potato Flour
 - Rice Flour
 - Wheat Flour
 - White Flour
 - Yellow Corn Flour



DISREGARDED INGREDIENTS

Disregarded ingredients may be ignored, as these ingredients are not included in the rule of three. Grains that can be disregarded are either:

1. Any grain ingredients that are listed as "less than 2%..." of the product weight.
2. Any grain derivatives, such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch, or modified food starch.

Please note that this list is not meant to be exhaustive, and there may be other items that qualify, or are not creditable, that are not listed above. Check with your sponsor and/or state agency.

Identifying Whole Grain-Rich

In the Aisles

FOOD IS LABELED AS "WHOLE WHEAT" AND MEETS FDA STANDARD OF IDENTITY



RULE OF THREE

The first ingredient (second after water) must be whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ.



Ingredients: White Quinoa,¹ Red Quinoa,² Black Quinoa³



Ingredients: Whole Wheat Flour,¹ Enriched Bleached Flour,² Bleached Wheat Flour, Niacin, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid, Leavening (Sodium Bicarbonate, Sodium Aluminum Phosphate, Monocalcium Phosphate), Brown Sugar, Sugar, Dried Molasses, Salt, Wheat Germ,³ Hydroxylated Soy Lecithin, Soy Flour.



Ingredients: Whole Grain Wheat Flour,¹ Canola Oil, Sugar, Corn Starch Malt Syrup (From Corn And Barley), Salt, Refiner's Syrup, Leavening (Calcium Phosphate And Baking Soda). Bht Added To Packaging Material To Preserve Freshness.
2* considered disregarded



Ingredients: Organic Whole Wheat Flour,¹ Organic Wheat Flour,² Organic Vegetable Oil (Organic Expeller Pressed Sunflower Oil and Organic Expeller Pressed Palm Fruit Oil), Organic Whole Flax Flour, Organic honey, Organic Whole Oat flour, Organic Sesame Seeds, Organic Evaporated Cane Syrup...

DOES NOT MEET WGR⁴
2nd grain is not whole or enriched.*

CEREAL

1st grain ingredient must be whole grain and cereal is fortified with Vitamins & Minerals.



Ingredients: Whole Grain Wheat, Sugar, Contains 2% or Less of Brown Rice Syrup, Gelatin, BHT for Freshness.

Vitamins and Minerals: Reduced Iron, Niacinamide, Vitamin B6 (Pyridoxine Hydrochloride), Vitamin B2 (Riboflavin), Vitamin B1 (Thiamin Hydrochloride), Zinc Oxide, Folic Acid, Vitamin B12.



Ingredients: Whole Grain Wheat, Corn, Sugar, Whole Grain Rolled Oats, Brown Sugar, Rice, Canola Oil, Wheat Flour, Malted Barley Flour, Corn Syrup, Salt, Whey (from Milk), Malted Corn and Barley Syrup, Honey, Caramel Color, Natural and Artificial Flavor, Annatto Extract (Color), BHT Added to Packaging Material to Preserve Product Freshness.

Vitamins and Minerals: Reduced Iron, Niacinamide, Vitamin B6, Vitamin A Palmitate, Riboflavin (Vitamin B2), Thiamin Mononitrate (Vitamin B1), Zinc Oxide (Source of Zinc), Folic Acid, Vitamin B12, Vitamin D3.



Ingredients: Whole Grain Corn, Corn Meal, Sugar, Canola Oil, Salt, Brown Sugar Syrup, Tricalcium Phosphate, Vegetable and Fruit Juice Color, Baking Soda, Citric Acid, Natural Flavor. Vitamin E (Mixed Tocopherols) Added to Preserve Freshness.

Vitamins and Minerals: Calcium Carbonate, Iron and Zinc (Mineral Nutrients), Vitamin C (Sodium Ascorbate), a B Vitamin (Niacinamide), Vitamin B6 (Pyridoxine Hydrochloride), Vitamin B1 (Thiamin Mononitrate), Vitamin A (Palmitate), Vitamin B2 (Riboflavin), a B Vitamin (Folic Acid), Vitamin B12, Vitamin D3.



Ingredients: Whole Grain Oats*, Cane Sugar*, Sunflower Oil*, Rice*, Whole Grain Quinoa*, Whole Grain Spelt*, Kamut Brand Khorasan Wheat*, Molasses*, Sea Salt, Cinnamon*, Natural Flavor*. Vitamin E (Mixed Tocopherols) Added to Preserve Freshness.*Organic.

DOES NOT MEET WGRᶜ
Not fortified with Vitamins & Minerals.*



Visit us at www.cacfp.org for more information. This institution is an equal opportunity provider.

* These products may meet another standard for identifying whole grain-rich but do not in the section noted.



Identifying Cereal Sugar Limits



Here are three ways to determine if a breakfast cereal is within the CACFP sugar limit. As long as a breakfast cereal meets the sugar limit using **AT LEAST ONE OF THESE METHODS** described below, it is considered within the sugar limit.



1 WIC

Women • Infants • Children

Use your State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) approved breakfast cereal list.

Product Example:
Dora the Explorer

* confirm with your states WIC approved cereal list.



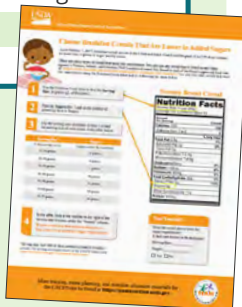
2

Use USDA's Team Nutrition training worksheet "Choose Breakfast Cereals That Are Low in Added Sugar."

The worksheet includes a chart with common breakfast cereal serving sizes and the maximum amount of sugar the breakfast cereal may contain per serving.

ALLOWABLE SUGAR LIMITS

SERVING SIZE	SUGARS
If the serving size is:	cannot be more than:
8-11 grams	2 grams
12-16 grams	3 grams
17-21 grams	4 grams
22-25 grams	5 grams
26-30 grams	6 grams ✓
31-35 grams	7 grams
36-40 grams	8 grams
41-44 grams	9 grams
45-49 grams	10 grams
50-54 grams	11 grams
55-58 grams	12 grams
59-63 grams	13 grams
64-68 grams	14 grams
69-73 grams	15 grams
74-77 grams	
78-82 grams	

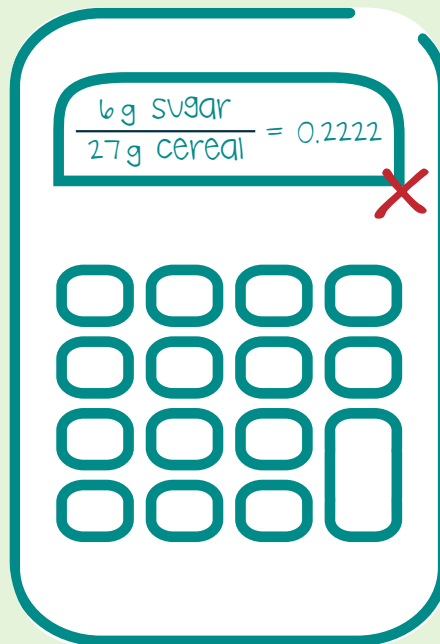


3

Use the Nutrition Facts label on the breakfast cereal packaging to calculate the sugar content per dry ounce.

- 1) Find the serving size in grams at the top of the label and the sugars listed towards the middle.
- 2) Divide the total sugars by the serving size in grams.

If the answer is equal to or less than 0.212, then the cereal is within the required sugar limit and may be creditable in CACFP.



GRAMS OF SUGAR PER SERVING if ≤ 0.212
GRAMS OF CEREAL PER SERVING it is creditable



Amount Per Serving	Dora the Explorer
Calories	100
Total Carbohydrate 23g	8%
Dietary Fiber 3g	11%
Sugars 6g	
Other Carbohydrate 14g	
Protein 1g	

Calcium	25%	25%
Iron	25%	45%
Vitamin D	25%	25%
Thiamin	25%	30%
Riboflavin	25%	35%
Niacin	25%	25%
Vitamin B ₆	25%	25%
Folic Acid	50%	50%
Vitamin B ₁₂	25%	35%
Phosphorus	2%	15%
Magnesium	2%	4%
Zinc	25%	30%

Ingredients: Whole Grain Corn, Corn Meal, Sugar, Corn Bran, Corn Syrup, Canola Oil, Salt, Cinnamon, Baking Soda, Vitamin E (mixed tocopherols) Added to Preserve Freshness.

Vitamins and Minerals: Calcium Carbonate, Iron and Zinc (mineral nutrients), Vitamin C (sodium ascorbate), A, B Vitamin (niacinamide), Vitamin B₆ (pyridoxine hydrochloride), Vitamin B₁₂ (methylcobalamin), Vitamin B₁ (thiamin mononitrate), Vitamin A (palmitate), A, B Vitamin (folic acid), Vitamin B₁₂, Vitamin D₃.

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© General Mills Patent: generalmills.com/pat
Exchange: 1% Starch
Based on Academy of Nutrition and Dietetics and American Diabetes Association criteria
This package is sold by weight, not by volume. You can be assured of proper weight even though some settling of contents normally occurs during shipment and handling.
F 321580610S SSG 348495210S



(<https://www.fns.usda.gov/tv/cacfp-meal-pattern-training-tools>)



Product Example: Dora the Explorer meets one of the three methods, therefore, this product is CACFP creditable.

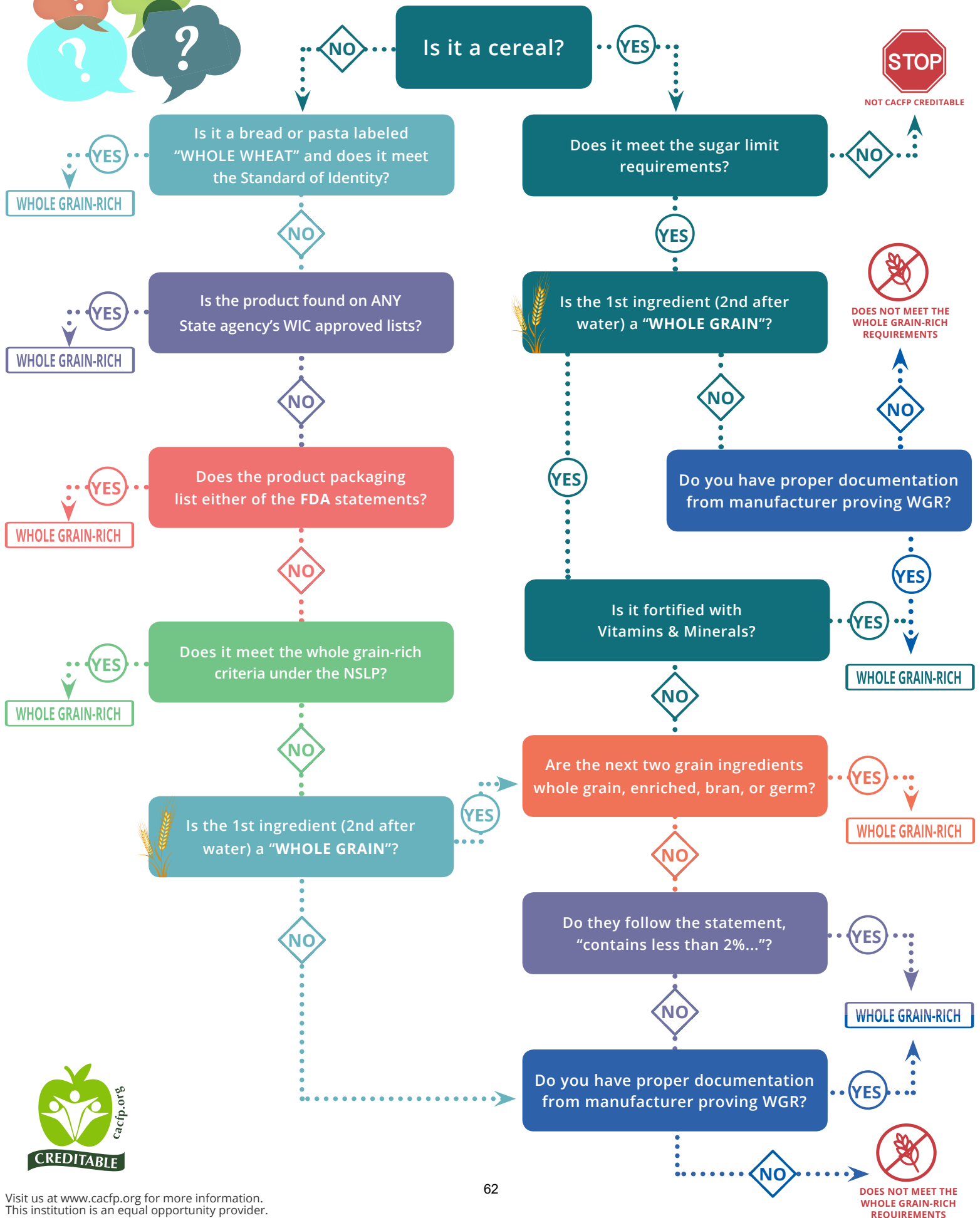
Disclosure: The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched or fortified.

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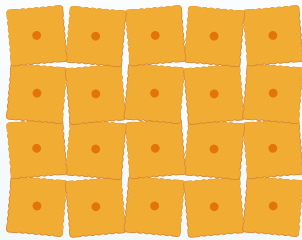
Wondering if your food is **WHOLE GRAIN-RICH**?



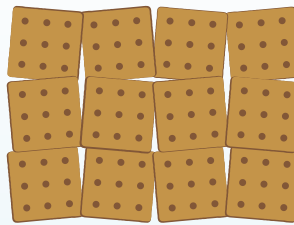
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

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.

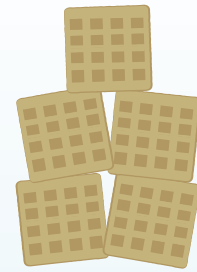
How Much Is 1 Ounce Equivalent?



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



12 thin wheat crackers
(1 1/4" by 1 1/4") = 1 oz. eq.



5 woven whole-wheat crackers
(1 1/2" by 1 1/2") = 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 1/4" by 1 1/2"*, 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	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	Serve at Least 1/2 oz. eq., which equals about...
Popcorn	1 1/2 cups or 14 grams
Pretzel, Hard, Mini-Twist (about 1 1/4" by 1 1/2")**	7 twists or 11 grams

Grains Measuring Chart for the Child and Adult Care Food Program



Grain Item and Size

Age Group and Meal

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

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

Adults at Breakfast,
Lunch, Supper

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

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

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

Bagel (entire bagel)
at least 56 grams*

¼ bagel or 14 grams

½ bagel or 28 grams

1 bagel or 56 grams

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

½ bagel or 14 grams

1 bagel or 28 grams

2 bagels or 56 grams

Biscuit at least 28 grams*

½ biscuit or 14 grams

1 biscuit or 28 grams

2 biscuits or 56 grams

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

½ slice or 14 grams

1 slice or 28 grams

2 slices or 56 grams

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

½ bun/roll or 14 grams

1 bun/roll or 28 grams

2 buns/rolls or 56 grams

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

¼ cup cooked or
14 grams dry

½ cup cooked or
28 grams dry

1 cup cooked or
56 grams dry

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

½ cup or 14 grams

1 cup or 28 grams

2 cups or 56 grams

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

⅓ cup or 14 grams

¼ cup or 28 grams

½ cup or 56 grams

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

¾ cup or 14 grams

1 ¼ cup or 28 grams

2 ½ cups or 56 grams

Corn Muffin
at least 34 grams*

½ muffin or 17 grams

1 muffin or 34 grams

2 muffins or 68 grams

Cracker, Animal
(about 1 ½" by 1")**

8 crackers or 14 grams

15 crackers or 28 grams

30 crackers (~1 cup)
or 56 grams

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

12 crackers (~¼ cup)
or 14 grams

24 crackers (~½ cup)
or 28 grams

48 crackers (~1 cup)
or 56 grams

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

10 crackers or 11 grams

20 crackers (~⅓ cup)
or 22 grams

40 crackers (~⅔ cup)
or 44 grams

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

21 crackers (~¼ cup)
or 11 grams

41 crackers (~½ cup)
or 22 grams

81 crackers (~1 cup)
or 44 grams



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

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

Grains Measuring Chart for the Child and Adult Care Food Program



Grain Item and Size

Age Group and Meal

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

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

Adults at Breakfast,
Lunch, Supper

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

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

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

Cracker, Graham
(about 5" by 2 ½")**

1 cracker or 14 grams

2 crackers or 28 grams

4 crackers or 56 grams

Cracker, Round, Savory
(about 1 ¾" across)**

4 crackers or 11 grams

7 crackers or 22 grams

14 crackers or 44 grams

Cracker, Saltine
(about 2" by 2")**

4 crackers or 11 grams

8 crackers or 22 grams

16 crackers or 44 grams

**Cracker, Thin Wheat,
Square, Savory**
(about 1 ¼" by 1 ¼")**

6 crackers or 11 grams

12 crackers or 22 grams

23 crackers or 44 grams

**Cracker, Woven Whole-
Wheat, Square, Savory**
(about 1 ½" by 1 ½")**

3 crackers or 11 grams

5 crackers or 22 grams

10 crackers or 44 grams

Croissant
at least 34 grams*

½ croissant or 17 grams

1 croissant or 34 grams

2 croissants or 68 grams

English Muffin (top and
bottom) at least 56 grams*

¼ muffin or 14 grams

½ muffin or 28 grams

1 muffin or 56 grams

French Toast Stick
at least 18 grams*

2 sticks or 35 grams

4 sticks or 69 grams

8 sticks or 138 grams

Grits

¼ cup cooked or
14 grams dry

½ cup cooked or
28 grams dry

1 cup cooked or
56 grams dry

Melba Toast
(about 3 ½" by 1 ½")**

2 pieces or 11 grams

5 pieces or 22 grams

8 pieces or 44 grams

Muffin and Quick Bread
(banana, etc.)
at least 55 grams*

½ muffin/slice or
28 grams

1 muffin/slice or
55 grams

2 muffins/slices or
110 grams

Oatmeal

¼ cup cooked or
14 grams dry

½ cup cooked or
28 grams dry

1 cup cooked or
56 grams dry

Pancake
at least 34 grams*

½ pancake or 17 grams

1 pancake or 34 grams

2 pancakes or 68 grams



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

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

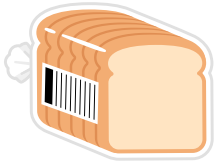
Grains Measuring Chart for the Child and Adult Care Food Program

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



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

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



Using the Nutrition Facts Label

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

- 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.

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

Brand P Pancakes

Nutrition Facts	
4 servings per container	
Serving size 3 Pancakes (117g)	
Amount per serving	
Calories	280
% Daily Value*	
Total Fat 9g	12%
Saturated Fat 1.5g	8%
Trans Fat 0g	

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

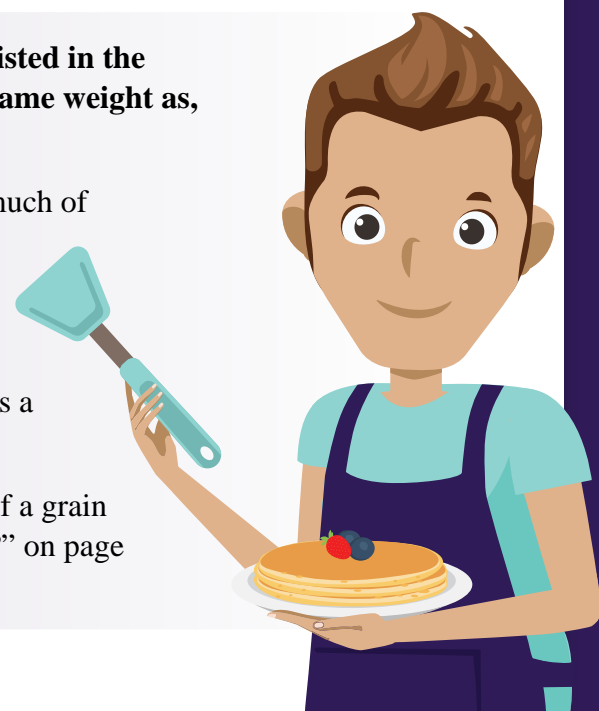
Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?



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



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



Are There Other Menu Planning Considerations?

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

What If My Grain Is Different?

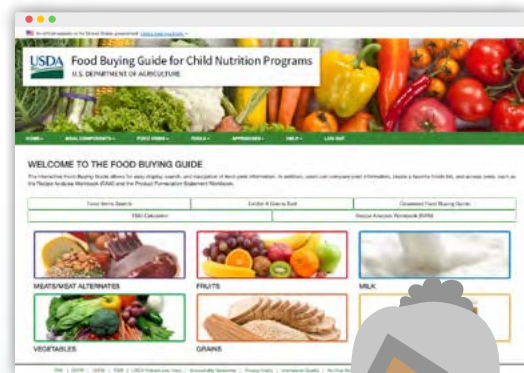
Is the grain item you want to serve:

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

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

- Enter information from the Nutrition Facts label into the *Food Buying Guide for Child Nutrition Program's (FBG) Exhibit A Grains Tool*.^{*} 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.

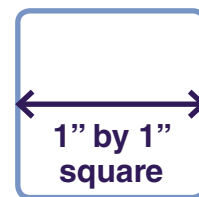
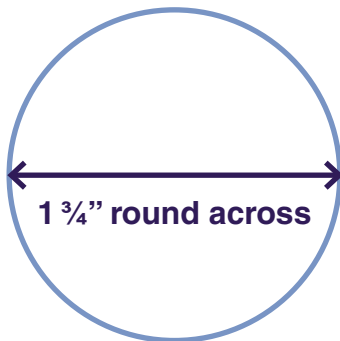
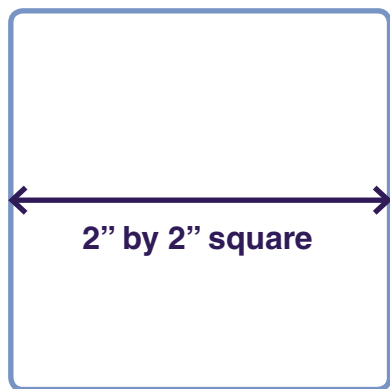
^{*}Available at <https://foodbuyingguide.fns.usda.gov>.



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 1/2" by 11" paper.



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



Grains in the form of bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals are an important part of meals and snacks in the Child and Adult Care Food Program (CACFP). To make sure infants get enough grains, required amounts of grain items are listed in the infant meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grain in a portion of food.

As a reminder, iron-fortified infant cereal is the only grain that may count toward a reimbursable breakfast, lunch, or supper in the CACFP infant meal pattern. You may serve bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals as part of a reimbursable snack.



Reminder!

Infant cereals and ready-to-eat cereals must be iron-fortified. Ready-to-eat cereals must contain no more than 6 grams of sugar per dry ounce.

All grains served must be enriched, fortified, or whole grain-rich.

Breakfast/Lunch/Supper	
Grain Item	Requirements
Iron-Fortified Infant Cereal; or meats/meat alternates; or both	0-½ oz eq

Snack (choose at least one item below)	
Grain Item	Requirements
Bread/Bread-like Items; or	0-½ oz eq
Crackers; or	0-¼ oz eq
Iron-Fortified Infant Cereal; or	0-½ oz eq
Ready-to-Eat Cereal	0-¼ oz eq

For more information on the CACFP infant meal pattern, see the “Feeding Infants in the Child and Adult Care Food Program” guide at [TeamNutrition.USDA.gov](https://www.teamnutrition.usda.gov).

Using the Grains Measuring Charts

The Grains Measuring Charts on pages 3–4 tell you how much bread/bread-like items, crackers, iron-fortified infant cereal, and ready-to-eat cereals you need to serve to meet CACFP infant meal pattern requirements. To use these charts:

1 Find the chart that applies to the grain item you want to serve:
Iron-Fortified Infant Cereal (Page 3), Bread/Bread-Like Items (Page 3), Ready-To-Eat Cereal (Page 4), Crackers (Page 4).

2 Find the grain you want to serve under the “Grain Item and Size” column.

3 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 28 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.
- **Lists a size** for the grain, such as **about 2" by 2"**, then check if the item is the same size or larger than this amount. See page 6.
- **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.

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size

Bread at least 28 grams

Cracker, Saltine (about 2" by 2")

Iron-Fortified Infant Cereal
(single and multigrain)



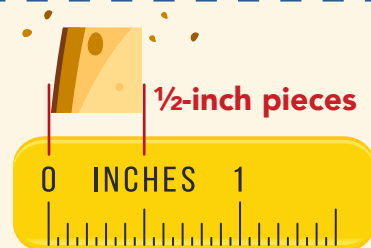
Reminder!

Do not offer babies crackers containing seeds and nuts. These items can increase a baby's risk of choking.



Reminder!

Cut breads and bread-like items into thin strips or small pieces no larger than ½ inch. This will reduce the risk of a baby choking.





BREAD/BREAD-LIKE ITEMS = ½ oz eq



IRON-FORTIFIED INFANT CEREAL = ½ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size		½ oz eq is about...	Creditable at Meals or Snacks?
Biscuit at least 28 grams	★	½ biscuit or 14 grams	Snack only
Bread at least 28 grams	★	½ slice or 14 grams	Snack only
Bun or Roll (entire bun or roll) at least 28 grams	★	½ bun/roll or 14 grams	Snack only
Corn Muffin at least 34 grams	★	½ muffin or 17 grams	Snack only
English Muffin (top and bottom) at least 56 grams	★	¼ muffin or 14 grams	Snack only
Iron-Fortified Infant Cereal (single and multigrain)		4 tablespoons (¼ cup) dry	Breakfast, lunch, supper, snack
Pancake at least 34 grams	★	½ pancake or 17 grams	Snack only
Pita Bread/Round at least 56 grams	★	¼ pita or 14 grams	Snack only
Tortilla, Soft, Corn (about 5 ½")	■	¾ tortilla or 14 grams	Snack only
Tortilla, Soft, Flour (about 6")	■	½ tortilla or 14 grams	Snack only
Tortilla, Soft, Flour (about 8")	■	¼ tortilla or 14 grams	Snack only
Waffle at least 34 grams	★	½ waffle or 17 grams	Snack only

- ★ 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.



CRACKERS = ¼ oz eq



READY-TO-EAT CEREALS = ¼ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size	¼ oz eq is about...	Creditable at Meals or Snacks?
Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal)	4 tablespoons (¼ cup) or 7 grams	Snack only
Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal)	5 tablespoons (~⅓ cup) or 7 grams	Snack only
Cracker, Animal (about 1 ½" by 1")	■ 4 crackers or 7 grams	Snack only
Cracker, Bear-shaped or Similar, Sweet (not honey flavored) (about 1" by ½")	● 6 crackers or 7 grams	Snack only
Cracker, Cheese, Square, Savory (about 1" by 1")	■ 5 crackers or 6 grams	Snack only
Cracker, Fish-shaped or Similar, Savory (about ¾" by ½")	■ 11 crackers or 6 grams	Snack only
Cracker, Graham (not honey flavored) (about 5" by 2 ½")	● ½ cracker or 7 grams	Snack only
Cracker, Round, Savory (about 1 ¾" across)	■ 2 crackers or 6 grams	Snack only
Cracker, Round, Savory, Mini (about 1" across)	■ 4 crackers or 6 grams	Snack only
Cracker, Saltine (about 2" by 2")	■ 2 crackers or 6 grams	Snack only
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")	■ 3 crackers or 6 grams	Snack only
Cracker, Zwieback (not honey flavored)	● 1 cracker or 6 grams	Snack only

- Honey should never be fed to babies younger than 1 year.
- 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 Charts 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:

Example #1: Pita Bread/Round (1 item in a serving)

1. Find the grain item and its size in the Grains Measuring Chart. →

The pita bread/round you are comparing must weigh **at least 56 grams** to use the chart as a guide to the minimum serving amount.

- If the pita bread/round you want to serve is **at least 56 grams**, then you can serve that item.
- If the pita bread/round is lighter in weight than the item listed on the Grains Measuring Chart, see page 6.

Grain Item and Size

Pita Bread/Round at least 56 grams

Nutrition Facts

6 Servings Per Container

Serving Size 1 Round (57g)



Example #2: Pancakes (more than 1 item in a serving)

1. Find the grain item and its size in the Grains Measuring Chart. →
2. Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size. One serving of pancakes weighs 117 grams.
3. Using the Nutrition Facts label, find out how much is in one serving (for example, the number of pancakes). There are three pancakes in one serving.
4. If there is more than one of an item in a serving, you will need to find the weight of each item. In this example, the serving size is three pancakes.

Grain Item and Size

½ oz eq is about...

Pancake at least 34 grams ½ pancake or 17 grams

Nutrition Facts

4 Servings Per Container

Serving Size 3 Pancakes (117g)

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

$$117 \text{ grams} \div 3 \text{ pancakes} = 39 \text{ grams per pancake}$$

Serving Weight

Serving Size

Weight of Each Item



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:** In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each pancake weighs 39 grams, you may use the chart as a guide for the minimum serving amount.

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 the answer is “yes”, you will need to use another method to determine how much of a grain item to serve in order to meet CACFP infant 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 foodbuyingguide.fns.usda.gov.

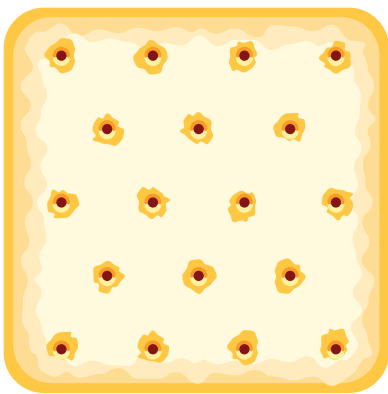
Note: Make sure the food you are entering is creditable for infants. For more information, see “Feeding Infants in the CACFP’s Appendix F: Infant Foods List” at fns.usda.gov/sites/default/files/resource-files/FI_AppendixF.pdf.

Grains Measuring Tools

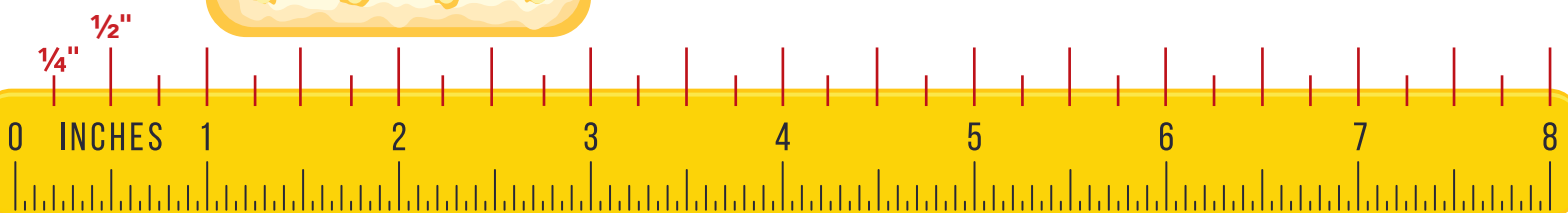
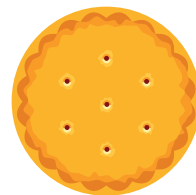
Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

Guides appear as actual size when this worksheet is printed at 100% on standard 8.5" by 11" paper.

2" by 2"



1" across





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/ 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.FLCors.Com/FWSupport>, or find the link on our Food Safety and Alerts webpage.

Please refer to 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 63 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 Florida Department of Health (FDOH) 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 Florida Department of Health (FDOH) 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 Florida Department of Health (FDOH) 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.

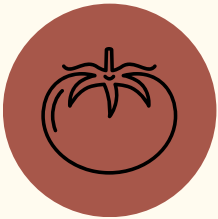
For locally licensed child care centers: Local licensing is responsible for food service inspections in four counties: Broward, Palm Beach, Pinellas, and Sarasota. See the table below for required food service documentation by county, and for local licensing and food service inspection contact information.

County	Licensing Inspection	Food Service Inspection	Required Food Service Documentation
Broward	Ph: 954-357-4800	Ph: 954-357-4800 x0291	Licensing Inspection Report includes food service (limited or full)
Palm Beach	Ph: 561-837-5900	Ph: 561-274-3186	Food Service Inspection Report and Food Service Manager's Certificate
Pinellas	Ph: 727-507-4857	Ph: 727-275-6449 or 727-275-6448	Food Service Inspection Report; FDOH Operating Permit – for full food service or limited food service
Sarasota	Ph: 941-861-6133	Ph: 941-861-6133	Food Service Inspection Report and FDOH Operating Permit for facilities with food preparation capability

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.

FLORIDA FARM TO CCFP

CORE ELEMENTS OF FARM TO CCFP



**Local Food
Sourcing**



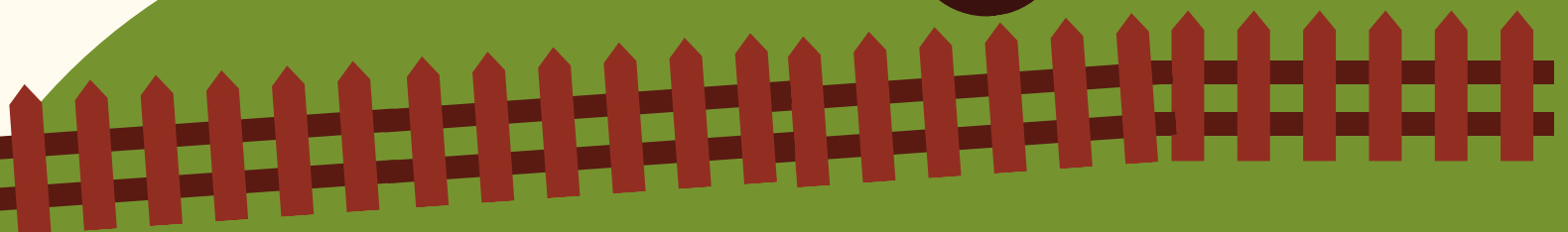
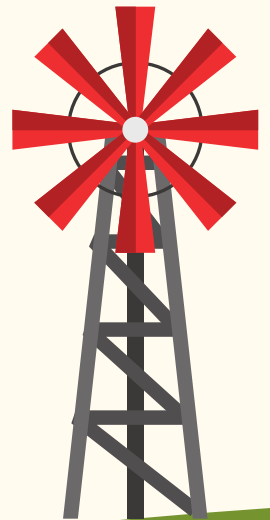
**Nutrition and
Agricultural Education**

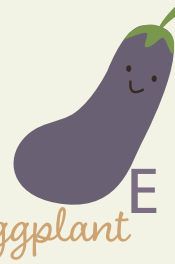


**Gardening
Activities**

Main Goals:

- Increase children's access to local and nutritious food.
- Provide hands-on learning opportunities.
- Influence eating habits and food preferences during formative years.
- Educate children about food systems and local agriculture.
- Support local farmers and local communities.





habanero pepper



iceberg lettuce



kale



nectarine



quince



yam



zucchini

growing gardens

buying local

activities for children


Florida Farm to CCFP for Early Care and Education Providers

What is farm to CCFP?

Farm to CCFP encompasses efforts to serve locally or regionally produced foods to children in early child care and education settings, and encourages hands-on learning activities such as gardening, farm visits and fresh food preparation. It is a great way to introduce young children to where their food comes from, and helps them develop lifelong healthy eating habits.



Florida Planting Dates

	North	Central	South	DAYS FROM: SEEDING TO HARVEST TRANSPLANT TO HARVEST
Beans, green	Mar–Apr Aug–Sept	Mar–Apr Aug–Sept	Mar–Apr Aug–Sept	50–70
Broccoli	Aug–Feb	Sept–Feb	Oct–Jan	75–90 50–70
Cantaloupes*	Feb–Apr	Jan–Mar	Dec–Mar	85–110 70–90
Carrots	Aug–Mar	Aug–Mar	Sept–Mar	70–120
Cauliflower	Aug–Feb	Sept–Feb	Sept–Jan	75–90 50–70
Cucumbers	Feb–Apr July–Aug	Jan–Mar Sept–Feb	Sept–Feb	40–65
Lettuce	Jan–Feb Sept–Oct	Sept–Feb	Sept–Feb	60–80
Peas, Snow or English	Jan–Mar	Nov–Feb	Nov–Feb	60–80
Peas, Southern	Mar–July	Feb–Aug	Sept–Apr	75–90
Peppers	Feb–Mar July–Aug	Feb–Mar July–Aug	Feb–Mar July–Aug	90–100 65–75
Potatoes, Irish	Jan–Feb	Nov–Feb	Oct–Jan	85–110
Potatoes, Sweet*	Mar–Jun	Feb–June	Dec–Sept	85–130
Pumpkins	Early July	Mid July	Early Aug	80–100 70–90
Spinach*	Sept–Mar	Sept–Mar	Oct–Feb	45–60
Squash, Summer* (zucchini)	Feb–Apr Aug–Sept	Jan–Apr Aug–Sept	Aug–Mar	40–50
Squash, Winter (acorn, butternut)	Feb–Apr Aug–Sept	Jan–Apr Aug–Sept	Aug–Mar	85–120
Strawberries*	Sept–Oct	Sept–Oct	Oct–Dec	30–60 90–110
Tomatoes	Feb–Apr July–Aug	Feb–Apr July–Aug	Feb–Apr July–Aug	70–90 80–100
Watermelon ⁷⁹	Feb–Apr	Feb–Apr	Feb–Apr	60–90

in the classroom

- Use this chart to plan your class garden.
- Buy local and regional foods for reimbursable meals.
- Use agricultural education programs such as Grow It, Try It, Like It! (see resources).
- Taste test locally-produced foods.
- Participate in a Harvest of the Month program.
- Start and maintain preschool gardens.
- Take field trips to local farmers' markets and farms.

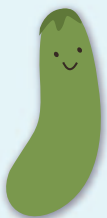
benefits

- The Centers for Disease Control and Prevention recognizes that Farm to CCFP can improve early eating habits and obesity prevention.
- Increases children's willingness to try new foods.
- Promotes physical activity through gardening activities.

UF IFAS Extension, "Florida Vegetable Gardening Guide"

<https://sfyl.ifas.ufl.edu/lawn-and-garden/vegetable-gardening/>

*Featured in Grow It! Try It! Like It!



Buy "Fresh From Florida"

Florida-grown produce is available all year. Use this chart to help plan your seasonal Florida menus. Local strawberries are a special winter treat and look for Fresh From Florida watermelon to serve as a refreshing summer snack.



Yummy Florida Produce All Year Long

Fresh fruit is a healthier choice than fruit canned in syrup.



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Bell Pepper												
Blueberry												
Broccoli												
Cantaloupe												
Carrot												
Cauliflower												
Celery												
Cucumber												
Grapefruit												
Lettuce												
Mango												
Orange												
Snap Bean												
Spinach												
Squash												
Strawberry												
Tangerine												
Tomato												
Watermelon												



outside play is healthy!

Take Advantage— We're in the State of D!

Children and infants may not be getting enough vitamin D. Vitamin D is needed for many body processes and development. Getting a few minutes of sunshine every day is important for all ages so we are lucky to have an abundant amount of sunshine in Florida!

Make sure there are shady spots in your outside area. Children should not be in the sun for long periods of time due to risk of sunburn. Make sure skin is covered with sunscreen and children have plenty of drinking water.

Physical Activity Helps Form a Well-Rounded Child.

ACTIVE CHILDREN TEND TO:

Have fewer behavioral and disciplinary problems.

Do better in school and have longer attention spans in class.

Have improved social skills and brain development.

Feel confident about themselves and their bodies.

Have a reduced risk of feeling stressed or depressed.

Sleep better.

physical activity every day

Toddlers:

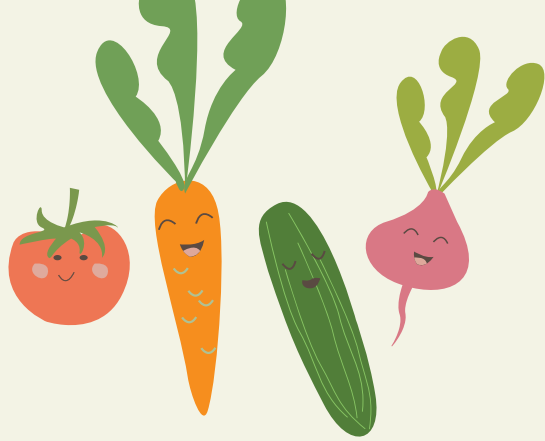
60–90 minutes per 8-hour day for moderate to vigorous activity, including running.

physical activity every day

Preschoolers:

90–120 minutes per 8-hour day for moderate to vigorous activity, including running.





outside play is fun!

GARDEN OBSTACLE COURSE: Use your garden furniture to create a maze. Place obstacles such as a rope tied to two chairs for children to crawl under or a hose for them to hop over throughout the maze.



MOVING FRUIT: Stand in a circle with your group. Select three types of fruit. Two or three children are oranges, two or three children are watermelon, and the others are blueberries. Children move to the center of the circle whenever you call out their kind of fruit.



HARVESTING PUMPKINS: Place one or two pumpkins at one end of your daycare. Children take turns transporting the pumpkin(s) to the other end of the daycare. Children will quickly realize just how heavy pumpkins are. Variation: Use very round pumpkins and have children roll them across the daycare.



MY FARMERS' MARKET OBSTACLE COURSE: Create an obstacle course complete with balance beams, a tunnel, hula hoops, etc. Deposit fruit and vegetable illustrations along the obstacle course. Have children carry a basket as they complete the course and encourage them to collect the fruits and vegetables.

PLOUGHING FIELDS: Use rope to tie a cardboard box behind each of your bicycles/tricycles. Children will enjoy pretending to plough the yard. If you wish, you can also place balls here and there throughout the yard. Children will love to pretend balls are pumpkins they can collect in their wagon.

HARVEST TIME: Plant a pretend garden in your sandbox. Hide plastic fruits and vegetables from your play kitchen in the sand and encourage children to dig them out.

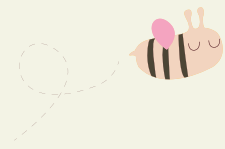
DANCING SUN: Stand in a circle and place a hula hoop in the center of the circle. The hula hoop represents Mr. Sun. Children take turns creating a dance step. The other children repeat the dance step.

Reference: Educatall. Activity planning by theme and printable documents.
<http://www.educatall.com/index.html>



Simple Items Can Spark More Creativity.

Fabric, containers of varying sizes, sponges, plastic milk crates, backpacks, small shovels, paint brushes, etc. are easy to use in an outside play area and foster activity, cooperation and creativity.



Mud Pie Anyone? Most adults don't feel comfortable letting children make mud pies, but there is some evidence that playing in the dirt improves the ability to learn new tasks and may decrease anxiety.



outside-garden play is natural for children of all ages!



dirt
Children can stomp down on dirt to flatten it for planting, or just dig in the dirt for fun with small shovels or cups.

water

Children can fill watering cans, and water the garden.

weeds

Teach children to spot and pull out weeds—then they can run to place weeds in a bin.

“I spy”

See who can find the most worms or bugs.

small rakes

Teach children to use small rakes to break up big clumps of dirt, and rake up leaves.

buckets & wheelbarrows

Have children carry compost to the garden using small buckets or wheelbarrows.



GARDEN YOGA: Have a session by the garden. Use nature poses like butterfly and tree pose—the Sun Salutation is perfect for Florida’s early morning sunshine. Check out Mooga from the Florida Dairy Council (see “resources” on the back cover).

PRETEND PAINT: Pretend paint a tree with buckets of water and big paint brushes.

MANGO, MANGO, ORANGE! Instead of Duck, Duck, Goose, play the same game using Florida seasonal fruits and vegetables.

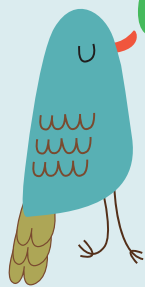
GARDEN BASE: Play Hide and Seek using a part of your garden as home base.

PLAY CHASE: Chase birds and butterflies.

FARMER SIMON SAYS: Play Farmer Simon Says using the garden setting: “Simon says stretch your hands up toward the sun”; “Simon says run to the tree and back”; “Simon says squat low like you’re picking strawberries,” etc.



questions?



Guidance for Child Care Food Program (CCFP) contractors, home providers and sponsored centers (facility).

Can funds from the nonprofit food service account be used to purchase items for gardens such as seeds, fertilizer, watering cans, rakes, etc.?

Yes. As long as the produce grown in the garden will be used as part of the reimbursable meal or for nutrition education activities. When using garden produce in CCFP reimbursable meals, document the weight and/or volume of the produce.

Can produce be purchased from a school garden or another CCFP contractor or facility?

Yes. Produce may be purchased from a garden run by a school organization such as Future Farmers of America (FFA) or another CCFP center or facility as long as documentation includes the date of purchase, name of organization, item cost, amount of produce (lbs, each, etc.), and total cost.

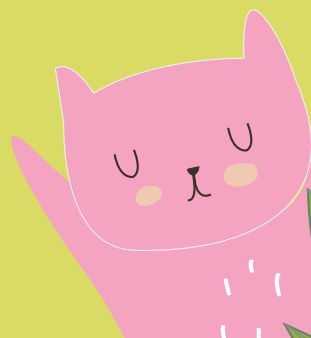
Can food that was donated from local community gardens or farms be used as part of the reimbursable meal?

Yes. Records must be maintained of the types and quantities of donated foods received from community gardens or farms.

When purchasing food from a farm stand, farmers' market, Community-supported Agriculture (CSA), or directly from a farm, are handwritten receipts acceptable forms of documentation of purchase?

Yes. Handwritten receipts for items purchased are acceptable documentation as long as the receipt includes the date of purchase, name of vendor/farmer, item cost, amount of produce (lbs, each, etc.), and total cost.

eat local



resources

THE CHILD CARE FOOD PROGRAM (CCFP) The CCFP and two related programs, the Afterschool Meals Program and the Homeless Children Nutrition Program, are administered by the Bureau of Child Care Food Programs (Florida Department of Health). These programs provide nutritious meals and snacks to children through public-private partnerships with organizations committed to caring for children. To learn more and find out if your organization is eligible to participate, call 850-245-4323, or visit:

<https://www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/index.html>

THE UNIVERSITY OF FLORIDA FOOD AND AGRICULTURAL SCIENCES (UF/IFAS) EXTENSION UF/IFAS Extension has offices in each of Florida's 67 counties. UF/IFAS Extension helps provide information on gardening, nutrition and youth development (4-H) to the public through classes, consultations, demonstrations, educational materials, field days, meetings and workshops. Contact your local office: ifas.ufl.edu/maps/

GROW IT, TRY IT, LIKE IT! Garden-themed nutrition education kit for child care center staff:
www.fns.usda.gov/tn/grow-it

FARM TO SCHOOL RESOURCE LIBRARY Search for curriculum, menus, recipes, and much more from the National Farm to School Network: www.farmtoschool.org/resources.

UNITED STATES DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE Farm to CCFP information, factsheets and activities: www.fns.usda.gov/f2s/farm-preschool.

A DOZEN WAYS TO BE HEALTHY Twelve easy-to-follow lesson plans brought to you by the CCFP. Once you are on the CCFP Nutrition page, click on the tab for "Preschool Lesson Plans":

<https://www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/Nutrition/index.html>

FLORIDA DAIRY FARMERS - KID'S CORNER Resources from the Florida Dairy Farmers for an interactive and fun way to learn about Florida dairy: www.floridamilk.com/in-the-schools/kids-corner/

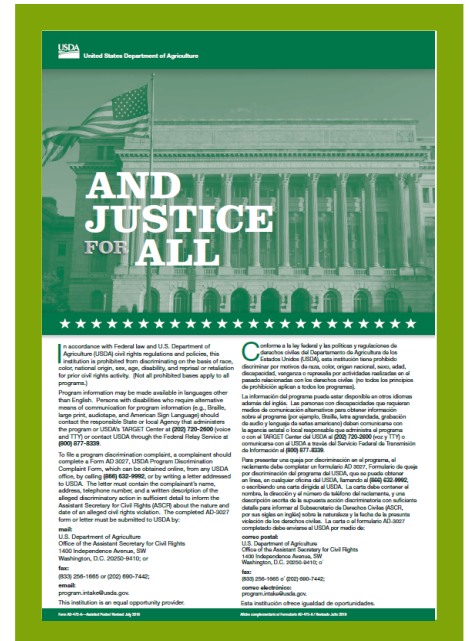
COMMUNITY FARMERS MARKET LOCATOR Easily browse for nearby farmers' markets throughout Florida by county, city or zip code: www.fdacs.gov/Consumer-Resources/Buy-Fresh-From-Florida/Community-Farmers-Markets



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 where parents can see it.
 - ◇ The current “And Justice for All” poster has a revised date of May 2022. CCFP is still awaiting copies and will send the new posters once they are available. You may continue to use the 2019 “And Justice for All” posters until replaced with the new poster.
 - ◇ 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 USDA non-discrimination statement was updated in 2022. This change requires that all documents, pamphlets, websites, etc. be updated with this non-discrimination statement. State agency forms were updated with the new non-discrimination statement and are located in MIPS. If your organization is using any alternate forms that contain the non-discrimination statement, you must ensure that the forms are updated with the new non-discrimination statement.



*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)

1

Why is Civil Rights Important?

Ensures equal access to the
Child Care Food Program

2

2

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

3

3

Six Protected Classes

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

4

4

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.

5

5

Public Notification System

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



6

6

Public Notification System Program Availability

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

7

7

Public Notification System Nondiscrimination Statement

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

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

8

8

Public Notification System Nondiscrimination Statement

Full Nondiscrimination Statement (Updated 5-2022):

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

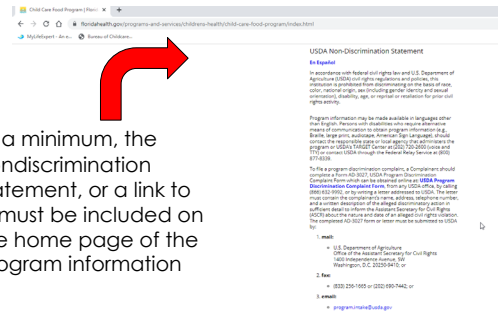
1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

9

9

Public Notification System Nondiscrimination Statement



At a minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information

10

10

Public Notification System Complaint Information

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

11

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

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

13

13

Handling Complaints

The USDA Program Discrimination Complaint Form can be found next to this presentation on the CCFP website, or at:

https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf

14

14

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)

15

15

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

16 16

16

Data Collection and Reporting

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

Data must be provided to the state agency upon request.

17

17

Data Collection and Reporting

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

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18

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 MIPS or the CCFP office

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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

20

20

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

21

21

Good Customer Service



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

22

22

Resolving Conflict

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

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

For more information on strategies to resolve conflicts

- <http://www.crnhq.org>

23

23

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

24

24

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 the CCFP which flexibilities are approved or denied.

Contact WIC Today!



WIC provides healthy foods that are good for you, your infant, and your child, plus helpful nutrition information—all at no cost. For more details, call your **County Health Department**, call toll-free **1-800-342-3556**, or go to **FloridaWIC.org**.

WIC serves Women, Infants, and Children:

- Women who are pregnant or breastfeeding
- Women who have recently been pregnant
- Infants under 12 months of age
- Children under 5 years of age

This institution is an equal opportunity provider.

WIC Income Guidelines Pautas de Ingresos para WIC Règleman pou Revni WIC

Household Size Tamaño de la Familia Kantite moun ki nan kay la	Monthly Income* Ingreso Mensual* Revni Mansyè*
1.....	\$2,322
2.....	\$3,152
3.....	\$3,981
4.....	\$4,810
5.....	\$5,640
6.....	\$6,469
7.....	\$7,299
8.....	\$8,128

*before taxes & deductions

*antes de descontados los impuestos y otras deducciones

*anvan taks ak dediksyon

Revised/Revisado/Revize 6/21/24

¡Póngase en contacto con WIC hoy!

WIC provee alimentos saludables para usted, su bebé y su niño, además le brinda información nutricional, sin costo alguno para usted. Para obtener más detalles, llame al **Departamento de Salud de su condado** ó gratis al **1-800-342-3556** o ir a **FloridaWIC.org**.

WIC ofrece servicios a Mujeres, Infantes y Niños que son elegibles:

- Mujeres embarazadas o que estén dando pecho
- Mujeres que hayan estado embarazadas recientemente
- Bebés menores de 12 meses de edad
- Niños menores de 5 años de edad

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Kontakte WIC jodi a menm!

WIC bay manje ki bon pou lasante ou, pou ti bédé ou, epi pou ti moun ou, anplis li ba w enfòmasyon sou nitrisyon ki itil—tout bagay sa yo san ou pa peye senk kòb. Pou plis detay, rele **Depatman Lasante Konte** a oswa rele gratis nan **1-800-342-3556** oubyen ale nan **FloridaWIC.org**.

WIC bay sèvis pou fanm, ti bédé, ak ti moun ki elijib:

- Fanm ki ansent oswa k ap bay tete
- Fanm ki fèk ansent
- Ti bédé ki poko genyen 12 mwa
- Ti moun ki poko genyen 5 an



Enstitisyon sa a ofri tout moun menm opòtinite a.

Florida Department of Health
WIC Program
FloridaWIC.org



Specific Contractor Types Section

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

Pages 94 - 98: All Multi-Site Sponsors

Pages 99- 100: Sponsors of Unaffiliated Sites/Providers (U, D, U-

A) Pages 101 - 103: Afterschool Meals Program Contractors (A)

Page 104: Sponsors of Day Care Home Providers (D)

**Florida Department of Health
Child Care Food Program**

Deadlines for Adding a Site FY 2024-2025

Desired Start Month	Due Date
October 2024	September 23, 2024
November 2024	October 24, 2024
December 2024	November 20, 2024
January 2025	December 19, 2024
February 2025	January 24, 2025
March 2025	February 21, 2025
April 2025	March 24, 2025
May 2025	April 23, 2025
June 2025	May 22, 2025
July 2025	June 23, 2025
August 2025	July 24, 2025
September 2025	August 22, 2025

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

FDOH will review all submitted documentation. If the site addition is approved, FDOH 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 6/12/2024.

Uploading Claims to MIPS

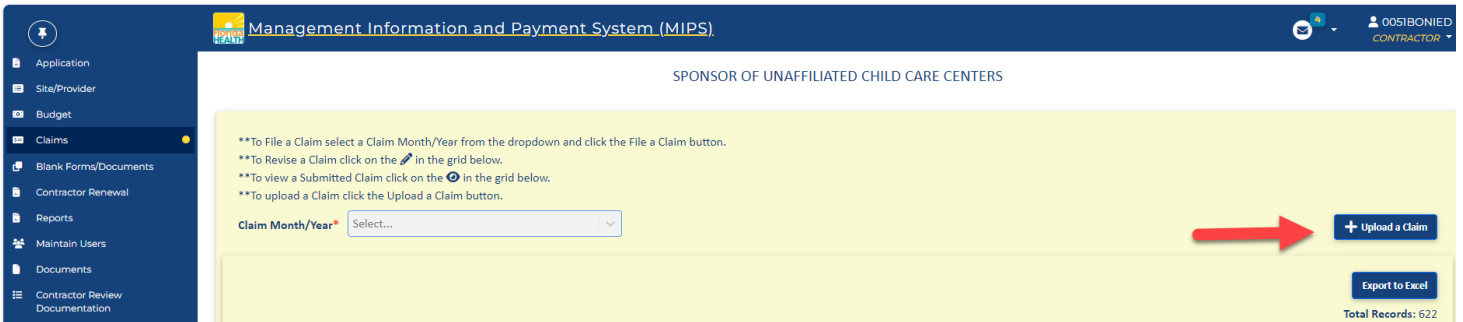
If you are a multi-site contractor, you can file your claim in MIPS one site claim at a time, or if you prefer, you can upload an Excel file from your computer in MIPS.

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 Fadonia.Reed@flhealth.gov letting her know you'd like to start uploading your monthly claims.
- 2) Fadonia will send you the appropriate Excel spreadsheet that you will use each month for the upload along with instructions.
- 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, **click Claims**, click on **Upload a Claim**. You will then select **Choose File** (or 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.



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, 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, click on **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 FDOH 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 completed 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 meals for a certain month the site must not be included in the upload file because MIPS will not accept all zero meals.

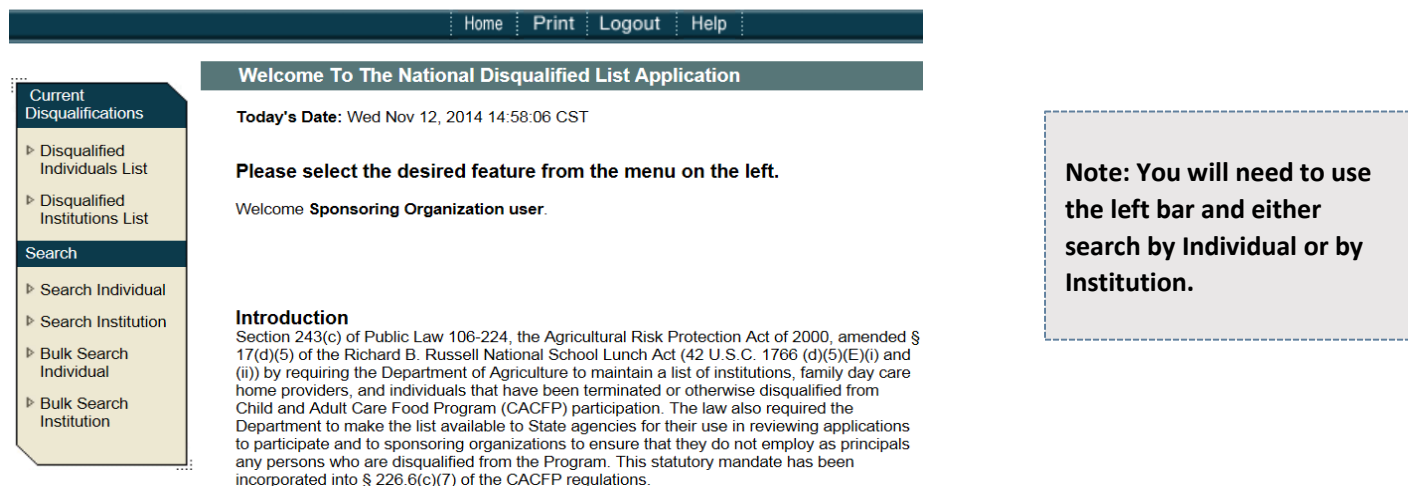
For further instructions on filing your claim, please go to our website (www.FloridaHealth.gov/CCFP) in the Claiming Instructions and Information section.

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. Individuals and facilities typically remain on the list for seven (7) years, or longer if monies are owed to the State Agency.

National Disqualified List -

- Sponsoring Organizations have eAuthentication **Level One** access to view the NDL:
Go to: <https://www.eauth.usda.gov/eauth/b/usda/registration> Follow the directions for account registration. You will be directed to a page for Non-USDA federal employees without PIV. You will be instructed to sign-in or create a Login.gov account.
All required fields are **red** and marked by an asterisk (i.e. *).
- **Password must be:**
 - Be 12-24 digits long
 - Include one number
 - Include one uppercase letter
 - Include one lowercase letter
 - Include one special character
 - 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:



Home Print Logout Help

Welcome To The National Disqualified List Application

Today's Date: Wed Nov 12, 2014 14:58:06 CST

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

Welcome **Sponsoring Organization user**.

Introduction
Section 243(c) of Public Law 106-224, 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)(i) and (ii)) 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 § 226.6(c)(7) of the CACFP regulations.

Note: You will need to use the left bar and either search by Individual or by Institution.

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 lists 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

CCFP facilities follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five)
Milk	Milk	Milk
Fruit or vegetable	Meat or meat alternate	Meat or meat alternate
Grain	Vegetable	Vegetable
	Fruit	Fruit
	Grain	Grain

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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

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

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (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

Financial Management for Sponsors of Unaffiliated Sites/Providers (D, U and Unaffiliated A)

Prior Approval of Expenses

- Costs must be approved by FDOH 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 FDOH prior to the sponsor expending the requested funds.
- 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 796-2 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.
 - 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.
 - 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 FDOH 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.
 - Double check your work and send the required supporting documentation.
 - Call your FDOH finance specialist to discuss any unique costs or circumstances that impact your budget.

Final Claim Accrual

- Costs may be reported on:
 - An accrual basis – costs are recorded when they are incurred (when the service was provided).
 - A cash basis – costs are recorded when they are paid.
 - 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 that cross September and October. For example, if your telephone bill covers service dates 9/15/2022 - 10/14/2022 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.
 - For example: Service dates 9/4/2023 – 10/3/2023
 - Those three October days should not be included when the September claim is calculated.
 - 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 FDOH 50% School List. The FDOH 50% School List is updated annually and is located on the CCFP website at www.flhealth.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 FDOH 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 FDOH 50% School List. If one of the schools (elementary, middle, or high) that the site is zoned for is listed on the FDOH 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 than the FDOH 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 FDOH 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 FDOH 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 FDOH 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 than the FDOH 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 FDOH 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 FDOH 50% School List, then the site qualifies for the AMP. If the school is not on the FDOH 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 FDOH 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 FDOH when requesting approval to add the site to the AMP (unless the site is located in a school on the FDOH 50% School List).
2. Retain a copy of the applicable page of the FDOH 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 FDOH 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.

Afterschool Meals Program – Site Eligibility Re-Determination

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. Click on “Reports” link
2. Click on “AMP Site Eligibility Determination Date”
3. Select the Current Fiscal Year (this eliminates faulty data)
4. Select “Prior To”
5. Click the Run Report button

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

The screenshot shows the MIPS interface. On the left, under 'Available Reports', the 'AMP Site Eligibility Determination Date' option is highlighted in blue. On the right, the 'AMP Site Eligibility Determination Date' configuration panel is visible, showing 'Fiscal Year' set to 2024, 'Prior To' set to 'Select...', and 'Export Format' set to 'PDF'.

<u>Determination Date</u>	<u>Next Determ. Due</u>	<u>School List</u>	<u>Name of School</u>
07/1/2019	7/31/2024	02/2019	CA WEIS ELEMENTARY

In the example above, the contractor would need to re-determine the site eligibility by 7/31/2024, which is 5 years after the Determination Date.

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:

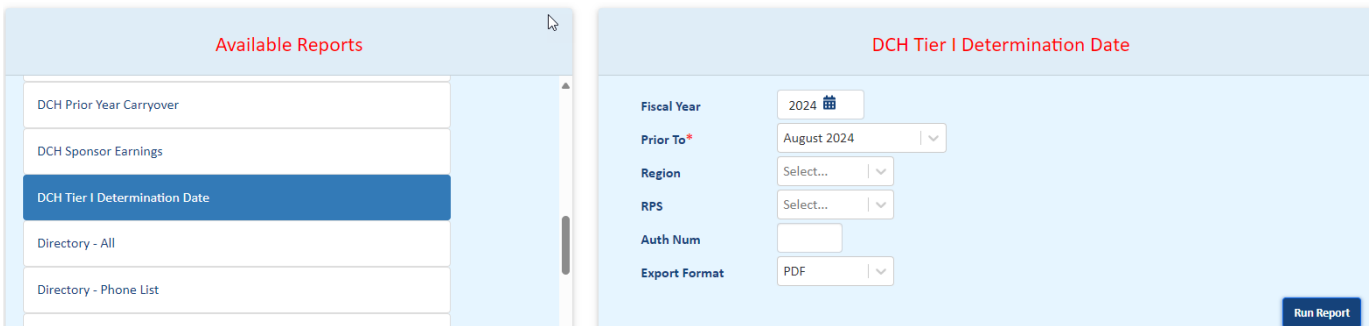
- Tier I providers qualified based on school or census data every **five (5) years**
- Tier I providers qualified based on provider income/Food Assistance/TANF eligibility **annually**

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. Click on “Reports” link
2. Click on “DCH Tier I Determination Date”
3. Select the Current Fiscal Year (this eliminates faulty data)
4. Select “Prior To”
5. Click the Run 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.



<u>Determination Date</u>	<u>Next Determ. Due</u>	<u>School List Date</u>	<u>School Name</u>
7/2019	7/31/2024	02/2019	PALM RIVER

In the example, the contractor would need to re-determine the eligibility for the listed providers by 7/31/2024.

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 2024 Annual Training Assessment

Instructions: Complete this assessment and email to CCFP.Training@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 If I'm locked out of MIPS, I can unlock my account myself.
3. T or F When updating is necessary, I am responsible for making changes to my application and site(s) online in MIPS.
4. T or F I must upload my new license (or equivalent document) to the MIPS site screen when my old license expires.
5. T or F Civil Rights training is required for all staff that work with the CCFP every year and the PowerPoint is found on the CCFP website.
6. 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)
7. T or F Children's enrollment forms must be updated or collected every 2 years. (I, S, U, D)
8. T or F Parents must indicate frequency of pay when listing any income on the Free and Reduced applications. (I, S, U)
9. T or F When children withdraw from 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)
10. T or F VPK, after-schoolers and drop-in children should not be included on my Enrollment Roster. (ISU)
11. T or F Staff that use MIPS must have their own individual accounts so there's no sharing of passwords.
12. T or F MIPS Blank Forms/Documents is where I can find the most updated CCFP forms.
13. T or F If I want to file my claim online in MIPS, I have to submit it by the 90-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 processed combination foods (even with catered meals) must have a CN label or Product Formulation Statement on file.
16. T or F Fruit juice must be served twice a day.
17. T or F All catering contracts expire September 30th.
18. T or F Whole grain items are only required if I serve supper on my menu.
19. T or F Afterschool Meals Programs must re-determine all sites' eligibility every 5 years. (A)
20. T or F Day Care Home Sponsors must re-determine all providers' eligibility every 3 years. (D)
21. 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!) 😊