

Child Care Food Program Guide for Caterers

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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

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Welcome to the Program

The Child Care Food Program (CCFP) is a supplemental nutritional program that reimburses Institutions and facilities for nutritious meals and snacks served at participating child care centers. The Institution or Facility decides if the CCFP meals will be prepared onsite by program staff or if the meals will be catered. It is the responsibility of caterers registered on the CCFP Caterer List to understand their role in the procurement of catered meals along with the terms and conditions of the CCFP Standard Catering Contract. As a caterer entering into contracts with participating CCFP Institutions or facilities, you are required to comply with State and Federal procurement standards and applicable program regulations as stipulated in the terms and conditions of the Standard Catering Contract. From the CCFP Home page on the Department of Health Website, caterers can access the catering page simply by clicking on the catering tab. On the Catering Information page, the caterer will find information necessary to become an approved caterer with the CCFP program.

CCFP Caterer Information

Catering documents are located on in the [Catering Information section on the CCFP website](#). The Caterer Information page includes the CCFP Caterer Fact Sheet, the CCFP Information Form, the Current Caterer List, Catered Meals Service Requirements, the CCFP Standard Catering Contract, and Catered Cycle Menus.

The CCFP Caterer Fact Sheet provides a step by step process for a caterer to be included on the CCFP Caterer List. The caterer will need to provide a copy of their food service permit or license, their most recent food service inspection report, and their current food service manager certification: AAA Food Handler, American Safety Council, APS Culinary Dynamics, 360 Training Learn2Serve, The Always Food Safe Company, LLC, National Registry of Food Safety Professionals, National Restaurant Association (ServSafe), or Responsible Training/Safeway Certifications, LLC.

The Caterer Information Form is to be completed by caterers to be added to the CCFP caterer list. The CCFP Caterer Information Form provides information needed to begin the process for the CCFP to approve a caterer to be on the CCFP Caterer List. Caterers are requested to update their information annually as it will assist centers when looking for a caterer. The Caterer Information Form must be filled out completely before a caterer will be registered on the CCFP Caterer List

The CCFP Caterer List is updated monthly. The purpose of the CCFP Caterer List is to help CCFP child care Institutions or facilities locate caterers that have demonstrated they are properly licensed in the State of Florida to provide catering services to Child Care Institutions and Facilities defined by the Food Code and as required by Florida law. The Florida Department of Health, Bureau of Child Care Food Programs does not endorse, approve, nor discourage any specific catering entity.

Caterers must appear on the CCFP Caterer List prior to submitting a quotation or bid for consideration. After being approved to be included on the CCFP Caterer List, new caterers will receive an email containing a links to the Catering Information webpage. This webpage contains a Sample Delivery Ticket, the Standard Catering Contract, Current State Cycle Menus with Minimum Food Specifications (that correspond to menus), and the CCFP Meal Pattern for Children.

When approved, Caterers will receive links including A Guide to Crediting Foods, the CN Label Calculator, and Recipes for Healthy Kids, and any pertinent catering memorandums. Participating CCFP Institutions or facilities that choose or are required to obtain catered meal service must follow federal procurement regulations.

The CCFP Institution or Facility is responsible for securing a CCFP catered meal service contract. It is important to know that documents will flow from the Institution or Facility to the caterer. Child care centers (and sponsoring organizations) participating in the CCFP download and complete required catering documents, including procurement requirements, standard catering contract, bid packet (when necessary) and menus for use in procuring catered meal service.

General Requirements and Responsibilities

Under Title 7 Code of Federal Regulations §226.6(h)(i)(3) and Rule 64F-17.004 of the Florida Administrative Code, to prepare meals for use by CCFP child care centers, a caterer must be licensed, permitted and/or inspected as required by Sections 509.241, 500.12, and/or 381.0072, of the Florida Statutes:

- Chapter 509, Florida Statutes, if the Caterer is regulated by the Department of Business and Professional Regulation (DBPR);
- Section 381.0072, Florida Statutes, if the Caterer is regulated by the Department of Health's Bureau of Environmental Health (DOH Environmental Health); or
- Chapter 500, Florida Statutes, if the Caterer is regulated by Florida Department of Agriculture and Consumer Services (DACs).

DBPR is notified by the CCFP when a caterer is added to the CCFP caterer list. DBPR assigns a Risk Level 3 Classification to that caterer as defined in the FDA Food Code and adopted by reference in Florida Administrative Code Rule 61C-1.001, which states defines preschool aged children as a Highly Susceptible Population, requiring a risk level 3 classification for the caterer. Before entering a catering contract with a center that serves a HSP, a caterer licensed by the Department of Business and Professional Regulations must have a Level 3 Classification to serve a HSP as defined in the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. This Risk Level 3 must be maintained throughout the contract term for any caterer servicing an Institution or Facility with preschool aged children.

Health Certification: Caterer shall have Federal, State, or local health certification for the location from which it proposes to prepare meals for use in the CCFP, and it shall ensure that health and sanitation requirements are met at all times, as specified in 7 C.F.R. § 226.6(i)(3). In addition, the Department may require the Caterer to provide for meals which it prepares to be periodically inspected by the local health department or an independent agency to determine bacteria levels in the meals being prepared. These bacteria levels shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals prepared or served by other establishments in the locality. Results of these inspections shall be submitted to the Institution or Facility and to the Department.

Access to Caterer Site: The Caterer will permit employees of the Institution or Facility, designated program officials of the Department, the FDLE, and USDA access to:

1. Inspect the Caterer's preparation site prior to the delivery of catered meals
2. To observe and be present during preparation and delivery of meals, without prior notice, at any time during the contract period.

A Caterer who has had their permit or license revoked or cancelled by the Licensing or Permitting Authority will be removed from the CCFP Caterer List. The Caterer will need to reapply to the appropriate Licensing or Permitting Authority for reinstatement for the license or permit. The Caterer must reapply pursuant to Florida Rule of Administrative Code 64F-17.004 to be placed back on the CCFP Caterer List.

Supervision and Inspection Requirements:

1. Provide management supervision at all times, and maintain constant quality control inspection to check for portion size, quality of products, time and temperature, appearance, and packaging;
2. Maintain a valid state or federal food service license or permit; and
3. Submit copies of the applicable state or federal regulatory inspections and current license or permit annually to the Department, as may be requested.

Access to Records and Maintenance of Records: The books and records of the Caterer pertaining to the Institution or Facility's food service operation shall be available for inspection and audit by representatives of the Department, of USDA, and of the U.S. General Accounting Office at any reasonable time and place, for a period of three years from the date of receipt of final payment under the contract, or in cases where an audit requested by the Department or USDA remains unresolved, until such time as the audit is resolved.

The Caterer shall maintain such records (supported by invoices, receipts, or other evidence) as the Institution or Facility will need to meet its responsibilities under 7 C.F.R. § 226.6(i), and shall promptly submit invoices and delivery reports to the Institution or Facility no less frequently than monthly, as specified in 7 C.F.R. § 226.6(i)(2).

The records that the Caterer will maintain include, but are not limited to:

1. Purchase orders, invoices from food distributors, and production records;
2. Delivery records and meal change form confirmations;
3. Temperature logs for storage, cooking and holding of potentially hazardous foods, and transportation to the Institution or Facility;
4. Invoices to the Institution or Facility;
5. Notices of non-payment;
6. Records necessary to comply with federal and state laws and regulations;
7. All state and federal tax records associated with this contract;
8. The contract, all addendums, and amendments.

Competitive Procurement

There are two competitive procurement procedures for catered meal service: Informal and Formal. A child care Institution or Facility's total annual food costs (actual or projected) determine which procedure must be followed based on monetary threshold of \$250,000. CCFP Institutions or facilities with a total annual meal service cost below \$250,000 may use the informal procedure for securing a catered meal service contract. (Institutions or facilities can follow the formal procedure if they wish.) CCFP child care Institutions or facilities with a total annual meal service cost at or above \$250,000 must use the formal procedure.

Informal competitive procedures: CCFP child care Institutions or facilities must obtain a minimum of three quotes from caterers listed on the CCFP Caterer List. When soliciting quotes from caterers, the Institution or Facility will fax, mail, or email caterers a copy of: Institution or Facility selected Cycle Menu (Attachment 2); a completed Meal Services to be Provided (Attachment 5); a completed Delivery Schedule (Attachment 6); a Price Schedule (Attachment 7) with the top information and columns 1 and 2 completed and a Conflict of Interest Questionnaire (Attachment 8) with the top half completed. Where applicable, these will be completed with Institution or Facility information.

Using the quotes and information submitted by the Caterer, the Institution or Facility will determine the single responsive bidder that whose proposal will be most advantageous and if necessary, will obtain quote acceptance approval from state headquarters' office. If one or more quotes received for an Initial Catering Contract has a grand total amount of \$50,000 or more, the contract award must be approved by the CCFP state headquarters. If additional information is required, the Department will request the additional information from the Institution or Facility. The Department will continue the approval process after the requested information is received.

The Institution or Facility will contact the caterer to schedule a date and time to meet, complete and sign the catering contract. The Institution or Facility will provide a copy of the contract to the caterer and keep the original. If the caterer does not wish to quote a price for any reason, we request that the caterer responds to the center via email stating they will not provide a quote.

Formal competitive procedures: CCFP child care Institutions or facilities must publicly advertise for competitive sealed bids in a newspaper of general circulation. The advertisement must include the date, time and place of the bid opening. Institutions or facilities must prepare Standard Catering Contract Bid Packets and keep a list of all caterers (when and who) that provide a bid.

The Institution or Facility may choose to announce the bid on their website or social media page(s) such as Facebook, Instagram, or Twitter. Information specific to the advertisement must clearly show the date, time, and location of the public bid opening and the location to pick up or request bid packets. It is the bidder's responsibility to assure that his or her bid is delivered at the proper time and place of the bid opening. Bidders are expected to carefully examine the terms and conditions of this standard catering contract including

attachments. Failure to do so will be at the bidder's risk. Bidders must complete all mandatory attachments and *submit the originals along with two copies of each attachment* in a sealed envelope.

Sealed bid packets received from caterers before the bid opening must be securely kept, unopened with the date and time received recorded on the outside of the sealed envelopes. Institutions or facilities must publicly open and record all bids received at the location, date, and time advertised. Institutions or facilities are instructed to open each bid packet and read aloud the name of the caterer only. No award is made at the bid opening. The Institution or Facility has up to 72 hours to determine the responsiveness of each bid submitted, then they must submit necessary documentation to CCFP headquarters' office for bid acceptance approval.

All catering contracts requiring formal competitive procedures must have CCFP headquarters bid acceptance approval before entering the catering contract. Once the Institution or Facility receives bid acceptance approval, the Institution or Facility can award the bid and sign the contract. The caterer and Institution or Facility each receive a complete signed contract with required original signatures.

After awarded, one copy of the fully executed contract must be: provided to the successful bidder; provided to CCFP Headquarters' office; and maintained by the Institution or Facility. Bidders must include the Institution's or Facility's name and address and date and time of the bid opening on the face of envelope.

Regarding both informal quotes and formal bids, questions related to the request for a quote or bid must be received in writing by the Institution or Facility prior to quote or bid submission date. The Institution or Facility must provide questions and answers in writing to all potential caterers prior to quote or bid submission date.

Respondents to an informal quote or formal bid may not contact the Institution or Facility between the date of the request for quotes or release of the bid and the end of the 72-hour evaluation for responsiveness period except in writing to the Institution or Facility. Violation of this provision may be grounds for bid/quote rejection. Caterers are cautioned to make no assumptions unless their quote or bid has been deemed responsive. In case of mathematical errors, the Caterer's unit price quotation or bid will be considered the contract price. It is the Caterer's responsibility to understand the terms, conditions and specifications of the contract. Failure to do so will be at the Caterer's risk and no relief will be provided under this contract for "error" once a contract is executed and agreed to by both parties.

CCFP Standard Catering Contract

The standard catering contract is a legal document between the child care Institution or Facility and the caterer. The CCFP is not a party to the catering contract. However, the participating CCFP Institution or Facility is obligated under the permanent contract with the CCFP to ensure all meals claimed for reimbursement meet CCFP requirements. The CCFP provides reimbursement to the child care Institution or Facility – not the caterer – for creditable catered meals served to eligible children.

It is important to thoroughly read and review the catering contract prior to entering into and signing a contract. The CCFP Standard Catering Contract contains six sections. Each section includes standard requirements according to state and federal regulation and specific requirements for the CCFP. The sections of the CCFP Catering Contract are: General Terms, The Caterer's Responsibilities, The Institution or Facility's Responsibilities, Payment, Miscellaneous, and Special Provisions. The catering contract also includes many important Attachments.

A catering contract is for a single federal fiscal year beginning October 1st and expiring on September 30th. It may be renewed for up to four additional one-year terms. The renewal process is at the sole discretion of the Institution or Facility and requires mutual agreement by both parties – Institution or Facility and caterer – for completion. Prior to expiration of the catered meal service contract, the Institution or Facility (if eligible) will provide the contract to the caterer for renewal. If either party does not agree to renew, then the center must initiate the informal or formal competitive procedure to obtain a new initial Standard Catering Contract.

Caterer's Responsibilities

Meal Requirements, Preparation, Packaging and Delivery: caterers must prepare and deliver meals daily according to terms and conditions of meal requirements, preparation, packaging, delivery, and attachments 1 through 7. This includes providing meals according to the menu selected by the center and that meet the nutritional requirements specified by the CCFP Meal Pattern for Children, Attachment 1. Please note that meal pattern requirements for children ages 3 through 5 are used for children age 1 and 2 in the CCFP Standard Catering Contract.

Caterers must ensure that all potentially hazardous foods are to be maintained in the at safe temperature range, cold foods at 41°F or below and hot foods at 135°F or above, throughout the delivery process and to be delivered in the safe temperature range. Meals delivered out of the safe temperature range will not be accepted and cannot be reheated or cooled to proper temperature. Caterers must not assemble meals more than 24 hours prior to delivery.

For each meal delivered, caterers must provide the center (by label or other form) the name and address of the caterer; food item and number of portions by age group; serving size information by cups, ounces, and individual pieces; and date of production. Caterers must provide daily delivery tickets with each meal delivery. A sample delivery ticket which caterers may use can be found on the catering section of the CCFP website (mentioned in the beginning). The caterer may also choose to use their own version.

Repayment for Disallowed Meals: the caterer will reimburse the Institution or Facility for the contract amount for all claimed meals denied by the CCFP if the Institution or Facility provides the Caterer written notice of denied meals if the denial or the reimbursement as the direct result of the caterer's failure to comply with the meal requirements stated in the contract.

The delivery tickets must show the name of the center (or sponsor); be itemized to show the number of meals for each type, the individual meal components for each meal type and age group, and the date and time of delivery. Delivery tickets must be typed or printed in ink on company letterhead in duplicate, one for the caterer and one for the center. If delivering to a sponsored child care Facility, a minimum of three copies must be provided, one for the caterer, a copy for the sponsoring organization and a copy for the child care Facility. Delivery tickets must include the name of the individual making the delivery and the name of the center representative accepting delivery of the meals.

In addition to signatures, the names must be clearly printed on the delivery ticket. Failure to clearly identify required names may result in disallowance of meals delivered under this contract. All delivery ticket corrections made by the Caterer and/or the child care Facility must be initialed. The use of white-out is not allowed on any documents in support of the contract or on the contract itself.

Caterer invoices: Caterers are instructed to submit itemized invoices to the child care center (or sponsor) biweekly or monthly. If the caterer contracts with a sponsoring organization, then biweekly or monthly statements specifying the number of meals provided, the unit price for each meal and the amount paid by the sponsor on the center's behalf must be provided to each sponsored child care center that receives catered meals.

Caterer invoices for CCFP claimed costs must be paid by the invoice payment due date or within five business days after receipt of CCFP reimbursement, whichever is earlier. While most CCFP participating centers (or sponsors) promptly pay for catered meal service, newly listed CCFP caterers are provided a memo and process to inform CCFP headquarters' office of delinquent catering accounts. Any applicable taxes are in addition to the quotation and are not included therein.

Contract Price Terms, Payment, and Termination for Failure to Make Payment

All prices are fixed for the duration of the contract period. The contract price will include the price of food, milk, disposable meal service products, packaging, transportation and other related costs. Cash discounts for prompt payment will not be considered in determining the lowest net cost for contract evaluation purposes. The Institution or Facility will pay the Caterer the unit price specified in the Price Schedule (Attachment 7) multiplied by the number of meals provided as specified in the invoice. The contract price does not include, and the Caterer is not authorized to charge, costs for unauthorized menu changes, incomplete meals, or meals not delivered within the specified delivery time.

Non-payment for Meal Deficiencies: Caterer will not be paid for meals which are delivered outside of the agreed upon time, are spoiled or unwholesome (e.g., moldy or undercooked food, foreign object in food) at the time of delivery, or do not otherwise meet the meal requirements contained in the contract (e.g., food delivered outside of acceptable temperatures, unauthorized substitutions). Any payment denial will be supported by delivery documentation demonstrating deviation from the requirements of this contract.

The Institution or Facility will pay no later than 41 days from its receipt of the invoice from the Caterer unless the invoice provides otherwise; or five days after receiving CCFP reimbursement, whichever occurs sooner.

The Caterer must use the following delinquent payment notification procedures to preserve its right to demand payment for catering services:

1. For invoices not paid within 42 days after the Institution or Facility received the invoice the Caterer will send the Institution or Facility a notice letter by certified mail (return receipt requested) with a copy of the original invoice attached within 42 days after the Institution or Facility received the invoice or five days after the Institution or Facility receives CCFP reimbursement, whichever occurs first. The Caterer will also provide a copy of the notice letter to the CCFP.
2. The Caterer may suspend service or terminate its contract with the Institution or Facility if the Institution or Facility has failed to make full and complete payment for any invoice 63 days or more after that invoice is due and owing. The Caterer's failure to terminate its contract will not waive the Caterer's right to seek payment under Florida law.

The Caterer may seek late fees from the Institution or Facility for late payment of invoices. Late fees must not be paid from CCFP funds. The Caterer will suspend service or terminate its contract with the Institution or Facility if the Institution or Facility has failed to make full and complete payment for any invoice 63 days or more after that invoice is due and owing. The Caterer's failure to terminate its contract will not waive the Caterer's right to seek payment under Florida law.

Attachments

The last section of the catering contract is the Attachments. Attachments are incorporated and adopted by reference into the terms and conditions of the CCFP Standard Catering Contract.

- Attachment 1: the CCFP Meal Pattern for Children and Additional CCFP Meal Pattern Requirements for Children states the total minimum amount of food that must be served to children aged one and older participating in the CCFP and specific food component requirements. Meal pattern requirements for children ages 3 through 5 are used for children aged 1 and 2 in the CCFP Standard Catering Contract.
- Attachment 2: the center's selected cycle menu of choice. There are fourteen, five-week catered cycle menus available for centers to select from and use with the Standard Catering Contract. These state cycle menus are updated annually and must be used unless prior approval is given to a center (or sponsor) to use an alternate menu.
- Attachment 3: Minimum Food Specifications and Exhibit A – Grains/Breads Requirement for CCFP. Exhibit A gives specific criteria for determining acceptable grains-breads and minimum serving sizes.
- Attachment 4: the "boxed lunch" menus for centers anticipating field trips.
- Attachment 5: Meal Services to be Provided which must be completed by the center and used by the caterer when determining unit meal prices.

- Attachment 6: Delivery Schedule must also be completed by the center and provides delivery location, center contact information, and desired delivery times of meals.
- Attachment 7: Price Schedule, the center provides estimated number of meals per day by meal type and estimated number of serving days per year and the caterer provides unit meal price and totals.
- Attachments 8: Conflict of Interest Questionnaires for Institution or Facility and Caterer. Each party is responsible for disclosing any conflict of interest that exists in the execution and administration of the catering contract
- Attachment 9: Catered Meal Service Deficiency Report will be used if there are any deficiency in the meal delivery. Institutions and Facilities are instructed to send a Food Deficiency Report to the state office if any items delivered may potentially cause a food borne illness, such as food being delivered out of temperature.
- Attachment 10: Catered Meal Order Change Form must be completed by the center when making changes to the number of catered meals ordered anytime during the contract period.
- Attachment 11: Food Acceptance Log Attachment 11, is used by the Institute or Facility for keeping a written record regarding food deliveries.

Instructions for attachments

Caterers providing quotes or bids must carefully review all the materials contained herein and prepare responses accordingly. The quotation or bid will be based on all the terms and conditions stated in the contract. The Caterer is responsible for the accuracy of all information provided in its bid and will be required to perform according to the terms of the contract and its bid if it receives the contract award.

The Caterer will therefore be required to:

1. Provide a quotation or bid based on the number, type and delivery location for meals specified in the request for quotation or bid.
2. Provide a unit price per meal type requested, total price for each meal type, and its grand total price on Attachment 7, Price Schedule – columns 3, 4, and (Grand Total) 5.
3. Complete bottom half of Attachment 8, Conflict of Interest Questionnaire
4. Provide a copy of insurance coverage (Worker's Compensation, Comprehensive General Liability, and Comprehensive Automobile Liability) as defined in Part II, J, 4 of the catering contract.
5. Type or print in ink all quote or bid proposals. Use of erasable ink or pencil is not permitted.
6. Include the cost of food, milk, disposable meal service products, packaging, transportation and all other related costs (e.g., condiments, utensils, etc.) according to Attachment 5, Meal Services to be Provided and Attachment 7, Price Schedule, as part of the contract price.

Nutrition and Menu Planning

The Nutrition and Menu Planning section of the CCFP website has many other resources to enhance understanding of program regulations stipulated in the terms and conditions of the Standard Catering Contract. We encourage you to visit the Feeding Children web page as shown. Resources of interest include Meal Pattern for Children, A Guide to Crediting Foods, The ABCs of Child Nutrition (CN) Labels, Food Buying Guide Calculator, and Standardized Recipes.

A Guide to Crediting Foods contains meal pattern requirements with minimum portion size by age group; general requirements for the food component categories of meat-meat alternates, vegetables-fruits, grains-breads, and milk; and creditable and non-creditable foods. Creditable foods are those foods that may be counted towards meeting the meal pattern requirements and non-creditable foods are those foods that do not count towards meeting meal pattern requirements.

The Minimum Food Specifications (also referred to as Attachment 3 in the catering contract) contains food specifications for the food component categories as listed in the state cycle menus. Caterers must purchase and provide foods that meet these food specifications to ensure quality and proper nutrition that young children need to grow and develop.

Foods prepared from scratch require the use of a standardized recipe. A standardized recipe is one that has been tested multiple times and has been found to produce consistently good results and yield.

When preparing menu items such as chicken and rice or vegetable beef stew, standardized quantity recipes ensure quality and yield consistency so that children receive the correct amounts of food and the nutrient quality remains consistent. A standardized recipe should include yield – the number of servings and serving size; list of ingredients, including the form – such as frozen green beans; packing ingredients – such as packed in own juice; fat content – such as 20% fat ground beef; and step-by-step preparation instructions.

Prepackaged, commercially prepared combination main dish items require a Child Nutrition (referred to as CN) Label or Product Formulation Statement (referred to as PFS). CN Labels provide standardized food crediting information for commercially processed combination main dish products, for example, breaded chicken nuggets. A CN label will state the meal contribution and serving size of the product. If a CN label is not available, a PFS also states the serving size of a product and the meal contribution per serving. The PFS must be requested from the manufacturer. These documents must be provided to the center and sponsor.

Insurance Requirement

The Caterer must secure and maintain, at its sole expense, throughout the term of this Contract, insurance necessary to cover services under this contract. The Caterer accepts full responsibility for identifying and determining the types and extent of liability insurance necessary to provide reasonable financial protections for itself, and the clients to be served under this contract. The limits of coverage under each policy maintained by the Caterer do not limit the Caterer's liability and obligations under this contract.

The Caterer must deliver the written notification and a Certificate of Coverage to the Institution or Facility of insurance coverage at the time this contract or renewal is executed and within five business days of any change in insurance or terms of insurance

Child Care Food Program Meal Pattern for Children

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

Attachment 1

Meal Pattern for Children

Ages 1 - 18

BREAKFAST



3 required components
minimum portions listed

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

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

Conversions:

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

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

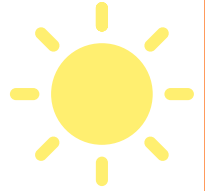
Please note: portions listed are minimums.
Serving larger portions is encouraged, especially
to older children and those that ask for more.

Meal Pattern for Children

LUNCH & SUPPER

Ages 1 - 18

5 required components
minimum portions listed



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

	1-2	3-5	6-18
vegetables *juice may only be served once/day	1/8 cup	1/4 cup	1/2 cup

Fruits

	1-2	3-5	6-18
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

	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

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
cooked dry beans or peas	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 = 50%	3/4 oz = 50%	1 oz = 50%

Conversions:

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

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

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

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

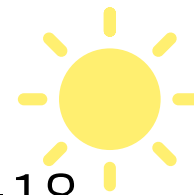
Meal Pattern for Children

Ages 1 - 18

SNACK

2 required components, only 1 may be a beverage

minimum portions listed



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
cooked dry beans or peas	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

Conversions:

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

1/2 cup = 4 oz

1 pint = 2 cups

3/4 cup = 6 oz

1 quart = 2 pints = 4 cups

1 cup = 8 oz

1 gallon = 4 quarts = 16 cups

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) 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

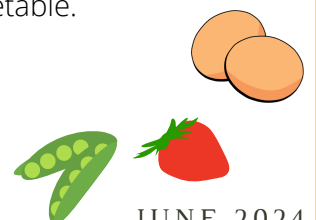
- All grains must be whole, enriched, or whole grain-rich.
- Pre-packaged grains must have enriched flour or meal or whole grains as the first ingredient (or 2nd after water). Sugar must not be the first ingredient.
- At least one serving of grains per day must be whole grain-rich and it must be noted on the menu (e.g. "WGR 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*.

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 cooked beans or peas 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.



Attachment 2

Cycle Menu

Institution must remove blank page and insert Cycle Menu(s) of choice:

Cycle Menu A Hispanic

Cycle Menu A Hispanic No Pork No Peanut

Cycle Menu B with Hot Breakfast

Cycle Menu B General

Cycle Menu B General No Pork No Peanut

Cycle Menu C Southern

Cycle Menu C Southern No Pork No Peanut

Head Start Menu

Early Head Start

Lunch, Snack, Supper Menu

Supper, Snack Only Menu

Supper Only Menu

Kosher Menu

Boxed Lunch

Attachment 3

Minimum Food Specifications, Exhibit A – Grains Requirement, and FL WIC Approved Cereal List

Milk	<p>Must meet State and local standards for fluid milk. Must be pasteurized whole, or lowfat, or fat free, or cultured buttermilk. Must contain vitamins A and D at levels specified by the Food and Drug Administration.</p> <p>Note: <i>Milk must be served with each breakfast, lunch and supper meal. Children one year of age must be served unflavored whole milk. Children two through five years old must be served either unflavored lowfat (1 percent) or unflavored fat-free (skim) milk. Children six years old and older must be served unflavored or flavored lowfat (1 percent) or fat-free (skim) milk.</i></p>		
Vegetables	Canned	Frozen	Fresh
Bean, Dip (Variety – including hummus, flavors)	Prepared, ready-to-eat, must be from a USDA or FDA inspected plant.		Prepared, ready-to-eat, must be from a USDA or FDA inspected plant.
Beans, Baked	Beans, baked, sauce containing brown sugar, ketchup and mustard sauce. U.S. Grade A or Fancy.		
Beans, Black	U.S. Grade A or Fancy		
Beans, Green	Cut, 1 ½", 4 sieve, U.S. Grade A or Fancy.	U.S. Grade A or Fancy	U.S. No. 1
Beans, Lima, Baby	U.S. Grade A or Fancy	U.S. Grade A or Fancy	U.S. No. 1
Beans, Refried	Must be from a USDA or FDA inspected plant, smooth paste or paste with whole and partial bean pieces, plain with vegetable oil – no lard.		
Beans, Red	Dark or light red, U.S. Grade A or Fancy, water packed.		
Broccoli		Cut, U.S. Grade A or Fancy	U.S. No. 1
Broccoli and Cauliflower		U.S. Grade A, 50% Broccoli, 50% Cauliflower	U.S. No. 1
Broccoli, Ready-to-use			<u>Florets</u> – 1" to 2 ¾" by 1 to 1 ½", U.S. No. 1, USDA, QTV
Carrots	Sliced or diced U.S. Grade A, Fancy	Sliced or diced U.S. Grade A	Whole, U.S. No. 1
Carrots, Ready-to-use			<u>Baby-cut</u> – 2" by 3/8" to 11/16", U.S. No. 1, from USDA inspected plant. <u>Sticks</u> – 3 ¾" to 4" by ¼" to ½", U.S. No. 1, from USDA inspected plant.
Carrot, Pineapple & Raisin Salad			<u>Prepared salad pack</u> – Must be from a USDA inspected plant.
Cabbage			U.S. No.1
Cabbage, Ready-to-use			<u>Shredded</u> – Green, 1/16", U.S. No. 1, from USDA inspected plant. <u>Salad mix</u> – Shredded green cabbage, shredded red cabbage and carrots mixed, U.S. No. 1, from USDA inspected plant.
Cauliflower, Ready-to-use			<u>Florets</u> – 1" to 2 ½" by 1" to 1 ½", U.S. No. 1, USDA, QTV

Attachment 3 (continued)

Minimum Food Specifications, Exhibit A – Grains Requirement, and FL WIC Approved Cereal List (continued)

Vegetables	Canned	Frozen	Fresh
Celery			U.S. Extra No. 1
Celery, Ready-to-use			<u>Sticks</u> – ½” by 4”, U.S No. 1, from USDA inspected plant.
Coleslaw			<u>Prepared salad pack</u> – Must be from a USDA inspected plant.
Corn	Vacuum pack, whole kernel, golden sweet Midwest. U.S. Grade A or Fancy	U.S. Grade A	U.S. No. 1, with or without husk
Corn, Mexican	U.S. Grade A or Fancy	U.S. Grade A	
Cucumbers			U.S. No. 1
Greens (Collard, Mustard or Turnip)	Chopped, U.S. Grade A or Fancy	Chopped, U.S. Grade A	U.S. No.1
Lettuce			Iceberg head - U.S. Grade No. 1 Romaine (or cos lettuce) U.S. Grade No. 1
Lettuce, Ready-to-use			<u>Chopped</u> – Medium, iceberg, U.S. No. 1, from USDA inspected plant <u>Salad mix</u> – Chopped iceberg lettuce and romaine, U.S. No. 1, from USDA inspected plant.
Mixed Vegetables	U.S. Grade A or Fancy	<u>California Style</u> - U.S. Grade A, broccoli cuts, cauliflower florets, carrot cuts <u>5 Vegetable Blend</u> - U.S. Grade A, 28% each corn and carrots, 17% each peas, and beans, 10% limas <u>Italian Vegetables</u> - U.S. Grade A, IQF sliced zucchini, cauliflower, carrot chunks, Italian green beans, lima beans and red peppers <u>Oriental Style</u> - U.S. Grade A, French cut green beans, broccoli cuts, onion strips, sliced mushrooms, diced red peppers	
Peas, Black Eye	U.S. Grade B	Monarch or Clemson varieties, light skin with dark eye	U.S. No. 1
Peas, Green	U.S. Grade A or Fancy	U.S. Grade A	U.S. No.1
Peas and Carrots	U.S. Grade A or Fancy, carrots shall not comprise less than 25% by weight and peas shall not comprise less than 50% by weight	U.S. Grade A, carrots shall not comprise less than 25% by weight and peas shall not comprise less than 50% by weight	

Attachment 3 (continued)

Minimum Food Specifications, Exhibit A – Grains Requirement, and FL WIC Approved Cereal List (continued)

Vegetables	Canned	Frozen	Fresh
Peppers, Green, Red, Yellow, Orange			U.S. No. 1 Whole or pre-cut, Julienne
Pickles, Dill strips	Prime Quality, firm, plump and uniform in size, cut length wise with kosher taste		
Pickles, Dill slices	US Grade B		
Pickles, Sweet chip	US Grade B, cross cuts or slices		
Potatoes	Whole or sliced, U.S. Grade A		U.S. No.1
Potatoes, New	Whole or sliced, U.S. Grade A	Roasted redskin chunks. IQF, oven prep	U.S. No. 1
Potatoes, Sweet	U.S. Grade A in Light Syrup	Yam Patties- packed in USDA inspected plant	U.S. No.1
Salsa	Mild, containing all vegetable w/ minor amounts of spices.		
Spinach	Chopped, Grade A or Fancy	Chopped, U.S. Grade A	U.S. No.1
Squash, Yellow, Summer		Sliced, U.S. Grade A or Fancy	U.S. No.1
Squash, Winter (Acorn or Butternut)		Chopped or mashed, U.S. Grade A or Fancy	U.S. No.1
Succotash	U.S. Grade A, whole-grain sweet corn shall not comprise less than 50% by weight and lima beans shall not comprise less than 12.5% by weight.	U.S. Grade A or U.S. Fancy, Corn, sweet, whole kernel (white or yellow) shall not comprise less than 50% by weight and lima beans or soy beans (edamame) shall not comprise less than 25% by weight.	
Three Bean Salad	U.S. Grade A or Fancy, mixture of green beans, wax beans, and dark or light red beans, marinated.		
Tomatoes	Whole, sliced, or crushed, U.S. Grade B or Extra Standard.		U.S. No.1
Tomato Sauce	U.S. Grade B or Extra Standard		
Yucca		Skinless, pre-cut	Roots completely covered with bark-like skin, free from cracks, sliminess or mold.
Zucchini		Sliced, U.S. Grade A or Fancy	U.S. No.1
Fruit	Canned	Frozen	Fresh
Apples (All varieties)	U.S. Grade A, Sliced, regular pack in water.		U.S. No. 1
Applesauce	U.S. Grade A, Natural, Unsweetened.		
Florida Avocados			U.S. No. 1 or U.S. Combination (at least 60%, by count, meet U.S. No. 1)
Bananas			Must be delivered to Institution with even bright yellow color, un-bruised
Cantaloupe			"Full slip" stem end, free from lumps or soft spots.

Attachment 3 (continued)

Minimum Food Specifications, Exhibit A – Grains Requirement, and FL WIC Approved Cereal List (continued)

Fruit	Canned	Frozen	Fresh
Clementines (or tangerines)			U.S. Fancy or U.S. No.1 Bright.
Fruit Cocktail	U.S. Grade B or U.S. Choice, packed in own juice or unsweetened fruit juice.		
Grapes (halved)			U.S. No. 1, seedless, red or white, must be halved
Honeydew			Symmetrical, firm-not rock-hard, free from lumps or soft spots.
Juice, Ready-to-serve (All varieties)	All juice must be 100% fruit or vegetable juice, USDA Inspected and pasteurized. All juice must be fortified with 100% or more of vitamin C unless it is orange or grapefruit juice. Juice must be delivered to the Institution ready-to-serve.		
Mandarin Oranges	Type I or II, size C or D, no sugar added, packed in own juice or unsweetened fruit juice, manufacturer's/distributor's certification required.		
Mangos			U.S. Fancy or U.S. No.1.
Oranges (All varieties)			<u>Fresh</u> - U.S. Fancy <u>Chilled</u> - US Grade A or Fancy
Peaches	U.S Grade B or U.S. Choice, Halves or slices, Yellow, cling stone, packed in own juice or unsweetened fruit juice.		U.S. No. 1
Pears	U.S. Grade A, Bartlett, Halves or slices, packed in own juice or unsweetened fruit juice.		U.S. No. 1
Pineapple (Sliced, tidbits, cubes, or chunk)	U.S. Grade A packed in own juice or unsweetened fruit juice.		U.S. No. 1
Plantains (Maduros – sweet, or tostones/mofongo/mangu – not sweet)		Sliced, Individually Quick Frozen, pre-cooked, oven ready. Not pre-fried, zero grams trans fat per serving.	Very ripe or green, ready to cook.
Tropical Mixed Fruit	U.S. Grade B or U.S. Choice, packed in own juice or unsweetened fruit juice.		<u>Fresh</u> - U.S. No. 1 <u>Chilled</u> – Florida Pack in light syrup or own juice. Fruit to include papaya and mango. Packed under continuous USDA inspection.
Raisins	Dried, seedless, mixed size. U.S. Grade A. 1/8 cup raisins credits as ¼ cup fruit; ¼ cup raisins credits as ½ cup fruit.		
Seasonal Fresh Fruit			Choice of cantaloupe, honeydew, mango, pineapple, strawberries, or watermelon.
Strawberries			U.S. No. 1
Watermelon			With or without seeds, dull skin, no flat sides, has hollow sound when tapped.

Attachment 3 (continued)

Minimum Food Specifications, Exhibit A – Grains Requirement, and FL WIC Approved Cereal List (continued)

Grains	
All grain/bread products	Must meet Grain Requirements for CCFP, Exhibit A. Must be whole grain, whole grain-rich, or enriched. Bran and germ are counted as enriched or whole-grain meals or flours. Corn masa and masa harina are considered whole grain-rich. Corn flour, corn meal, and other corn products must be whole or treated with lime (nixtamalized) to be considered whole grain-rich. Grain products must be zero grams trans fat per serving.
Meat/Meat Alternates	
Beef, Breaded country fried patties	Frozen, fully cooked. CN Label or Product Formulation Statement (PFS) required. Ground beef not to exceed 30% fat, water, vegetable protein product, spices and seasonings. No dried whole eggs or MSG allowed. Not pre-fried, zero grams trans fat per serving.
Beef, Canned Cubed	Lean meat only, in juice. ¾" to 1" cubes. USDA inspected.
Beef, Ground	Beef, ground, bulk, frozen; IMPs 136; 80:20 lean to fat ratio or less than 20% fat.
Beef, Patties	Frozen, fully cooked. CN Label or Product Formulation Statement (PFS) required. Ground beef (not more than 30% fat), water, vegetable protein product, spices and seasonings. No dried whole eggs or MSG allowed.
Beef, Salisbury patties	Frozen, fully cooked. CN Label or Product Formulation Statement (PFS) required. Minimum 2.14 oz. patty to provide 2 oz. meat/meat alternate. Ingredients: Ground beef (not more than 30% fat), water, vegetable protein product, spices and seasonings. No dried whole eggs or MSG allowed. Not pre-fried, zero grams trans fat per serving.
Beef, Shoulder Clod Roast	USDA Grade Good 12-14 lb. Roasts. Frozen. The shoulder clod roast is the same as the IMPs 114 except that the shoulder (cutaneous muscle) shall be removed when the underlying fat must be trimmed to comply with the surface fat thickness requirements. The heavy tendons at the elbow end of the cold shall be trimmed even with the lean and all sides shall be trimmed so that the clod is not less than 1" thick at any point. When smaller roasts are specified, the thick end of the clod shall be made into one roast and the thin end shall be split length-wise, the ends reversed and the boned surfaces placed together to produce a uniformly thick roast. These roasts shall be held intact by tying girthwise. IMPs Item #144A.
Beef, for Stewing	USDA Standard Grade. IMPs 135A. Cutting with electric saw will be permitted. Meat with dark discoloration, all bones, cartilage, back strap, exposed large blood vessels, heavy connective tissue and the pre-scapular lymph gland shall be removed. The thick tendinous ends of the shank shall be removed by cutting back until a cross sectional cut shows at least 75% lean. Not less than 75%, by weight, of the diced pieces shall be of a size which is equivalent of not less than a ¾ inch cube or not more than a 1 ½" cube and no individual surface of these pieces shall exceed 2 ½" in length. This item is the same as IMPs 135 Diced Beef except that the surface or seam fat of the boneless meat prior to dicing shall not exceed ¼" in any thickness at any one point. In addition, the fat content of the boneless meat determined visually shall not exceed 20%. Container to provide proper labeling and identification and USDA Inspection Stamp.
Cheese (shredded or sliced or stick)	The following cheeses will meet 21 C.F.R. §133 standards of identity: Cheddar – U.S. Grade A A. Colby – U.S. Grade A A. Mozzarella – Low moisture, Part skim, 100% natural cheese, minimum milkfat 45% and maximum moisture content of 52%. American – pasteurized, process cheese or blended cheese, processed in USDA approved plant, process cheese: minimum milkfat 50% by weight of solids and maximum moisture content is 40%, blended cheese: 13-17% milkfat by total weight and not more than 51% moisture content. Provolone – pasteurized, minimum milkfat 45% by weight of solids and maximum moisture content is 45% by weight. (No smoked.) Swiss – U.S Grade A

Attachment 3 (continued)

Minimum Food Specifications, Exhibit A – Grains Requirement, and FL WIC Approved Cereal List (continued)

Meat/Meat Alternates	
Cheese, Cottage	Pasteurized, plain, USDA Quality Approved Inspection Shield, meets 21 C.F.R. §133 standards of identity.
Chicken, Breaded patty	Frozen, fully cooked. CN Label or Product Formulation Statement (PFS) required. Minimum 3 oz. patty to provide a 2 oz. meat/meat alternate and 1 serving of bread. Ingredients: Ground chicken, vegetable protein product, spices and seasonings. No MSG allowed. Not pre-fried, Zero grams trans fat per serving.
Chicken, 8 Piece Cut	Raw individually quick frozen, ice glazed, cleaned and ready to cook, hand cut from USDA inspected grade A fryers. Portions shall be cut from 2 ½ to 3 ¼ pound fryers, without giblets or necks. Average portion weight 4.5 oz. packaged in heavy-duty poly bags inside legibly labeled heavy duty master cartons. Average cases weight 27 pounds. 96 portions per cases.
Chicken, Drumsticks	Raw individually quick frozen, ice glazed, clean and ready to cook, hand cut from USDA inspected grade A fryers. Raw portion weight 3.7 oz. plus or minus ¼ oz. Packaged in heavy duty poly bags inside legibly labeled heavy-duty master cartons.
Chicken, Nuggets	Fully cooked, breaded, IF. Cooked weight of nugget 14.17 g (1/2 oz.) to 28.35 g (1 oz.). Chunked and formed, ½ inch cube or greater, mostly white meat (not less than 66 % white, not more than 34 % dark), without skin. CN Label or Product Formulation Statement (PFS) required. Not pre-fried, zero grams trans fat per serving. No MSG. USDA certified.
Chicken, Thighs (No back)	Raw, individually quick frozen, ice glazed, cleaned and ready to cook, hand cut from USDA inspected Grade A fryers. Raw portion weight 4.1 oz. plus or minus ½ oz. Packaged in heavy duty poly bags inside legibly labeled heavy-duty master cartons.
Chicken, Whole	Raw frozen, ice glazed, cleaned and ready to cook, USDA inspected grade A broilers, fryers, or hens. Average portion weight 6-8 lb. Packaged in heavy duty poly bags inside legibly labeled heavy-duty master cartons.
Eggs	USDA inspected large, Grade A or better, 100% candled. Eggs may be raw in shell, fully cooked whole eggs, frozen diced, frozen patty (CN Label products available), or broken homogenized and pasteurized.
Egg, Salad	Fully cooked eggs (see Eggs specification). “Salad” may be prepared by mixing eggs with relish and/or chopped vegetables such as celery and onions. Mayonnaise may be used as a moistening agent to “bind” the salads. Egg portion must be one whole large egg before added ingredients.
Fish, Portion (breaded)	Cod or Alaska Pollack, oven-ready, breaded, un-fried, 3 oz. portion (rectangle or wedge). Meets the requirements of U.S. Grade A, 75 percent by weight of fish flesh. CN Label or Product Formulation Statement (PFS) required. No MSG, zero grams trans fat per serving. USDC/NOAA Seafood Inspection approved.
Fish, Portion (un-breaded)	Cod or Alaska Pollack, or Haddock, or Tilapia, or Whitefish, U.S. Grade A once-frozen fish fillets. USDC/NOAA Seafood Inspection approved.
Fish, Sticks	Cod or Alaska Pollack, oven-ready, breaded, un-fried, 1 oz. stick. Meets the requirements of U.S. Grade A, 72 percent by weight of fish flesh. CN Label or Product Formulation Statement (PFS) required. No MSG, zero grams trans fat per serving. NOAA certified.
Fish, Tuna	Fancy, chunk, light, packed in water. Canned or flexible pouch. No salt added. USDC certified.
Fish, Tuna, salad	Tuna fish (as specified above) “salad” may be prepared by mixing tuna fish with relish and/or chopped vegetables such as celery and onions. Mayonnaise may be used as a moistening agent to “bind” the salads. Weight of portion of tuna must be 2 ounces before added ingredients.
Nut/Seed Butter	Peanut butter, or soynut butter: US Grade A, smooth.
Pork, Breaded patty	Fully cooked, breaded, not pre-fried, zero grams trans fat per serving. CN Label or Product Formulation Statement (PFS) required. Minimum 2.83 oz. patty to provide 1.5 oz. meat/meat alternate and 1 serving of bread for children ages 1-5. Minimum 3.75 oz. patty to provide 2 oz. meat/meat alternate and 1 ¼ serving of bread for children ages 6-12. Ingredients: Ground pork (not to exceed 24% fat), water, vegetable protein product, spices and seasonings. Breeding not to exceed 30%. No dried whole eggs or MSG allowed.

Attachment 3 (continued)

Minimum Food Specifications, Exhibit A – Grains Requirement, and FL WIC Approved Cereal List (continued)

Meat/Meat Alternates	
Pork, Breaded patty	Fully cooked, breaded, not pre-fried, zero grams trans fat per serving. CN Label or Product Formulation Statement (PFS) required. Minimum 2.83 oz. patty to provide 1.5 oz. meat/meat alternate and 1 serving of bread for children ages 1-5. Minimum 3.75 oz. patty to provide 2 oz. meat/meat alternate and 1¼serving of bread for children ages 6-12. Ingredients: Ground pork (not to exceed 24% fat), water, vegetable protein product, spices and seasonings. Breading not to exceed 30%. No dried whole eggs or MSG allowed.
Pork, Ham	<u>Lean, boneless, cured, pressed, skinless</u> – Fully-cooked. Moist heat, Pullman, approximately 4 ¼" square. Must be fully cooked, sectioned and formed. USDA Inspected and stamped. IMPs #508. <u>Smoked</u> – Short Shank, Skinned Boned, Rolled and Tied. (Cured and Smoked). Ham is the same as Ham, Skinless, completely boneless IMPs #505, except that the ham shall not be encased in an artificial casing. The boneless ham shall be rolled and string tied. <u>Deli-Style</u> – Round or flat buffet. No binders, fillers or soy allowed. Minimum 94% lean.
Pork, Roast	Raw, fresh or frozen. Boston butt, center loin, or blade-end. U.S. Grade No. 1, less than 1" backfat thickness.
Pork, Sausage	Patty, Link or Market Style. Lightly seasoned and or flavored. No artificial casings. Total fat content not to exceed 20%.
Turkey, Breast	Deli-style, whole muscle, roasted/fully cooked, boneless, skinless, minimum 96% fat free, may be smoked.
Turkey, Ground	Made from USDA inspected turkeys, 100% turkey meat, no binders or fillers, minimum 85% lean.
Turkey, Roast	Frozen, raw, USDA Grade A. Boneless, 60/40 white/dark ratio, wrapped in natural skin, netted. 8-10 lb. each.
Turkey, Slices	Fully cooked. Made with no less than 60% white meat, no skin added, no binders, fillers, or soy allowed. Must be less than 10% fat.
Turkey, Whole	Young Tom Eviscerated, 16 lb. and over. USDA Grade A.
Veggie Burger	Hamburger Style Classic , frozen, 2.5 oz. fully cooked Hamburger Style Classic Garden burger – all vegetable. To provide 2 oz. equivalent meat alternate for Child Nutrition Meal Pattern Requirements. CN Label or Product Formulation Statement (PFS) required.
Yogurt	Type II (High Protein), Class B (lowfat) or C (nonfat), Flavor 2 (fruit flavored) – flavor style a (blended/stirred/set). Must contain no more than 23 grams of total sugars per 6 ounces (no more than 19 grams per 5 oz.; no more than 15 grams per 4 oz.). 4 oz. cups or larger. Product shall: be commercial brand products; have a shelf life of at least 50 days from date of manufacturer
Combination Foods	
Combination main dish food items require a Child Nutrition (CN) Label, Product Formulation Statement (PFS), or standardized recipe. This documentation gives the number of servings, serving size, and minimum meal contribution. Ingredients in these dishes must meet or exceed the minimum specifications on previous pages. The Caterer must inform the institution/facility of the appropriate serving size and supply documentation to institution/facility.	
Pizza, Wedge or Rectangle with Whole Grain	Frozen cheese, or pepperoni, or sausage. Low-moisture, part skim mozzarella cheese 8" wedge or 4" x 6" rectangle, to provide 2 servings grain/bread, 2 oz. meat/meat alternate, 1/8 cup vegetable. CN Label or PFS required. Primary source of flour is to be whole wheat. Zero grams trans fat per serving.
Sandwiches (Midnight/Cuban, Ham and cheese, Turkey and cheese, Tuna Salad)	Must provide the minimum amount of meat/meat alternate and bread/grain per serving for children ages 1-5 and ages 6-12 as specified by the Child Care Food Program Meal Pattern for Children, Attachment 2. (Children age 1 and 2 shall receive the same minimum meal pattern amounts as children age 3-5.) Note: The Caterer must deliver sandwiches pre-assembled (not in separate, bulk food containers) to Institutions, unless requested otherwise by the Institution. Condiments may be sent separately.
Other Foods	
Frequently used condiments	<i>Including: butter; margarine, salad dressings, cream cheese, mayonnaise, etc.</i> Must be zero grams trans fat per serving; lowfat or reduced fat products recommended.

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

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



Frosted Mini-Wheats Cinnamon Roll



Crispy Rice GF



Honey Bunches of Oats Vanilla



Strawberry Cream Mini Spooners



Frosted Mini Spooners

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

Lista de Cereales para el Child Care Food Program Aprobados por WIC de Florida 2024-2025

GF = Sin Gluten

Todos los cereales en esta lista cumplen con los límites de azúcar del CCFP y son acreditables para servir.

Junio 2024

Cereales Integrales/Ricos en Cereales Integrales

Cereales frio



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



Chex Blueberry GF



Chex Cinnamon GF



Chex Corn GF



Chex Rice GF



Chex Wheat



Total



Wheaties



Complete Bran



Great Grains Banana Nut



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



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



Strawberry Cream Mini Spooners



Frosted Mini Spooners

Cereales Calientes



Instant Rolled Oats GF



Instant Oatmeal Original



Cream of Wheat Whole Grain 2 1/2 minute

Cualquier marca de tienda o marca de Ralston Foods

CEREALES INTEGRALES/RICOS EN CEREALES INTEGRALE

- 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

CEREALES ENRIQUECIDO

- 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

Cereales Enriquecidos

Cereales Frio



Rice Krispies



Special K Original



Crispix



Honey Bunches of Oats Maple Pecan



Honey Bunches of Oats Cinnamon Bunches



Honey Bunches of Oats Honey Roasted



Corn Flakes



Honey Frosted Corn Flakes



Honey Bunches of Oats with Almonds



Crispy Rice GF



Honey Bunches of Oats Vanilla

Cereales Calientes



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

Florida WIC Apwouve Lis Sereyal Pou Child Care Food Program 2024-2025

GF = Gluten Gratis

Tout sereyal ki sou lis sa a satisfè limit sik CCFP epi yo merite pou yo sèvi yo

Jen 2024

Grenn Antye / Anrichi Grenn Antye

Sereyal Fret



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



Chex
Blueberry
GF



Chex
Cinnamon
GF



Chex Corn
GF



Chex Rice
GF



Chex
Wheat



Total



Wheaties



Complete
Bran



Great Grains
Banana Nut



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



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

Sereyal Anrichi

Sereyal Fret



Rice
Krispies



Special K
Original



Crispix



Honey
Bunches of
Oats Maple
Pecan



Honey
Bunches of
Oats
Cinnamon
Bunches



Honey
Bunches of
Oats Honey
Roasted



Corn
Flakes



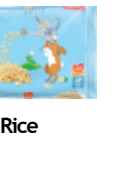
Honey
Frosted Corn
Flakes



Honey
Bunches of
Oats with
Almonds



Crispy Rice
GF



Honey
Bunches of
Oats Vanilla

Sereyal Cho



Instant
Rolled Oats
GF



Instant
Oatmeal
Original



Cream of Wheat
Whole Grain
2 1/2 minute

Sereyal Cho



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

Nenpòt mak magazen oswa mak Ralston Foods

GRENN ANTJE / ANRICH GRENN ANTJE

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

SEREYAL ANRICH

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

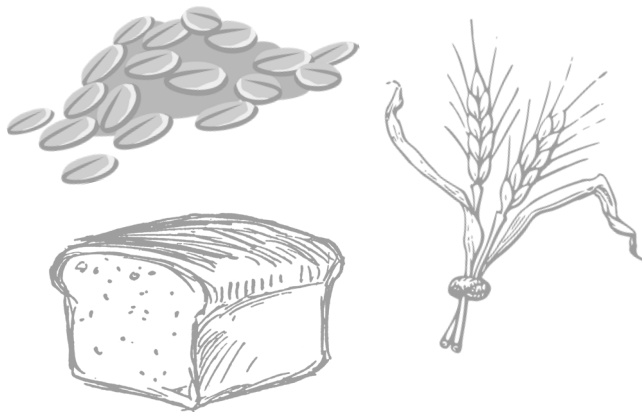
Creditable and Non-Creditable Grains

Grain-based desserts will not be creditable on the Child Care Food Program beginning October 1, 2017. The following chart lists creditable and non-creditable grain items. Non-creditable grain items cannot contribute towards a reimbursable meal, but may be served as an “extra” food on occasion. Creditable grain items must be in the correct portion for the age group served (refer to Exhibit A-Grains Requirement) and must be whole grain, enriched, or made from whole grain or enriched meal or flour. Prepackaged products must have whole grain or enriched flour or meal as the first ingredient. At least one serving per day, across all eating occasions, must be 100% whole grain.



Non-creditable Grains

Brownies
Cake (all varieties, frosted or unfrosted)
Cereal Bar/Treat
Cobbler/Fruit Crisp
Cookies (all kinds)
Doughnuts
Fig Bar
Fruit Turnover
Grain Fruit Bar
Granola Bar (all kinds)
Honey Bun
Oatmeal (more than 6 grams of sugar per dry ounce)
Pastry
Popcorn
Pop Tart
Potato/Vegetable Chips (or puffs/straws/sticks)
Ready-to-eat Cereal (more than 6 grams of sugar per dry ounce)
Sweet Roll/Sticky Bun
Tortilla chips—flavored²
Wafers (chocolate, vanilla)



Creditable Grains¹

Animal Crackers (plain)
Bagel/Bagel Chips
Banana Bread (or other fruit/vegetable breads)
Barley
Batter or Bread Type Coating
Biscuits
Bread, Buns
Bread Sticks (hard or soft)
Bulgur or Cracked Wheat
Cornbread/Corn Muffin
Croissants
Crepes
Crackers (savory snack crackers, plain, cheese, peanut butter)
Croutons
Egg Roll Skins, Won Ton Wrappers
English Muffin
French Toast (slices or sticks)
Graham Crackers (plain, all shapes)
Grits
Muffins/Quick Bread
Oatmeal (with 6 grams of sugar or less per dry ounce)
Pancakes
Pasta/Couscous/Macaroni/Noodles (all shapes)
Pita Bread /Pita Chips
Pizza Crust
Pretzels (hard or soft)
Quinoa
Ravioli
Ready-to-eat Cereal (6 grams of sugar or less per dry ounce)
Rice
Rolls
Stuffing (dry)
Tortillas /Arepa
Tortilla Chips/Shells—unflavored²
Waffles

1. Toppings and extras including brown sugar, butter, chocolate chips, cream cheese, honey, jelly, and syrup are a concentrated source of empty calories. They should be served in small portions and used minimally.
2. Tortilla chips with a flavor coating are not creditable. Only plain tortilla chips may be served.

Grains Requirements

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



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

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

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

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

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

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

Easy Whole Grain Swaps

White rice → Brown rice

White bread → 100% Whole wheat bread

Sugary cereal → 100% Whole grain cereal topped with fruit

Grits → Oatmeal

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

Cookies → 100% Whole grain crackers



Resources:

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

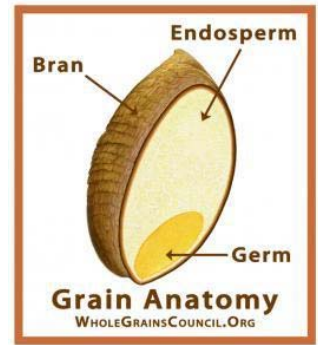
www.fns.usda.gov/tn/nutrition-wellness-tips-young-children

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

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

Whole Grains Adapted from the Institute of Child Nutrition

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



Identifying whole grain ingredients:

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

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

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

How to Identify a 100% Whole Grain Food

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

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

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

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



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

If no, continue to step 3.

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



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

If no, continue to step 4.

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

Which items are 100% whole grain based on the ingredients?

A) Bread

Ingredients: Wheat Flour, Malted Barley Flour, Soybean Oil, Salt, Honey, Wheat Starch, Thiamin, Niacin, Iron, Riboflavin, Folic Acid

B) Tortilla

Ingredients: Whole Wheat Flour, Soybean Oil, Salt, Whole Corn, Starch, Wheat Starch

C) Dry Cereal

Ingredients: Whole Corn Meal, Oats, Corn Starch, Canola Oil, Cinnamon, Brown Sugar

D) Cracker

Ingredients: Whole Grain Brown Rice Flour, Sesame Seeds, Potato Starch, Safflower Oil, Quinoa Seeds, Flax Seeds, Salt

E) Roll

Ingredients: Unbleached Enriched Wheat Flour, Sugar, Salt, Soybean Oil, Oat Bran, Yellow Corn Meal, Salt

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

Exhibit A: Grain Requirements^{1,2}

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> 	<p>1 oz eq (1 svg) = 22 gm or 0.8 oz 1/2 oz eq (1/2 svg) = 11 gm or 0.4 oz</p>
GROUP B	Ounce Equivalent (Oz Eq) for GROUP B
<ul style="list-style-type: none"> • Animal crackers (plain) • Bagels • Batter type coating • Biscuits • Breads (sliced, French, Italian) • Buns (hamburger and hot dog) • Egg roll skins • English muffins • Graham crackers (plain) • Pita bread • Pizza crust • Pretzels (soft) • Rolls • Tortillas • Tortilla chips • Taco shells 	<p>1 oz eq (1 svg) = 28 gm or 1.0 oz 1/2 oz eq (1/2 svg) = 14 gm or 0.5 oz</p>
GROUP C	Ounce Equivalent (Oz Eq) for GROUP C
<ul style="list-style-type: none"> • Cornbread • Corn muffins • Croissants • Pancakes • Waffles 	<p>1 oz eq (1 svg) = 34 gm or 1.2 oz 1/2 oz eq (1/2 svg) = 17 gm or 0.6 oz</p>
GROUP D	Ounce Equivalent (Oz Eq) for GROUP D
<ul style="list-style-type: none"> • Muffins (all, except corn) 	<p>1 oz eq (1 svg) = 55 gm or 2.0 oz 1/2 oz eq (1/2 svg) = 28 gm or 1.0 oz</p>
GROUP E	Ounce Equivalent (Oz Eq) for GROUP E
<ul style="list-style-type: none"> • French toast 	<p>1 oz eq (1 svg) = 69 gm or 2.4 oz 1/2 oz eq (1/2 svg) = 35 gm or 1.2 oz</p>
GROUP F/G	Minimum Serving 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) 	<p>1 oz eq (1 svg) = 1/2 cup cooked or 1 oz (28 g) dry</p>
GROUP I	Ounce Equivalent (Oz Eq) for GROUP I
<ul style="list-style-type: none"> • Ready to eat breakfast cereal (cold, dry)³ 	<p>Flakes & rounds: 1 oz eq (1 svg) = 1 cup or 1 oz 1/2 oz eq (1/2 svg) = 1/2 cup or 0.5 oz</p> <p>Puffed cereal: 1 oz eq (1 svg) = 1.25 cups or 1 oz 1/2 oz eq (1/2 svg) = 3/4 cup or 0.5 oz</p> <p>Granola: 1 oz eq (1 svg) = 1/4 cup or 1 oz 1/2 oz eq (1/2 svg) = 1/8 cup or 0.5 oz</p>

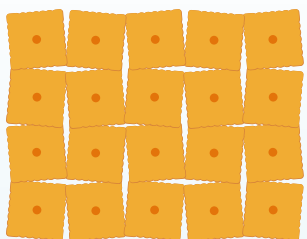
1. The following foods must be whole grain, whole grain-rich, or enriched.
2. Some of the following foods or their toppings/extras (such as cream cheese, syrup, etc.) may contain more sugar, salt and/or fat than others. This should be a consideration when deciding how often to serve them.
3. Breakfast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

³Starting October 1, 2025, Breakfast cereals must contain no more than 6 grams added sugars per dry ounce.

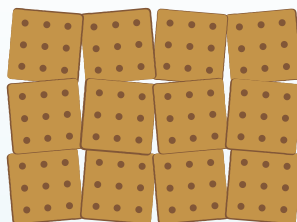
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

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.

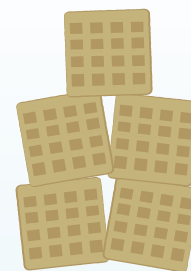
How Much Is 1 Ounce Equivalent?



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
	Serve at Least 1/2 oz. eq., which equals about...
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	1/4 pita or 14 grams
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

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.



Grains Measuring Chart for the Child and Adult Care Food Program



Grain Item and Size

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

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...

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*

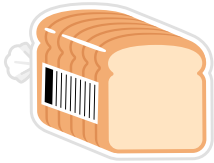
½ waffle or 17 grams

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 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	

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

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?

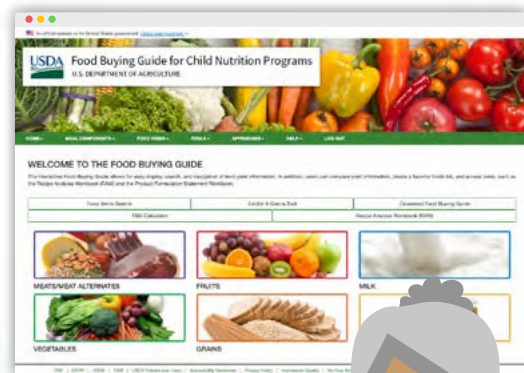
Is the grain item you want to serve:

- 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.

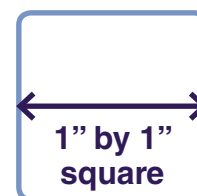
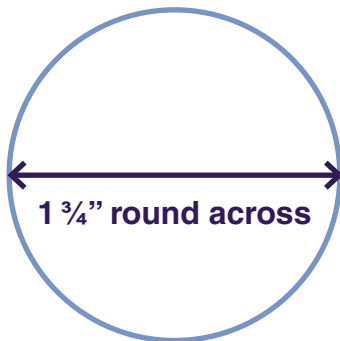
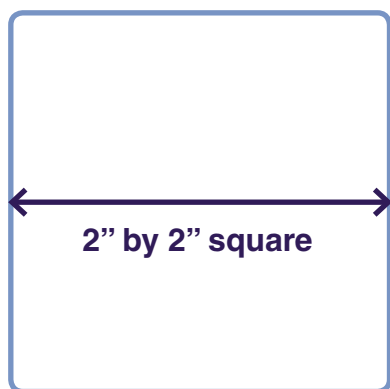
^{*}Available at <https://foodbuyingguide.fns.usda.gov>.



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.



Crediting Combination Foods

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

Required Documentation:

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

There are three forms of acceptable documentation:

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

CN Labels:

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

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

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

Product Formulation Statements (PFS):

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

- 1) PFS must be on signed letterhead that demonstrates how the processed product contributes to the meal pattern requirements.
- 2) Templates for documenting meal components are available on the FNS website at: <http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>
- 3) PFS may be modified for various products contributing to more than one meal component. The crediting information for each meal component may be documented on the same PFS.
- 4) Creditable ingredients listed in the PFS must match a description in the **Food Buying Guide*** for Child Nutrition Programs available at: <https://www.fns.usda.gov/tn/food-buyingguide-for-child-nutrition-programs>.
- 5) PFS should verify that the product's contribution to the meal pattern requirements is not greater than the serving size of the product (i.e., a 2.15 ounce beef patty may not credit more than 2.00 ounce M/MA).
- 6) PFS should assure that the creditable components are in the finished product.
- 7) Can be obtained by calling the 1-800 number on the packaging of the food item

Standardized Recipes:

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

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

***Food Buying Guide:**

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

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

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

If a CN Label or PFS Cannot Be Obtained:

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

The added ingredient must:

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

*For your use in determining serving sizes, a CN Label and PFS Calculator is available at <https://www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/Nutrition/index.html> under the Feeding Children tab.

SAMPLE Product Formulation Statement



Product Name: Fully Cooked Honey BBQ flavored Chicken Strips

Product Code: 012345-1234

Label Weight: 12.5lb

UPC Information:

0-1234-1234

Serving size:

1 3-oz portion (s) per serving.

Pack Information:

8/25.0 OZ BAG (s) per Case.

Product is not CN-labeled.

Analysis is by Piece.

Total Weight of Cooked Product	3.0 oz Weight
of Creditable Raw Meat, Variety:	
Chicken 1.6 oz Percent fat of raw meat:	30.0%
Weight of Meat Alternates (specify):	n/a
Weight of Breading:	Enriched 0.72 oz
Weight of Filling:	n/a
Weight of Other Non-Creditable Ingredients:	0.67 oz
Weight of Unrounded Cooked Meat/Meat Alternate:	1.72 oz


Meat/Meat Alternate per serving:

1.0 oz

Grains per serving:

0.5 per serving

I certify that the above information is accurate as presented on this date.



Krista Schoen, M.S., R.D.

Nutritional Services Manager
Title

HAPPY FOODS, INC.

03/20/20

How to Do CN Label Calculations

CN	051249
CN	CN
<p><u>Four .63 oz. fully cooked, breaded chicken breast pattie nuggets with rib meat provide 1.25 oz. equivalent meat and .75 serving of bread alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 08/00).</u></p>	
CN	

Using the example above, how many nuggets would need to be served to each age group at a lunch to satisfy the meat component? Here are the steps for using the Calculator for Child Nutrition (CN) Labels and manufacturer's Product Formulation Statements (PFS) on the nutrition section of our website at: <https://www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/Nutrition/index.html>

Step 1: Fill in the serving size as stated on the CN label or manufacturer's analysis sheet.

In the example above, the serving size is 4 nuggets

Step 2: In the dropdown box under meal contribution, select the appropriate meal component, and then fill in the appropriate meal contribution.

In this example, you can choose Meat/Meat Alternate and fill in 1.25 ounces as the meal contribution **OR** you can choose Grain and fill in .75 servings

Step 3: Select the meal contribution you need by checking the Meal Pattern for Children by age group.

In this example, for Meat/Meat Alternate, you would fill in 1 oz. for 1-2 year olds, 1.5 ounces for 3-5 year olds, and 2 ounces for 6-18 year olds if these were being served at lunch.

If calculating for Grain, you would fill in .5 servings for 1-2 and 3-5 year olds and 1 serving for 6-18 year olds if these were being served at lunch.

Step 4: Click on the "Calculate" button. The serving size you need for the product will appear in the box. Remember to round up to the nearest appropriate serving size.

Age	Minimum Lunch Meal Pattern Requirement	Amount
1-2	1 oz	4
3-5	1.5 oz	5
6-18	2.0 oz	7

Please view the online training module, *The ABC's of Child Nutrition (CN) Labels* from the CCFP website.

Creditable Foods Highlights

Food Item	Notes
Shelf-Stable, Dried/Semi-Dried Meat Snacks (e.g. beef jerky, summer sausage)	Must have a CN label or PFS.
Corn Products	<p>All corn products must be whole or enriched or treated with lime (nixtamalized) to be creditable.</p> <ul style="list-style-type: none"> • Corn masa and masa harina are creditable and whole grain-rich (WGR). • Corn flour, cornmeal, and other corn products must state they are whole or treated with lime (nixtamalized) to credit as WGR.
Hominy	<p>Hominy can credit as a vegetable or a grain:</p> <ul style="list-style-type: none"> • ¼ cup canned, drained hominy credits as ¼ cup vegetable • ½ cup cooked (or 1 oz dry) hominy grits credit as 1 oz eq/1 serving whole grains
Pasta Products Made of Vegetable Flour	<p>Pasta products made of one or more 100% vegetable flour(s) credit as a vegetable based on volume served.</p> <ul style="list-style-type: none"> • ½ cup 100% vegetable flour pasta credits as ½ cup vegetable <p>Pasta products made of vegetable flour(s) and other non-vegetable flours or legume flour require a CN label or PFS.</p> <p>Pasta products made of 100% legume flour(s) can credit as a meat/mt alt only when additional meat/mt alt is also served.</p> <ul style="list-style-type: none"> • ½ cup cooked legume flour pasta credits as 2 oz meat/mt alt
Coconut	<p>Fresh or frozen coconut is creditable as a fruit based on the volume served.</p> <p>Dried coconut is creditable and credits as twice the volume served.</p>
Tempeh	<p>1 oz tempeh credits as 1 oz meat/mt alt</p> <p>If tempeh contains other ingredients (such as brown rice or vegetables), a CN label or PFS is required.</p>
Surimi Seafood	<ul style="list-style-type: none"> • 4.4 oz portion credits as 1.5 oz meat/mt alt • 3 oz portion credits as 1 oz meat/mt alt • 1 oz portion credits as 0.25 oz meat/mt alt
Popcorn	<p>Popcorn can be credited as a whole grain.</p> <ul style="list-style-type: none"> • 3 cups (1 oz or 28 g) popped popcorn credits as 1 oz eq • 1 ½ cups (0.5 oz or 14 g) popped popcorn credits as ½ oz eq • ¾ cup (0.25 oz or 7 g) popped popcorn credits as ¼ oz eq <p>To credit popcorn that is ground into flour and made into crackers, follow Exhibit A guidelines.</p> <p>Popcorn that is part of a commercially-prepared product requires a CN label or PFS.</p> <p>Due to the potential choking hazard and large volume required, it is recommended to serve popcorn along with another creditable grain.</p>

Food Safety in the 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 who prepare and serve meals to young children.

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.

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.

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

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.

Special Needs Meals in the CCFP

Meal Modifications due to Disability or Preference

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

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

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

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

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

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

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

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

Modifications Outside of the Meal Pattern

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

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

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

Providers *cannot require* parents to bring in the substitute(s).

Modifications Within the Meal Pattern

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

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

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

Providers *cannot require* parents to bring in a food substitute.

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

The following must be maintained on file:

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

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

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

Section 504 Coordinator and Grievance Procedure

CCFP contractors and sites that employ 15 or more individuals (full-time or part-time) must designate at least one person to coordinate compliance with disability requirements and must also establish grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints.

Responsibilities of the Section 504 Coordinator include: reviewing requests for meal modifications; determining what modification(s) will be provided; ensuring proper documentation is received; and communicating with parents or guardians or medical provider for clarification on meal modification(s) to best accommodate a child’s disability.

It is recommended that CCFP contractors and sites employing less than 15 individuals have someone on staff acting as a 504 Coordinator to provide technical assistance on meal modifications. Please note: Section 504 Coordinator responsibilities do not require additional staff or budget changes.

Sponsors and child care providers are encouraged to contact the nutrition section at the state office at 850-245-4323 for assistance with meal modifications due to disability or preference.

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

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

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

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

For Children Ages One through Five

The following non-dairy beverages meet required nutritional standards for approved milk substitutions:



For Children Ages Six and Older

The following flavored non-dairy beverages meet required nutritional standards for approved milk substitutions:



***SHELF-STABLE VERSION ONLY**

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

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

Child Care Food Program

Caterer Fact Sheet

Purpose:

The purpose of this fact sheet is to explain how to be included on the Child Care Food Program (CCFP) Caterer List.

The Florida Department of Health, Bureau of Child Care Food Programs administers the federally funded Child Care Food Program (CCFP). This nutrition program reimburses participating child care providers for meals provided to children in their care.

Under Title 7 Code of Federal Regulations §226.6(h)(i)(3) and Rule 64F-17.004 of the Florida Administrative Code, in order to prepare meals for use by CCFP child care providers, a food service management company (caterer) must be licensed, permitted and/or inspected as required by Sections 509.241, 500.12, and/or 381.0072, Florida Statutes.

The Bureau requests that all caterers who wish to provide meals for CCFP child care providers submit their caterer information along with current license or permit, their most recent food service inspection report, and a food service manager certification. The Bureau compiles caterer contact information and posts a CCFP Caterer List on the Bureau's website. The purpose of the CCFP Caterer List is to assist CCFP child care providers locate an authorized caterer as stipulated in Florida law.

The licensing or permitting and inspecting authorities for caterers are the [Department of Business and Professional Regulation](#), [Department of Health and Environmental Services](#), and [Department of Agriculture and Consumer Services](#).

Information to submit:

- Completed CCFP [Caterer Information Form](#) (see [Catering Information](#) web page)
- Copy of current food service permit or license
- Copy of most recent food service inspection report
- Copy of your current Food Management Certificate from an approved testing center. A list of the approved testing centers can be found at <https://www.floridahealth.gov/environmental-health/food-safety-and-sanitation/food-manager.html>.

Above items are also needed when updating information on the CCFP Caterer List.

Steps to follow:

- 1) Save the automated CCFP Caterer Information Form to your computer under a new name
- 2) Enter all applicable information — print and sign
- 3) Scan and attach the completed and signed form along with copies of license or permit, inspection report, most recent inspection, and food service manager certification to Wayne Higgins at: Wayne.Higgins@flhealth.gov, fax to 850-414-1622, or mail to 4052 Bald Cypress Way, Bin A-17, Tallahassee, FL 32399-1727
- 4) Upon receipt of all complete and correct items, caterer will be receive a letter by email and the caterer's contact information will be added to the on-line CCFP Caterer List (see [Catering Information](#) web page)

For further information, please call Wayne Higgins at 850-245-4168.

July 2024

Caterer Information Form Child Care Food Program (CCFP)

Please complete and attach copies of current license(s), and food service inspection report(s) and food service management certification(s). Submit to the Department of Health, Bureau of Child Care Food Programs 4052 Bald Cypress Way, Bin A-17, Tallahassee, FL 32399-1727 or Fax: 850.414.1622.

<i>To be completed by Caterer:</i>	
Legal Name of Company:	
Physical Address:	
Mailing Address, if Different:	
Owner/President:	
Phone No.:	
Fax:	
E-mail:	
Contact Name/Title <i>(that will appear on the CCFP Caterer List):</i>	
Phone No.:	
Fax:	
E-mail:	
Counties to be Served by Main Site:	
In the event of a natural disaster including but not limited to hurricanes, we will be willing to temporarily provide service at a mutually agreed upon price to self-prep Child Care Food Program contractors. YES <input type="checkbox"/> NO <input type="checkbox"/>	
<i>Kitchen Facility Information to be completed by Caterer:</i> <i>List the kitchen(s) that produce and deliver meals (space provided on back for ownership of more than one facility).</i>	
1. Kitchen Facility Name:	
Physical Address:	
Contact Name and Phone No.:	
License No. and Regulatory Agency	
Counties to be served by Site # 1:	

Signature of Authorized Caterer Representative

Date

Title

Caterer Information Form CCFP *(continued)*

2. Kitchen Facility Name:	
Physical Address:	
Contact Name and Phone No.:	
License No. and Regulatory Agency:	
Counties to be served by Site #2:	
3. Kitchen Facility Name:	
Physical Address:	
Contact Name and Phone No.:	
License No. and Regulatory Agency:	
Counties to be served by Site #3:	
4. Kitchen Facility Name:	
Physical Address:	
Contact Name and Phone No.:	
License No. and Regulatory Agency:	
Counties to be served by Site # 4:	
Comments and additional information:	

Signature of Authorized Caterer Representative

Date

Title

Risk-Based Inspection Frequency

Effective July 1, 2014, the Division of Hotels and Restaurants has adopted by rule a risk-based inspection frequency for public food service establishments using the following criteria: one to four routine annual inspections; frequency based on inspection and compliance history, type of food and food preparation and type of service; and reassessment of establishments' inspection frequency as often as needed.

Risk Level	Classification Guidelines	Minimum Annual Inspections
Level 1	Establishments licensed as annual temporary public food service establishments or vending machines; or Establishments that: <ul style="list-style-type: none"> Do not cook raw animal food; or Cook raw animal food, but do not cool any cooked or heated foods 	1
Level 2	Establishments that: <ul style="list-style-type: none"> Cook raw animal food and cool any cooked or heated foods; Conduct a special process as described in 3-502.11 or 3-501.12, Food Code, as adopted by reference in rule 61C-1.001, F.A.C.; or Serve a raw or undercooked animal food that requires a consumer advisory under 3-603.11, Food Code, as adopted by reference in rule 61C-1.001, F.A.C. or rule 61C-4.010, F.A.C. 	2
Level 3	Establishments with a history of non-compliance resulting in three or more disciplinary Final Orders filed with the Agency Clerk within the previous two annual inspection cycles; or Establishments that serve a highly susceptible population as defined in the Food Code, as adopted by reference in rule 61C-1.001, F.A.C.	3
Level 4	Establishments with a confirmed foodborne illness within the previous calendar year as reported by the Florida Department of Health.	4

Attachment 4

CCFP “Boxed Lunch” Menus

Below are five “box lunch” menus when requested by the Institution or Facility for field trips; the menus shall be rotated.

Menu One	<p>Peanut butter and jelly sandwich (ages 1-5: 1Tbsp, ages 6-18: 2 Tbsp) on 100% whole grain bread Yogurt (ages 1-5: 4 oz, ages 6-18: 6 oz) Carrot sticks Apple wedges Milk</p>
Menu Two	<p>Chicken wrap (boneless chicken, cheddar cheese, and lettuce) Seasonal fresh fruit (cantaloupe, honeydew, mango, pineapple, strawberries, watermelon – no bananas/apples) Celery sticks <i>Ranch Dip</i> 100% whole grain tortilla Milk</p>
Menu Three	<p>Turkey and cheese sandwich on 100% whole grain bread <i>Mayo/mustard</i> Sliced cucumber and tomato Fruit cocktail Milk</p>
Menu Four	<p>Ham and cheese sandwich on 100% whole grain bread <i>Mayo/mustard</i> Carrot and celery sticks <i>Ranch Dip</i> Orange wedges Milk</p>
Menu Five	<p>Chicken salad Broccoli florets <i>Ranch Dip</i> Sliced peaches 100% whole grain crackers Milk</p>

Attachment 5 Meal Services to be Provided

- 1) The Institution or Facility must select meal types and how food items shall be delivered by checking the appropriate boxes. *Note: Breakfast, Lunch and Supper must include milk. Snack may include milk according to cycle menu selected. Bulk canned fruit must be in suitable food-grade storage container(s) with tight fitting lid(s).*

<input type="checkbox"/> Breakfast <input type="checkbox"/> Bulk <input type="checkbox"/> Unitized	<input type="checkbox"/> Lunch <input type="checkbox"/> Bulk <input type="checkbox"/> Unitized	<input type="checkbox"/> Snack <input type="checkbox"/> Bulk <input type="checkbox"/> Unitized	<input type="checkbox"/> Supper <input type="checkbox"/> Bulk <input type="checkbox"/> Unitized
---	---	---	--

- 2) The Institution or Facility must select milk type(s) and size(s) of milk container(s) to be delivered. *Please see Attachment 1, CCFP Meal Pattern for children for milk requirements.* Contract price must include the price of milk to be included with program meals. The Caterer must charge separately should additional milk be requested by the Institution or Facility outside the scope of this contract.

<input type="checkbox"/> Unflavored Lowfat (1%) <input type="checkbox"/> Gallon <input type="checkbox"/> Half-gallon <input type="checkbox"/> Individual 8 oz. cartons <input type="checkbox"/> Other: _____	<input type="checkbox"/> Unflavored Fat-Free <input type="checkbox"/> Gallon <input type="checkbox"/> Half-gallon <input type="checkbox"/> Individual 8 oz. cartons <input type="checkbox"/> Other: _____	<input type="checkbox"/> Unflavored Whole <input type="checkbox"/> Gallon <input type="checkbox"/> Half-gallon <input type="checkbox"/> Individual 8 oz. cartons <input type="checkbox"/> Other: _____	<input type="checkbox"/> Flavored Fat-Free or Lowfat <input type="checkbox"/> Gallon <input type="checkbox"/> Half-gallon <input type="checkbox"/> Individual 8 oz. cartons <input type="checkbox"/> Other: _____
---	--	---	--

Maximum number of children age one (unflavored whole): _____

Maximum number of children ages 6 and older (if requesting flavored fat-free): _____

- 3) The Institution or Facility must check below if the Caterer shall deliver sandwich foods such as cold sandwiches and wraps and hot burritos in bulk or pre-assembled. The Institution or Facility must be authorized to assemble sandwiches onsite and have adequate storage space to hold sandwiches at proper temperatures.

<input type="checkbox"/> Bulk , Caterer must deliver individual sandwich food components for assembly	<input type="checkbox"/> Pre-assembled , Caterer must deliver complete sandwiches that are ready to eat
--	--

- 4) The Institution or Facility must check below if the Caterer shall supply disposable meal service products. *Note: See minimum paper product specifications below. Contract price must include the price of the disposable meal service products when the "Yes" box below is checked. The Caterer may charge separately should additional quantities of disposable meal service products be requested by the Institution or Facility outside the scope of this contract.*

<input type="checkbox"/> Yes Caterer must supply disposable meal service products	<input type="checkbox"/> No Caterer not required to supply disposable meal service products
--	--

Minimum Disposable Meal Service Products:

<input type="checkbox"/> paper cup <input type="checkbox"/> foam cup <input type="checkbox"/> soft plastic, clear cup <input type="checkbox"/> Plastic straws, individually wrapped <input type="checkbox"/> Paper straws, individually wrapped	<input type="checkbox"/> 3-compartment plate <input type="checkbox"/> 5-compartment plate <input type="checkbox"/> foam plate <input type="checkbox"/> paper plate <input type="checkbox"/> plastic plate <input type="checkbox"/> plastic bowl <input type="checkbox"/> foam bowl	<input type="checkbox"/> 1 ply, white, ¼ fold napkins <input type="checkbox"/> Paper towels <input type="checkbox"/> Plastic forks, medium weight <input type="checkbox"/> Plastic spoons, medium weight <input type="checkbox"/> 8 oz. plastic container <input type="checkbox"/> Other: _____
---	--	--

- 5) The Institution or Facility must check below if the Caterer shall supply with each delivery, clean serving utensils (scoops and/or ladles and/or measuring-serving spoons of standard sizes, disposable or stainless) to ensure appropriate serving size of foods as specified by the Child Care Food Program Meal Pattern for Children, Attachment 2 and the Cycle Menu, Attachment 3.

Yes, Caterer must supply serving utensils
 No, Caterer not required to supply serving utensils

Attachment 6

Delivery Schedule

To be completed by the Institution or Facility (*in ink and retain copy*) prior to execution of the Standard Catering Contract and provided to the Caterer. (Make additional copies if needed.)

The Institution or Facility must:

- **Delete or add facilities at least one week prior to the required date of service. The Delivery Schedule or other written notice must be used to add or delete facilities.**
- **Specify delivery time and ensure that it is no earlier than three hours before the CCFP approved start time of each meal service (lunch and/or supper).**

Deliver the same day snack and next day breakfast at the specified delivery time for each meal service (lunch and supper) according to Delivery Schedule, unless otherwise requested by the Institution or Facility.

Institution or Facility	Address	Telephone No.	Contact Person	Type of Meal* & Estimated Total No. Needed Per Day	Specified Delivery Time(s)

*B = Breakfast, L = Lunch, S = Supper, MS = Morning Snack, AS = Afternoon Snack, ES = Evening Snack

Attachment 7

Price Schedule

The Institution or Facility must complete columns 1 & 2 (in ink and retain copy) prior to obtaining price quotes from selected caterers. Caterer must complete remainder of form and return with price quote by date and time specified by the Institution. Failure to do so will be at the Caterer's risk.

The Caterer is required to substitute food components of the meal for children with disabilities when the disability restricts their diet. Substitutions are made on a case-by-case basis by the Institution or Facility, and must be supported by a statement of the need for substitutes that includes the recommended alternate foods. The Institution or Facility must ensure adequate documentation is on file and that protected health information is not shared with the Caterer. The Caterer may elect to charge a higher unit price for substituted meals; but both parties must agree to the price in writing.

Name of Institution: _____ CCFP Authorization No.: _____				
Attachment 2: Cycle Menu Selected _____				
<i>Print menu selection</i>				
Type of Meal per Contract Specifications	Estimated Total No. of Meals per Day 1	Estimated No. of Serving Days per Year 2	Unit Price per Meal 3	Total Price 4
Breakfast (Ages 1-5*)				
Breakfast (Ages 6-18)				
Lunch (Ages 1-5*)				
Lunch (Ages 6-18)				
Supper (Ages 1-5*)				
Supper (Ages 6-18)				
Morning Snack (Ages 1-5*)				
Morning Snack (Ages 6-18)				
Afternoon Snack (Ages 1-5*)				
Afternoon Snack (Ages 6-18)				
Evening Snack (Ages 1-5)				
Evening Snack (Ages 6-18)				
"Boxed" Lunches (Ages 1-5)				
"Boxed" Lunches (Ages 6-18)				
Note: "Boxed" lunches may be requested by the Institution for field trips. Institution must keep documentation of field trip and menu served.				
*Ages 1-5 based on meal pattern portion sizes for ages 3-5.			Grand Total	
			5	

By affixing my signature on this quote, I hereby state that I have read all contract terms, conditions and specifications and agree to all terms, and conditions, provisions, and specifications. I certify that I will provide and deliver to the location(s) specified in the contract.

Caterer Company Name: _____

Authorized Caterer Representative: _____
(Signature) (Date)

Name and Title: _____
(Print or Type)

Attachment 8

Institution or Facility Conflict of Interest Questionnaire

The authorized ***Institution or Facility*** representative must complete this attachment.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you, your immediate family, or business partner, have financial or other interests in the potential Caterer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have gratuities, favors or anything of monetary value been offered to you or accepted by you from the potential Caterer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been employed the potential Caterer within the last 24 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you plan to obtain a financial interest, e.g., stock, in the potential Caterer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you plan to seek or accept future employment with the potential Caterer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there any other conditions which may cause a conflict of interest? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered Yes to any of the above questions, please provide a written explanation of your answer.

I declare that the above questions are answered truthfully and to the best of my knowledge.

Institution or Facility	Signature of Authorized Institution Representative	Date
--------------------------------	---	-------------

Caterer Conflict of Interest Questionnaire

The authorized ***Caterer*** representative must complete this attachment.

- | | | |
|---|--------------------------|--------------------------|
| 1. Do you, your immediate family, or business partner, have financial or other interests in the Institution or Facility of which you are submitting this bid? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have gratuities, favors or anything of monetary value been offered to you or accepted by you from the Institution or Facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been employed by the Institution or Facility within the last 24 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you plan to obtain a financial interest, e.g., stock, in the Institution or Facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you plan to seek or accept future employment with the Institution or Facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there any other conditions which may cause a conflict of interest? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered Yes to any of the above questions, please provide a written explanation of your answer.

I declare that the above questions are answered truthfully and to the best of my knowledge.

Caterer	Signature of Authorized Caterer Representative	Date
----------------	---	-------------

Catered Meal Service Deficiency Report



- A deficiency is a specific instance of non-compliance with the terms and conditions of the catering contract.
- The Catered Meal Service Deficiency Report may be used as written documentation of a deficiency.
- Deficiency Reports addressing food delivered out of temperature, food containing foreign objects, or food regarded as spoiled or unwholesome must be sent to the CCFP office within 24 hours of incident.

Child Care Center Information

Center Name:

Address of Delivery:

Sponsor Name (If applicable):

Date of Report:

Date of Incident:

Caterer Name:

Please check the deficiency that applies to the report

- Food not delivered on time. Requested Time: : Delivery Time: :
- Hot food delivered below 135 °F. Item: Temperature: °F
- Cold food delivered above 41 °F. Item: Temperature: °F
- Delivery does not include all meal components. Missing:
- Delivery does not include the quantity ordered. Missing:
- Delivery does not include the supplies requested. Missing:
- Delivered food that is spoiled or unwholesome.
- Other deficiency.

Additional comments to explain the deficiency or additional deficient items:

Child Care Staff Name:

Date Sent to Caterer:

Caterer Response

Caterer Signature:

Date Sent to Child Care Center:

*Provide copy to Sponsor if applicable.

Attachment 10

Catered Meal Order Change Form

When making changes to the number of catered meals ordered, the Institution or Facility must complete the Catered Meal Change Form and fax or scan and email to the Caterer by 5:00 p.m. two days prior to delivery. The Caterer will confirm the requested change(s) with a return fax or email to the Institution or Facility within twenty-four hours of receipt. **Please note: This form is to be used for changing the number of meals ordered only. Meal type must be based on the initial or original contract Price Schedule.**

Institution Name: _____ (CCFP Authorization No.)

Child Care Facility Name: _____

Child Care Facility Address: _____

Caterer Name: _____ (Fax No./E-mail)

Authorized Institution Representative: _____
(Signature) (Date)

Meal Type	Current Total No. of Meals Ordered per Day	Change Total No. of Meals Ordered To:	Time Period (Please designate "until further notice" or with specific dates)
Breakfast (Ages 1-5)			
Breakfast (Ages 6-18)			
Lunch (Ages 1-5)			
Lunch (Ages 6-18)			
Supper (Ages 1-5)			
Supper (Ages 6-18)			
Morning Snack (Ages 1-5)			
Morning Snack (Ages 6-18)			
Afternoon Snack (Ages 1-5)			
Afternoon Snack (Ages 6-18)			
Evening Snack (Ages 1-5)			
Evening Snack (Ages 6-18)			
"Boxed" Lunches (Ages 1-5)			
"Boxed" Lunches (Ages 6-18)			

Maximum number of children age one (unflavored whole milk): _____

Maximum number of children age 6 and older (if requesting flavored milk): _____

Caterer received date: _____

Effective change date: _____

Attachment 11

Food Acceptance Log

TIME OF ARRIVAL: _____

FOOD PROVIDER: _____

DATE: _____

FOOD ITEM	QUANTITY	TEMP (°F)¹	CONDITION²	INITIALS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

I verify that the food listed above was inspected by me. The food is in sound condition, free from spoilage and contamination, and potentially hazardous foods were received at proper temperatures unless noted otherwise. To the best of my knowledge the food items received do not include any prohibited items as listed in 65C-22.005(1)(b).

NAME: _____ **SIGNATURE:** _____

1 - Potentially Hazardous Foods (Cold foods must be received at ≤ 41°F and Hot foods must be received at ≥ 135°F)

2 - (✓) Item was accepted or (x) Item was rejected

(A record of all pre-prepared food transported into the facility must be maintained for four months for review by the licensing authority)

Delivery Guidance and Documents for Caterer

The purpose of this guidance is to clarify the meal delivery requirements of the caterer as stated in the Child Care Food Program Standard Catering Contract.

Food Safety Requirements (see pages 6-7 of Catering Contract):

- Prepare and deliver meals according to food safety and sanitation requirements of the applicable Licensing or Permitting Authority.
- Ensure that all potentially hazardous food for this contract will be kept at safe temperatures, 41°F or below for all cold foods and 135°F or above for all hot foods, except during necessary periods of preparation.
- Meals will not be assembled more than 24 hours prior to delivery.
- Ensure meals for this contract are held at safe temperatures:
 - All cold foods must be held at or below 41°F.
 - All hot foods must be held at or above 135°F.
- Date and hold a sample of each meal at a temperature of 41°F or below for a period of three days from the date and time of delivery of that same meal.

When delivering to an Institution or Facility, provide one copy of the delivery ticket to the Institution or Facility, and if the Facility is a sponsored Facility, provide a copy to the sponsor. Maintain a copy of the delivery ticket.

Daily Delivery tickets must include the following (see page 8 of Catering Contract):

- The Caterer's name and address;
- The Caterer's production date, delivery date, and delivery time;
- The name and address of Institution or Facility being delivered to;
- An itemization to show the number of meals of each meal type, the individual meal components and food item, serving size and number of portions by age group (i.e., ages 1-5 must receive portions based on meal pattern for ages 3-5);
- Clearly identify serving sizes based on the meal component.
- If delivering milk in gallons, note the total number of gallons delivered;
- Clearly print or type the name of the individual making the delivery, and the name of the Institution's or Facility's representative accepting delivery of the meals.
- Ensure the individual making the delivery, and the Institution's or Facility's representative accepting delivery of the meals clearly signs the delivery ticket.

Sample Delivery Ticket:

The following page provides an example of a Delivery Ticket completed correctly, using food items based on:

- Menu - Cycle Menu A No Peanut, Week Three, Tuesday.
- Attachment 7 (Price Schedule) – indicating meals for ten 1 and 2 year olds, twenty 3-5 year olds, and ten 6-18 year olds at Breakfast, Lunch, and Afternoon Snack.
- Page three of this document provides a blank and fillable Delivery Ticket sample for your use and convenience.

Sample

XYZ Catering Company
Daily Delivery Ticket

Production date: 10/18/2021

Delivery date: 10/18/2021

Delivery time: 9:00AM

Name and address

of child care center: ABC Child Center – 123 Rainbow Ln Somewhere, FL 12345 Fax Number: 555-123-4567

Meal type and meal components:	Food item	No. of portions for ages 1-5	Serving size for ages 1-5	No. of portions for ages 6-18	Serving size for ages 6-18
Breakfast: (check appropriate box)					
<input type="checkbox"/> same day service <input checked="" type="checkbox"/> next day service					
Fluid milk	Whole Unflavored Milk	10 (1yr)	¾ Cup	n/a	
Fluid milk	1% Unflavored Milk	20 (2-5yr)	¾ Cup	10	1 Cup
Vegetable/fruit/juice	Mandarin Oranges	30	½ Cup	10	½ Cup
*Grains/breads	Raisin Bread	30	½ slice	10	1 slice
*Meat/meat alternate					
Total number of Breakfast meals delivered: 40		Ages 1-5: 30		Ages 6-18: 10	
Lunch/Supper					
Fluid milk	Whole Unflavored Milk	10 (1yr)	¾ Cup	n/a	
Fluid milk	1% Unflavored Milk	20 (2-5yr)	¾ Cup	10	1 Cup
Vegetable/fruit/juice	Peas	30	¼ Cup	10	½ Cup
Vegetable/fruit/juice	Apple Slices	30	¼ Cup	10	¼ Cup
*Grains/breads	Roll	30	½ each	10	1 each
*Meat/meat alternate	Breaded Chicken Patty	30	½ patty	10	1 patty
Total number of Lunch/supper meals delivered: 40		Ages 1-5: 30		Ages 6-18: 10	
Snack					
Fluid milk	Whole Unflavored Milk	10 (1yr)	½ Cup	n/a	
Fluid milk	1% Unflavored Milk	10 (2-5yr)	½ Cup	10	1 Cup
Vegetable/fruit/juice					
*Grains/breads	WW Tortilla	30	½ tortilla	10	1 tortilla
*Meat/meat alternate	Provolone Cheese	30	½ oz	10	1 oz
Total number of Snack meals delivered: 40		Ages 1-5: 30		Ages 6-12: 10	
Milk Daily Total					
Total gallons delivered: <u> 1 </u> unflavored whole <u> 5 </u> unflavored fat-free <u> </u> unflavored low fat					
<u> </u> flavored fat-free <u> </u> flavored low fat					
Total half pints delivered: <u> </u> unflavored whole <u> </u> unflavored fat-free <u> </u> unflavored low fat					
<u> </u> flavored fat-free <u> </u> flavored low fat					

*Combination main dish food items require a Child Nutrition (CN) Label, Product Formulation Statement (PFS), or standardized recipe. Caterer must supply this documentation to institution/facility.

Name of individual making delivery:

Printed Name

Signature

Date

Name of individual accepting delivery:

Printed Name

Signature

Date

Comments/concerns:

Sample

(Insert Caterer Name and Address)

Daily Delivery Ticket

Production date: _____ Delivery date: _____ Delivery time: _____
 Name/address of child care center: _____ Phone Number: _____

Meal type and meal components:	Food item	No. of portions for ages 1-5	Serving size for ages 1-5	No. of portions for ages 6-18	Serving size for ages 6-18
Breakfast: (check appropriate box) <input type="checkbox"/> same day service <input type="checkbox"/> next day service					
Fluid milk					
Fluid milk					
Vegetable/fruit/juice					
*Grains/breads					
*Meat/meat alternate					
Total number of Breakfast meals delivered:		Ages 1-5:		Ages 6-18:	
Lunch/Supper					
Fluid milk					
Fluid milk					
Vegetable/fruit					
Vegetable/fruit					
*Grains/breads					
*Meat/meat alternate					
Total number of Lunch/Supper meals delivered:		Ages 1-5 :		Ages 6-18:	
Snack					
Fluid milk					
Fluid milk					
Vegetable/fruit/juice					
*Grains/breads					
*Meat/meat alternate					
Total number of Snack meals delivered:		Ages 1-5:		Ages 6-18:	
Milk Daily Total					
Total gallons delivered: _____ unflavored whole _____ unflavored fat-free _____ unflavored low fat _____ flavored fat-free _____ flavored low fat					
Total half pints delivered: _____ unflavored whole _____ unflavored fat-free _____ unflavored low fat _____ flavored fat-free _____ flavored low fat					

*Combination main dish food items require a Child Nutrition (CN) Label, Product Formulation Statement (PFS), or standardized recipe. Caterer must supply this documentation to institution/facility.

Name of individual making delivery: _____
 Printed Name Signature Date

Name of individual accepting delivery: _____
 Printed Name Signature Date

Comments/concerns: _____