



## CACFP Training FY '23

Child and Adult Care Food Program (CACFP) participants are required to complete food program training each year.

*Serving Grains in the CACFP* is this year's training.

Completing this training will fulfill your Food Program training requirement for Fiscal Year 2023.

**Please complete the training by May 8, 2023.**

Contact ACA if you have any questions.

## Serving Grains in the CACFP

Do these crackers credit?  
Is this bread whole grain-rich?

Identifying enriched and whole grain-rich products is a necessary skill for CACFP participants. This training will review methods for identifying qualifying enriched grains and for identifying whole grain-rich products.

Read the enclosed information. Take the quiz and submit it to ACA. A 1-hour training certificate will be emailed to you with 10 business days of receiving your completed quiz.



## CACFP Meal Patterns

(program meal patterns)

Meals served to children participating in the Child and Adult Care Food Program (CACFP), must comply with the Infant Meal Patterns or Child Meal Patterns. (See pages 17 and 18 for the child meal patterns.) The meal patterns list the required components for each meal and snack. The meal patterns also give the minimum serving required for each meal component by age category.

The child meal patterns for children 1 through 12 years of age show grain is required at breakfast, lunch, and supper. Grain is an option at snack. At breakfast a meat or meat alternate can replace the grain up to 3 times per week.

Grains served in the CACFP must be enriched, bran, germ, or whole grain- rich (WGR). **At least one grain serving per day must be WGR.** Grain products that meet the WGR criteria are 100 percent whole grain or contain at least 50 percent whole grain and the remaining grains are enriched, bran or germ. (The WGR requirement does not apply to infants.)

This training will focus on how to determine if a product is a CACFP creditable grain, and how to determine if a grain product is whole-grain rich.

## Creditable Grains

Grains that contribute to the meal pattern include:

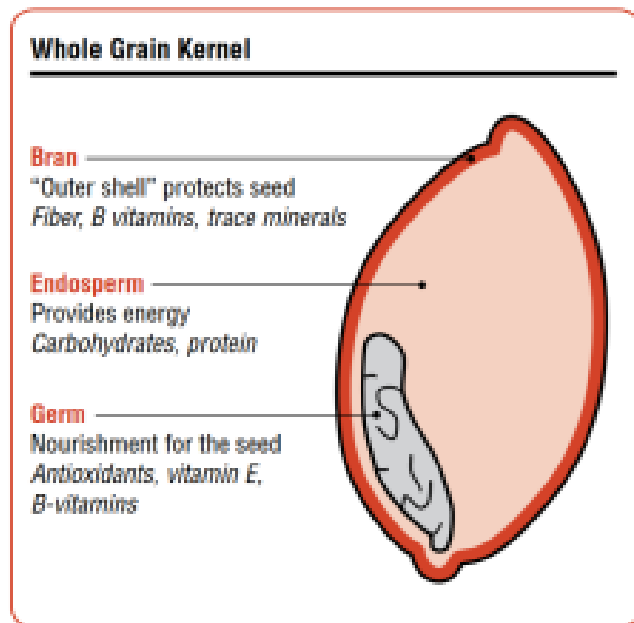
- whole grains
- enriched grains
- bran and germ

## Whole Grains – What is a whole grain?

Whole grains consist of the entire grain, seed, or kernel. A whole grain has 3 parts - the bran, the germ, and the endosperm. Usually the kernel is cracked, crushed, or flaked during processing. If the finished

product has about the same amount of bran, germ, and endosperm as the original grain did before processing, it is considered a whole grain. Examples of whole-grain ingredients include whole-grain or whole-wheat flour, brown rice, wild rice, oatmeal, bulgur, whole-grain corn, and quinoa.

Whole grains offer a variety of vitamins and minerals, including magnesium, selenium, iron, zinc, B vitamins, and dietary fiber.





## Enriched and Fortified Grains

Enriched and fortified grains are grains that have been processed to remove all or part of the bran and germ to give a grain product a smoother texture. Then certain nutrients are added back during or after processing. The U.S. Food and Drug Administration (FDA) set the standards for food enrichment and fortification.

If a grain product is labeled “enriched”, it must contain certain amounts of niacin, iron, thiamine, riboflavin, and folic acid. If it is labeled “fortified”, it can have any nutrients added to increase the nutritional quality of the product. Sometimes just the grain portion of a product is enriched or fortified, and sometimes the entire product has been enriched or fortified. When nutrients are added to the entire grain product, the added nutrients appear at the end of the ingredients.

Below are examples of creditable enriched grains.

**INGREDIENTS:** Semolina (Wheat), Durum Wheat Flour, **Niacin, Iron (Ferrous Sulfate), Thiamine Mononitrate, Riboflavin, Folic Acid**

The added nutrients are in bold.

**Ingredients:** Enriched white rice

This rice is enriched.

**Note:** white rice is not a whole grain. It must be enriched to credit. Brown rice is whole grain and credits as a WGR product.

List of Common Enriched Grains	
enriched bromated flour	enriched rye flour
enriched corn flour	enriched semolina
enriched durum flour	enriched wheat flour
enriched durum wheat flour	enriched white flour
enriched rice	enriched yellow corn flour
Enriched rice flour	



## Criteria for Crediting Enriched or Fortified Grain Products.

To determine if a grain product is enriched, it must meet at least 1 of the following methods.

### Method A

The food is labeled as “enriched”. For example, long grain rice that is enriched will have the product name “enriched long grain white rice”.



This product credits as an enriched grain.



This product **Does Not credit.**  
(**Note:** although organic, it does not credit.)

### Method B

An enriched grain is listed as the first ingredient on the ingredient list (or second after water). The ingredient list will usually say “enriched flour” or “enriched wheat flour,” or there is a sub-listing of nutrients used to enrich the ingredients, for example “wheat flour (iron, folic acid, riboflavin, niacin, and thiamine).”

#### Oat Bran Bread

Ingredients: Unbleached enriched wheat flour (flour, malted barley flour, reduced iron, niacin, thiamin mononitrate (vitamin B1), riboflavin (vitamin B2), folic acid), canola oil, palm oil, sea salt, salt, malted barley flour, baking soda, yeast.

The first ingredient in the product is unbleached enriched wheat flour. It credits as an enriched grain.

#### Pancakes

Water, white flour, high fructose corn syrup, canola oil. Contains 2% or less of : leavening (baking soda, sodium aluminum phosphate, monocalcium phosphate), eggs, salt, butter, artificial flavor.

The first ingredient after water in this product is white flour. It is not enriched or whole grain. This product **Does Not credit.**

**Note:** products are used as examples. ACA does not endorse specific products.



## Method C – Fortified Breakfast Cereals

Breakfast cereals are not usually made with enriched flour. Instead, they are fortified. A breakfast cereal is fortified if the product is labeled as “fortified” or if the ingredient list names the vitamins and minerals that have been added to the product.

### **If a breakfast cereal is fortified, it does not need to be enriched.**

Fortified cereals credit like enriched products. Being fortified does not mean a cereal is WGR.

#### Cereal A – Ingredient list

Ingredients: Wheat flour, sugar. Contains less than 2 percent of salt, baking soda, caramel color, BHT for freshness.

Vitamins and Minerals: vitamin C (sodium ascorbate, ascorbic acid), niacin, vitamin B6 (pyridoxine hydrochloride), reduced iron, zinc oxide, folic acid, vitamin B2 (riboflavin), vitamin B1 (thiamin hydrochloride), vitamin A palmitate, vitamin D, vitamin B12.”



This cereal is fortified with vitamins and minerals. It credits as like an enriched grain (Method C).

#### Cereal B – Ingredient list

Ingredients: rice flour, wheat flour, evaporated cane juice, pomegranate juice concentrate, sea salt.

This cereal is not fortified, nor is it enriched. It **Does Not credit** as a grain.



Breakfast cereal must also be within the sugar guidelines to credit. For information on determining if a cereal is within the sugar guidelines, go to

[https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFP\\_Worksheet\\_Choose\\_Breakfast\\_Cereals\\_Lower\\_Sugar.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFP_Worksheet_Choose_Breakfast_Cereals_Lower_Sugar.pdf)



## Crediting Grains: Whole Grain Rich (WGR)

The CACFP meal patterns require at least one serving of a whole grain-rich (WGR) product per day. It is important that CACFP participants can determine if a product is WGR. Below are six methods you can use to make that determination.

### Six Methods for Determining if a Grain is Whole Grain-Rich

#### 1. Product is listed as “whole grain” on any state’s WIC allowed foods list.

The Minnesota Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) allowed list of whole grain foods can be found the [Minnesota WIC website](#). See page 19 for Minnesota’s WIC list of approved breakfast cereals.

#### 2. Product Package is labeled as “whole wheat”: bread, bun, rolls, or pasta.

Certain bread and pasta products can be WGR based on their U.S. Food and Drug Administration (FDA) Standard of Identity. Only grains labeled with these **exact product names** on the packaging meet the FDA Standard of Identity and are WGR using this method:

- Whole wheat bread
- Graham bread
- Whole wheat buns
- Graham buns
- Whole wheat rolls
- Graham rolls
- Whole wheat macaroni
- Whole wheat macaroni product
- Whole wheat spaghetti
- Whole wheat vermicelli

**For other items labeled as “whole wheat” such as crackers, tortillas, bagels, and biscuits use another method to determine if they are WGR.**

#### 3. Product package includes one the of FDA approved whole-grain health claims.

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

OR

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

#### 4. Product meets the whole grain-rich criteria under NSLP.

The National School Lunch Program (NSLP) WGR criteria apply for all grain product except for grain-based desserts, which are not creditable under the CACFP. **Unfortunately, NSLP products are difficult for home childcare providers to obtain.**



## 5. Product meets the Rule of Three using the grain product's ingredient list.

To meet the Rule of Three, the first ingredient (or second after water) must be a whole grain, and the next two grains ingredients (if any) must be whole grain, enriched grains, bran, or germ. Any grain derivatives (by-products of grain) and ingredients listed as two percent or less of the product can be disregarded.

**Whole Grain Ingredients (must be the first grain ingredient or second after water; may be the second or third grain ingredient.)**

### **Wheat:**

- Bulgur
- Bulgur wheat
- Cracked wheat
- Crushed wheat
- Entire-wheat flour
- Flaked wheat
- Graham flour
- Sprouted wheat berries
- Sprouted whole wheat
- Wheat berries
- Wheat groats
- White whole wheat flour
- Whole durum flour
- Whole durum wheat flour
- Whole grain soft white wheat
- Whole grain wheat
- Whole grain wheat flakes
- Whole grain wheat flour
- Whole grain Khorasan wheat
- Whole Khorasan wheat
- Whole wheat flakes
- Whole wheat flour
- Whole white wheat
- Whole white wheat flour
- Bromated whole wheat flour

### **Corn:**

- Corn masa
- Corn masa flour
- Ground corn with trace of lime
- Ground corn treated with lime
- Hominy grits
- Masa harina
- Nixtamalized corn
- Popcorn
- Whole corn
- Whole corn flour
- Whole corn meal
- Whole grain corn
- Whole grain corn flour
- Whole grain corn meal
- Whole grain grits

### **Oats:**

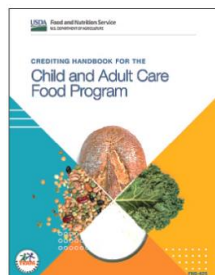
- Oats
- Oatmeal (old-fashioned, quick cooking, steel cut & instant)
- Oat groats
- Oat flour
- Rolled oats
- Whole grain oat flour
- Whole oat flour
- Whole oats

### **Rice:**

- Brown basmati rice
- Brown rice
- Brown rice flour
- Brown jasmine rice
- Sprouted brown rice
- Whole grain brown rice
- Wild rice
- Wild rice flour

### **Rye:**

- Rye berries
- Rye flakes
- Rye groats
- Sprouted whole rye
- Whole grain rye flour
- Whole rye
- Whole rye flour
- Whole rye flakes



Get answers to your CACFP crediting questions. Download the "**Crediting Handbook for the Child and Adult Care Food Program**".

<https://www.fns.usda.gov/tn/crediting-handbook-child-and-adult-care-food-program>

## Serving Grains in the CACFP



### Other whole grains:

- Amaranth
- Amaranth flour
- Cracked buckwheat
- Buckwheat
- Buckwheat flour
- Buckwheat groats
- Dehulled barley
- Millet
- Millet flour
- Quinoa
- Sorghum (whole milo)
- Sorghum flour
- Spelt berries
- Sprouted buckwheat
- Sprouted einkorn
- Sprouted spelt
- Teff and teff flour
- Triticale and triticale flour
- Whole barley
- Whole grain barley
- Whole barley flakes
- Whole buckwheat flour
- Whole einkorn
- Whole einkorn berries
- Whole grain einkorn flour
- Whole grain spelt flour
- Emmer (whole farro)
- Whole spelt

### Non-creditable Grains and Flours (not whole or enriched; cannot be one of the first three grain ingredients)

- Any bean flour (ex: chickpea, lentil, legume)
- Any nut or seed flour/meal
- Barley
- Barley flakes
- Barley flour
- Barley grits
- Barley malt
- Basmati rice
- Bread flour
- Bromated flour
- Cake flour
- Corn
- Corn fiber
- Corn flour
- Corn grits
- Corn meal
- Degerminated corn meal
- Durum flour
- Durum grits
- Durum wheat flour
- Farina
- Flaked wheat
- Flour
- Ground corn
- Instantized flour
- Jasmine rice
- Malted barley
- Malted barley flour
- Oat fiber
- Pearled barley
- Phosphate flour
- Potato flour
- Pot barley
- Rice flour
- Rye
- Rye flour
- Scotch barley
- Self-rising flour
- Self-rising wheat flour
- Semolina
- Soy flour
- Stone ground wheat flour
- Tapioca flour
- Unbleached flour
- Wheat flour
- White flour
- White rice
- Yellow corn flour
- Yellow corn meal

### Disregarded Ingredients (not included in the Rule of Three and may be disregarded)

- Any ingredients that are less than 2 percent of the product weight (listed after “contains 2% or less”)
- Any grain derivatives (by-products of grains), such as:
  - Cellulose fiber
  - Corn dextrin
  - Corn starch
  - Modified food starch
  - Potato starch
  - Rice starch
  - Tapioca starch
  - Water
  - Wheat dextrin
  - Wheat gluten
  - Wheat starch

### Bran and Germ Ingredients (may be the second or third grain ingredient)

- Corn bran
- Oat bran
- Rice bran
- Rye bran
- Wheat bran
- Wheat germ





## Enriched Grain Ingredients (may be the second or third grain ingredient)

- Enriched bromated flour
- Enriched corn flour
- Enriched durum flour
- Enriched durum wheat flour
- Enriched rice
- Enriched rice flour
- Enriched rye flour
- Enriched wheat flour
- Enriched white flour

## Flour Blend Ingredients

Treat flour blends as one grain ingredient for the Rule of Three. A flour blend is a grain ingredient followed by a list of sub-ingredients in parenthesis, such as “flour blend (whole rye flour, enriched wheat flour, brown rice flour)”. If a flour blend is the first grain ingredient, then all the grain ingredients in the blend must be whole grain. If a flour blend is the second or third grain ingredient, then all the grain ingredients in the blend must be whole grains, enriched grains, bran and/or germ. If a flour blend includes any non-creditable flours or grains, then the flour blend is not a creditable grain ingredient.

## When is corn a nixtamalized ingredient?

Nixtamalization is a process in which dried corn is soaked and cooked in an alkaline (slaked lime) solution. This process increases the bioavailability of certain nutrients. Nixtamalized corn ingredients are considered a whole grain when evaluating products.



Nixtamalized corn on right after boiling in lime solution.

Nixtamalized corn can be identified in the ingredients list as:

- Cooked with lime
- Cooked with lime water
- Hydrated lime
- Lime
- Lime/Calcium Hydroxide
- Trace of lime
- Treated with hydrated lime

For additional information on nixtamalization go to: [Crediting Coconut, Hominy, Corn Masa and Masa Harina in the Child Nutrition Programs | Food and Nutrition Service \(usda.gov\)](#)

## What about ready-to-eat breakfast cereals?

**If a ready-to-eat breakfast cereal has a whole grain listed as the first ingredient, and the cereal is fortified, the cereal meets the WGR criteria.** A ready-to-eat breakfast cereal is fortified if it is labeled as “fortified” or if vitamins and minerals are added to the cereal either in the ingredients list or included after the ingredients list. If the ready-to-eat cereal is not fortified, then the cereal must meet the Rule of Three to be WGR. The cereal must also meet the sugar limit.

For additional information on cereal sugar limits see: <https://www.fns.usda.gov/tn/choose-breakfast-cereals-are-lower-sugar>



## 6. A recipe or manufacturer documentation show whole grains are the primary ingredients.

Standardized recipes for grain products must demonstrate that whole grains are the primary ingredient by weight, or second after water. For more information see the USDA worksheet [Is My Recipe Whole Grain-Rich in the Child and Adult Care Food Program? \(azureedge.us\)](https://www.azureedge.us)

Proper documentation from a manufacturer for a WGR grain product is a product formulation statement that indicates whole grains are the primary ingredient(s) by weight and the remaining grains in the product are enriched, bran, or germ.



ACA provides credited recipes. Look for them each month in the Provider Update.

## Non-Creditable Grains or Flours

Many commercial grain products include ingredients that are not creditable toward the grain component. These include grain ingredients that are not whole, enriched, bran, or germ such as bromated flour, durum flour, white flour, and wheat flour. Also, **legume and vegetable flours** (tapioca, potato, legume, bean, and other vegetable flours) are flours that do not contain any grains. Therefore, they are not creditable as a grain in the CACFP.

## Let's Practice

Assuming this cereal is within the sugar limit, does it credit as a grain? If it credits, is it WGR?

### Cereal A

**Ingredients:** Milled corn, sugar, malt flavor, contains 2% or less of salt.

**Vitamins and Minerals:** iron (ferric phosphate), niacinamide, vitamin 66 (pyridoxine hydrochloride), vitamin B2 (riboflavin). vitamin B1 (thiamin hydrochloride), folic acid, vitamin D3,



Yes, this cereal credits as a grain. It is fortified (Method C). It is **not whole grain rich (WGR)** because the first ingredient is milled corn. Milled corn is not a whole grain. See the list of whole grain corns on page 6.



## Cereal B

**Ingredients:** Whole grain oats, corn starch, sugar, salt

Yes, this cereal credits as a grain. It is also **whole grain-rich (WGR)** because it meets the Rule of Three (Method 5).

Remember, to meet the Rule of Three, the first ingredient (or second after water) must be a whole grain, and the next two grains ingredients (if any) must be whole grains, enriched grains, bran, or germ. Any grain derivatives (by-products of grain) and ingredients listed as two percent or less of the product can be disregarded.

Whole grain oats is the first ingredient in this cereal. Corn starch is a grain by-product and can be disregarded. There are no other grains ingredients listed. Therefore, this cereal meets the Rule of Three criteria for a WGR product.

Do these products credit as a grain on the Food Program. If they credit, are they WGR?

## Bread A



### Ingredients

Ingredients: Enriched Wheat Flour [Flour, Malted Barley Flour, Reduced Iron, Niacin, Thiamin Mononitrate (Vitamin B1), Riboflavin (Vitamin B2), Folic Acid], Water, Whole Grain Wheat Flour, Sugar, Yeast, Wheat Gluten, Calcium Sulfate, Modified Wheat Starch, Cellulose Fiber, Salt, Soybean Oil, Calcium Propionate (Preservative), Grain Vinegar, Datem, Monoglycerides, Monocalcium Phosphate, Soy Lecithin, Ferrous Sulfate, Citric Acid, Vitamin D3, Potassium Iodate.

The first ingredient in Bread A is “Enriched Wheat Flour”. Grain products with an enriched flour as the first ingredient credit on the Food Program (Method B). This bread **DOES NOT credit as WGR**. The first ingredient is not a whole grain.

**NOTE:** The package is labeled as “Made with Whole Grain”. This label statement means there is some amount of whole grain in the bread, but we do not know how much. It could be a very small amount. The label statement “**Made with Whole Grains**” **does not mean a product is WGR**.



## Bread B



### Ingredients

Whole Wheat Flour, Water, Wheat Gluten, Sugar, Yeast, Soybean Oil, Salt, Preservatives (Calcium Propionate, Sorbic Acid), Datem, Natural Flavors, Monoglycerides, Monocalcium Phosphate, Soy Lecithin, Citric Acid, Grain Vinegar

The package is labeled as “100% Whole Wheat Bread”. “Whole Wheat Bread” is one of the label statements that shows a product credits on the Food Program and is **WGR** (Method 2).

The Rule of 3 can also be used to show this bread is WGR (Method 5). The first ingredient is whole wheat flour. Wheat gluten is a grain derivative and can be disregarded. There are no other grain ingredients in the bread. Therefore, this bread is WGR.

## Cracker A



### Ingredients

Unbleached Enriched Flour (Wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate {Vitamin B1}, Riboflavin {Vitamin B2}, Folic Acid), Whole Grain Wheat Flour, Soybean And/Or Canola Oil, Sugar, Palm Oil, Leavening (Calcium Phosphate, Baking Soda), Salt, High Fructose Corn Syrup, Soy Lecithin.

The first ingredient in Cracker A is unbleached enriched flour. Unbleached enriched flour credits (Method B). Unbleached enriched flour is not a whole grain. Therefore, the crackers are **not WGR**.

**NOTE:** The package is labeled as “baked with Whole Wheat”. This label statement means there is some amount of whole wheat in the crackers, but we do not know how much. It could be a very small amount. The label statement **“Baked with Whole Wheat” does not mean a product is WGR.**



## Cracker B



### Ingredients

Unbleached Enriched Flour (Wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate {Vitamin B1}, Riboflavin {Vitamin B2}, Folic Acid), Graham Flour (Whole Grain Wheat Flour), Sugar, Canola Oil, Honey, Leavening (Baking Soda, Calcium Phosphate).

The first ingredient in Cracker B is unbleached enriched flour. Unbleached enriched flour credits (Method B). Unbleached enriched flour is not a whole grain. Therefore, the crackers are not WGR.

Even though these crackers contain a whole grain, graham flour, the crackers are **not WGR**. This is because an enriched flour is the first ingredient listed.

**NOTE:** Do not serve products containing honey to children less than 1 year of age.

## Grain-Based Desserts

Grain-based desserts **do not count toward the grain component** in CACFP. Even if a grain-based dessert is homemade or if it is whole grain-rich, it does not credit.

- Brownies
- Cakes, including coffee cake and cupcakes
- Cereal bars, breakfast bars, and granola bars,
- Cookies, including vanilla wafers
- Doughnuts, any kind
- Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies
- Gingerbread
- Ice cream cones
- Marshmallow cereal treats
- Pie crusts of dessert pies, cobblers, and fruit turnovers
- Sweet bread pudding
- Sweet biscotti, such of those made with fruits, chocolate, icing, etc.
- Sweet croissants, such as chocolate-filled
- Sweet pita chips, such as cinnamon-sugar flavored
- Sweet rice puddings
- Sweet scones, such as those make with fruits, icing, etc.
- Sweet rolls, such as cinnamon rolls
- Toaster pastries





## CACFP Visits

(review procedures)

Each fiscal year CACFP participants receive a **minimum of 3 food program visits**. At least 2 of these visits will be **unannounced**, and at least one will include the **observation of a meal or snack**.

Since 2020, Food Program visits have been conducted virtually. With the end of the National Covid-19 Health Emergency expected in May, visits will be returning to in-person. Whether your next visit is virtual or in person, you can expect the following during Food Program visits.

Your Program Advisor will review current and past menus. This review is to ensure the meals and snacks you serve credit and the minimum serving size guidelines are being met. The Program Advisor may ask to see the labels of certain foods to ensure they meet CACFP guidelines. For example, you may be asked for the labels of the whole grain-rich products you use. If you serve commercial combination foods, you may be asked to show the CN label or the Product Formulation Statement (PFS). Be sure to have them readily available to show your Program Advisor. If an infant is in care, you will need to show the type of formula you are serving.

During a meal or snack observation, the Program Advisor will also assess if you are meeting the minimum serving size requirement. They may ask you to explain how you know the minimum serving size is being met.

If you made any errors on your last claim, your Program Advisor will review them with you, and ensure you know how to avoid the errors in the future.

The Program Advisor will record everything seen and talked about during the visit on the Review Detail Report. You will be given a chance to review the report before signing it. If you have questions or disagree with something in the report, please talk with the Program Advisor. The information from the Review Detail Report will be entered into a database and used when processing your Food Program claim.



Menus and meal counts must be accurately recorded by 11:59 p.m. on the day they occur. KidKare contains several reports which allow you to review what you have entered. Go to:

**Report > Meals and Attendance.**


You will see a list of reports you can run. The **Foods Served** report and the claimed **Attendance Detail** report are especially helpful in ensuring you have accurately recorded menus and meal counts.



## Recordkeeping

(recordkeeping, meal counts)

Get credit for what you serve. Be sure to accurately record your menus and meal counts into KidKare or on paper forms by 11:59 p.m. each day. Do not forget to move the whole grain-rich slider or darken the whole grain bubble when a WGR item is served. Use the comments box in KidKare or the back of the claim information form to help ACA staff understand what you are serving.

Meat/Alternate	Chicken Breaded (024) ▼
Bread/Alternate	Buns / Rolls (036) ▼
	Is this whole grain-rich? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 
Vegetables	Green Beans (211) ▼
Fruit/Vegetable	Peaches (032) ▼
Milk	Milk -1% or skim unflavored (age 1 whole milk only) (7) ▼

Total Attendance **3** **0**

### Comment

Breaded chicken strips (PFS) with yogurt as additional meat alternate served.

There is only 1 line to enter the meat or meat alternate in KidKare. When you use 2 meat or meat alternates, use the comments box to record the second food.

Menus can be completed in advance to facilitate meal planning. Meal counts (who was served the meal or snack) cannot be completed until the meal or snack occurs. **Menus and meal counts must be completed by 11:59 p.m. on the day they occur.**



## Claims Submission

(claims submission)

Claims are due in ACA's office by the 3<sup>rd</sup> of the month following the month being claimed. For example, May claims are due by June 3<sup>rd</sup>.

Review the following check list before submitting your **KidKare claim**.

- Enter, print, and have the parents sign and date enrollment forms for new day care children. Send the completed forms to ACA's office **before** submitting your claim. You will know ACA received the enrollments when the children's status in KidKare changes from pending to active.
- Withdraw any children no longer in your care. You will not be able to claim children after the date of withdrawal, so be sure to choose the correct date.
- Send any additional information needed to process your claim so it is received by ACA no later than the third of the month. Examples of needed information includes special diet statements, a renewed or updated childcare license, a license variance.
- Move the slider to yes when a whole grain-rich food was recorded on the menu.

**Do not forget to submit your claim.** ACA cannot process your claim until you click submit.

Review the following list before submitting your **paper claim**.

- Is your claim information form complete, signed, dated and for the correct month?
- Is the menu month recorded on each menu page? Is the correct date recorded above each menu column?
- Have you darkened the appropriate bubble in the "whole grain served at" section to indicate the meals and snacks which contained a whole grain-rich food?
- Is your Provider number recorded on each menu page? Have you signed and dated each menu page including the E-Z menus if used?
- Have you included all necessary enrollment forms? Are the forms signed and dated by the parents? If you are enrolling an infant, has the parent completed the formula section on the enrollment form?
- Have you included any additional information needed to process your claim (diet statement, variance, license)?
- Have you included sufficient postage on your envelope, and is the envelope addressed to ACA?

Adults' & Children's Alliance  
10 Yorkton Court  
St. Paul, MN 55117





## Claim Review Procedures

(review procedures, program reimbursement system)


Each month you submit your claim to ACA for reimbursement. ACA reviews the claim for CACFP compliance, calculates the amount of reimbursement you are entitled to, and request the funds from the Minnesota Department of Education (MDE). ACA receives the funds from MDE and sends you a reimbursement check or direct deposit. If errors are found when reviewing your claim, those meals or snacks are deducted from your claim totals resulting in a lower reimbursement. When reviewing Provider claims, some of the items ACA staff review include:

- A valid DHS childcare **license** is on file with ACA. If your license expires or you change license capacity, send/email ACA a copy of the new license. If you receive a license capacity variance, send of copy of the entire variance to ACA.
- Meals and snacks served are within your **license capacity**.
- A valid **Enrollment** for each child claimed is on file. An Enrollment for a new child must be signed and dated by the parent during the month the child start care. For example, if a child starts care in April, the parent must date the Enrollment form in April. If the Enrollment form is dated for May, you will not be reimbursed for that child's April meals/snacks. Also, meals/snacks claimed for a child whose Enrollment is received after the Provider's claim has been sent to MDE, will not be reimbursed.
- Meals/snacks claimed meet the USDA **meal pattern** guidelines.
- No more than 2 meals and 1 snack or 2 snacks and 1 meal per child per day have been claimed.
- A **whole grain-rich** (WGR) product is served daily.
- If you had a meal or snack visit during the month, the **foods observed** during the visit match the foods claimed for reimbursement. For example, if a Program Advisor observed yogurt and peaches during a snack visit, and you record milk and peaches, the reimbursement for those snacks is deducted from your claim.
- If you had a meal or snack visit during the month, the **meal count** of the children claimed for the meal/snack should be the same children recorded eating the meal on the Review Detail Report. For example, a Program Advisor records 4 children eating lunch on the day of the visit, but the claim shows 5 children eating. Looking at the review form, it can be seen Aiden was listed as out sick on the visit date, but you have claimed Aiden for lunch on that day. The reimbursement for Aiden's lunch on the day of the visit is deducted from your claim.

There are many more items that are reviewed after you submit your claim to ACA. The above are issues that affect all Providers. Remember to **review you error report each month** and let ACA know if you have and questions.




Child Meal Pattern



## Breakfast

Serve all three components for a reimbursable meal.

	Minimum Portion Size		
	Ages 1-2	Ages 3-5	Ages 6-12 and 13-18 <sup>1,2</sup>
<b>Milk<sup>3</sup></b>	4 fluid oz	6 fluid oz	8 fluid oz
<b>Vegetables, fruits or portions of both<sup>4</sup></b>	1/4 cup	1/2 cup	1/2 cup
<b>Grains<sup>5,6</sup></b>			
• Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq
• Whole grain-rich or enriched bread product, such as a biscuit, roll or muffin	1/2 oz eq	1/2 oz eq	1 oz eq
• Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</sup> , cereal grain, rice and/or pasta	1/4 cup	1/4 cup	1/2 cup
• Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8</sup> :			
• Flakes or rounds	1/2 cup	1/2 cup	1 cup
• Puffed cereal	3/4 cup	3/4 cup	1 1/4 cup
• Granola	1/8 cup	1/8 cup	1/4 cup

## Lunch and Supper

Serve all five components for a reimbursable meal.

	Minimum Portion Size		
	Ages 1-2	Ages 3-5	Ages 6-12 and 13-18 <sup>1,2</sup>
<b>Milk<sup>3</sup></b>	4 fluid oz	6 fluid oz	8 fluid oz
<b>Meat/meat alternate</b>			
• Lean meat, poultry or fish	1 oz	1 1/2 oz	2 oz
• Tofu, soy product or alternate protein product	1/4 cup	3/8 cup	1/2 cup
• Cheese	1 oz	1 1/2 oz	2 oz
• Cottage cheese	2 oz or 1/4 cup	3 oz or 3/8 cup	4 oz or 1/2 cup
• Large egg	1/2	3/4	1
• Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
• Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp
• Yogurt, regular or soy, plain or flavored, sweetened or unsweetened <sup>9</sup>	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
• Peanuts, soy nuts, tree nuts or seeds <sup>9</sup>	1/2 oz = 50%	3/4 oz = 50%	1 oz = 50%
<b>Vegetables or 100% vegetable juice<sup>4</sup></b>	1/8 cup	1/4 cup	1/2 cup
<b>Fruits or 100% fruit juice<sup>4,10</sup></b>	1/8 cup	1/4 cup	1/4 cup
<b>Grains<sup>5</sup></b>			
• Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq
• Whole grain-rich or enriched bread product, such as a biscuit, roll or muffin	1/2 oz eq	1/2 oz eq	1 oz eq
• Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</sup> , cereal grain, rice and/or pasta	1/4 cup	1/4 cup	1/2 cup

## Serving Grains in the CACFP



Snack	Minimum Portion Size		
	Ages 1-2	Ages 3-5	Ages 6-12 and 13-18 <sup>2</sup>
Serve two of the five components for a reimbursable snack. <sup>11</sup>			
<b>Milk<sup>3</sup></b>	4 fluid oz	4 fluid oz	8 fluid oz
<b>Meat/meat alternate</b>			
• Lean meat, poultry or fish	1/2 oz	1/2 oz	1 oz
• Tofu, soy product or alternate protein product	1/8 cup	1/8 cup	1/4 cup
• Cheese	1/2 oz	1/2 oz	1 oz
• Cottage cheese	1 oz or 1/8 cup	1 oz or 1/8 cup	2 oz or 1/4 cup
• Large egg	1/2	1/2	1/2
• Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
• Peanut butter or soy nut butter or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp
• Yogurt, regular or soy, plain or flavored, sweetened or unsweetened <sup>8</sup>	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup
• Peanuts, soy nuts, tree nuts or seeds	1/2 oz	1/2 oz	1 oz
<b>Vegetables or 100% vegetable juice<sup>4</sup></b>	1/2 cup	1/2 cup	3/4 cup
<b>Fruits or 100% fruit juice<sup>4</sup></b>	1/2 cup	1/2 cup	3/4 cup
<b>Grains<sup>5</sup></b>			
• Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq
• Whole grain-rich or enriched bread product, such as a biscuit, roll or muffin	1/2 oz eq	1/2 oz eq	1 oz eq
• Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</sup> , cereal grain, rice and/or pasta	1/4 cup	1/4 cup	1/2 cup
• Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>7</sup> :			
• Flakes or rounds	1/2 cup	1/2 cup	1 cup
• Puffed cereal	3/4 cup	3/4 cup	1 1/4 cup
• Granola	1/8 cup	1/8 cup	1/4 cup

### Notes

<sup>1</sup>Offer versus serve is an option for at-risk afterschool meal program participants only. Offer versus serve is not available at snack.

<sup>2</sup>Participants 13 to 18 years of age may only be served by at-risk afterschool meal programs and emergency shelters.

<sup>3</sup>Must be unflavored whole milk for 1-year-olds, unflavored low-fat (1%) or unflavored fat-free (skim) milk for children 2- through 5-years-old, or unflavored low-fat (1%) or flavored low-fat (1%), unflavored fat-free (skim) or flavored fat-free (skim) milk for children 6-years-old and older. Breastmilk is an allowable substitute for milk for children of any age.

<sup>4</sup>Juice may only be served at one meal or snack per day.

<sup>5</sup>At least one serving per day across all meals and/or snacks must be whole grain-rich. Use the Grain Crediting Chart for CACFP for portion sizes of more grain choices.

<sup>6</sup>Meat and meat alternates may be used to meet the entire grains component at breakfast a maximum of three times per week. One ounce of meat/meat alternate is equal to one ounce equivalent of grains.

<sup>7</sup>Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

<sup>8</sup>Yogurt must contain no more than 23 grams of sugar per 6 ounces.

<sup>9</sup>One ounce of nuts/seeds provides one ounce meat/meat alternate. Nuts and seeds may meet only one half of the total meat/meat alternate serving and must be combined with another meat/meat alternate at lunch or supper.

<sup>10</sup>A second different vegetable may be served to meet the entire fruit component.

<sup>11</sup>Only one of the two food components for snack may be a beverage.

Effective 10/1/2019



## Minnesota's WIC Approved Cereal List

### Cereals

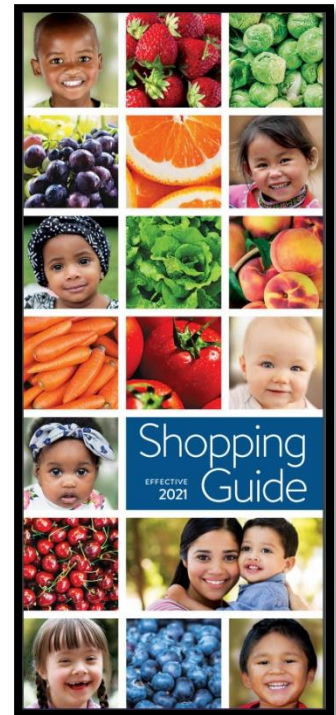
12 oz package or larger size

FA High in folic acid W Whole grain S+ Whole grain with 5+ grams of fiber GF Gluten free

WIC-allowed brands include:

<b>Cold Cereal</b>					
	Cheerios	Multi Grain Cheerios	Kix Honey	Kix	Kix Berry Berry
	W GF	FA W GF	W	W	W
Total Whole Grain	Wheaties	Wheat Chex	Corn Chex	Rice Chex	Grape-Nuts
Honey Bunches of Oats Whole Grain Honey Crunch	Honey Bunches of Oats Vanilla Bunches	Honey Bunches of Oats With Almonds	Honey Bunches of Oats Honey Roasted	Great Grains Banana Nut Crunch	Frosted Mini Wheats Original
FA W	FA W	FA	FA	S+	FA S
Frosted Mini Wheats Little Blue	Corn Flakes	Crispix	Rice Krispies	Special K	Oatmeal Squares Brown Sugar
FA S				FA	S
Oatmeal Squares Cinnamon	Life	Mini Spooners Plain Frosted	Mini Spooners Strawberry Cream	Crispy Rice Malt-O-Meal Only	
S	W	FA S	FA S	FA GF	

<b>Hot Cereal</b>					
	COCO Wheats	Quaker Oatmeal Individual Packets Original Flavor	Quaker Instant Grits Original Flavor	Malt-O-Meal Original	Malt-O-Meal Chocolate
	28 oz	11.8 oz Individual Packets	12 oz Individual Packets	28 or 36 oz	28 or 36 oz
		W			
Cream of Wheat Original	Cream of Wheat Whole Grain	Cream of Rice			
28 oz	18 oz	14 oz			
	S	GF			



<https://www.health.state.mn.us/people/wic/foods/guides.html>



Credit:

<https://education.mn.gov/MDE/dse/FNS/prog/CACFPfam/ops/>

<https://www.fns.usda.gov/tn/crediting-handbook-child-and-adult-care-food-program>

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

<https://www.health.state.mn.us/docs/people/wic/vendor/fpchng/shopguide.pdf>

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