

Yours for Children, inc.

Child and Adult Care Food Program

Record Keeping Training

for

Fiscal Year 2022

(begins October 1, 2021)

Yours for Children, Inc. (YFCI) is your sponsor of the Child and Adult Care Food Program (CACFP). The reimbursement you receive from the CACFP supports your ability to provide nutritious foods to your child care. The benefits of the program are many, but to receive these benefits there are record keeping requirements.

Maintain Daily:

- 1. Copies of most Current Child Enrollment Forms** completed and signed by parents for all infants and children in care *including participating and non-participating children.*
- 2. Menus that are planned and recorded before each meal service.** These menus are to be dated and posted daily or weekly for parents.
- 3. Meal counts, by each meal type claimed,** supported by child enrollment forms, **recorded by the end of your business day.**
- 4. Daily attendance taken with in and out times** that support your meal counts.
The attendance record alone is not a meal count.

This training outlines the procedures for you to record information correctly and keep documents to comply with CACFP regulations. *Failure to maintain required records may result in you being found seriously deficient in your operation of the CACFP and loss of reimbursement dollars.*

Have your assistants complete this training so that they understand the obligations of CACFP record keeping. Assistants must be able to maintain and access CACFP records if you are away from the child care home.

Sources:
Massachusetts Department of Elementary & Secondary Education "CACFP Family Day Care Policies and Procedures" 2012
USDA Management Improvement Guidance 1997
USDA Crediting Handbook for the Child and Adult Care Food Program 2014
USDA Family Day Care Homes Monitor Handbook—Child and Adult Care Food Program 2012
Yours for Children, Inc. Provider Handbook 2019

Child Enrollment Forms

Enroll all children. **Every section of a Child Enrollment Form (CEF) must be completed.** Use a CEF for new or returning children or to update a permanent change.

☐ **Complete section highlighted in green on previous page. It is critical that YFCI know if the child is new, or if the parent updating information. Write the **BEGINNING DATE OF CARE or UPDATE** where indicated on the form.**

- ☐ **Providers offer CACFP participation to all children, including infants, by enrolling all children in your care.**
- ☐ **Make sure you are using Child Enrollments Forms dated 08/2021 in the lower right corner. Older, outdated CEF's are not acceptable.**

☐ **Provider writes in the name of Iron Fortified Infant Formula the family child care offers to all infants. See arrows in the yellow highlighted section on previous page. Ensure that parents complete all information about their infant.**

- ☐ **Parent(s) complete YFCI Child Enrollment Forms or document their choice not to participate. You must submit and keep copies of forms for non-participating children.**
- ☐ **A parent records most typical schedule:**
 - *the days of week child attends.*
 - *child's arrival and departure times.*
 - *meals served in care.*
 - *school departure and arrival back in child care times, if applicable.*
 - *their choice of who is to supply the infant formula and infant food for infants.*
- ☐ **Make sure that parents record the schedule on the enrollment form reflects the care the child needs. Only days, times, and meals included in the schedule are eligible for CACFP reimbursement.**
- ☐ **Parent(s) sign the enrollment form after completing.**
- ☐ **Providers review and make sure CEF is completed in full with the correct information. Providers using KidKare enter parent supplied child data into the KidKare program to ensure accurate meal count records. "Pending" child is not "activated" until completed enrollment form is received and reviewed by YFCI.**
- ☐ **Providers give pink copy to parents.**
- ☐ **Providers retain yellow copy for current records available during Home Reviews.**
- ☐ **Providers submit original white copy to YFCI office as soon as completed **and within the claim month.****

Submit completed, parent-signed child enrollment forms to the YFCI office by fax, email, or mail. If submitted by fax or electronic means, we do not need the original mailed.

Incomplete, incorrect information, or enrollment forms received after the end of the claim month will not be eligible for reimbursement for that claim month.

Menu Recording

It is your responsibility to accurately record the food to be served to the children participating in the CACFP to meet the meal pattern **prior** to the meal service.

✓ **Post a dated pre-planned menu for each day or by the week.**

- In KidKare use Meals > Schedule Menus. Once you have planned menus you may generate a report by selecting Reports > Menu Planning > Schedule Meal.
- Any pre-planned menus must be updated on the day of meal service if the foods served that day change from your pre-planned menus.

Menus that are not in compliance with the meal patterns will be assessed a fiscal disallowances.

- Fruits and vegetables are separate meal components
- A vegetable serving is required at lunch and/or supper
- 100% fruit or vegetable juice can be served only once per day at either breakfast or snack. YFCI policy does not credit juice as part of lunch or supper to limit the overconsumption of Sugar
- Tofu may be credited as a meat/meat alternate, must be firm and extra firm with 5g of protein per 2.2 oz. and easily recognizable to children
 - 👉 Soft tofu in smoothies/baked desserts is NOT creditable
- Yogurt is limited to 23 grams of sugar per 6 ounces
- **At least one serving of bread/grains per day must be 100% whole grain or whole grain rich**
 - 👉 Be sure to code as whole grain.
use the slide button to code as whole grain only when applicable.

Is this whole grain-rich? Yes No

- Grain-based desserts are **not creditable**: cookies, cake, pop-tarts, granola bars, dessert pie crust, doughnuts, etc.—**including home made dessert items.**
- Fluid milk served to children must be unflavored. Children age 1-2 years are required to be served whole, unflavored milk. **Children age 2 and older are required to be served 1% low fat or fat-free skim unflavored milk, per YFCI policy to limit overconsumption of sugar. See page 12.**
- Breakfast cereals may contain no more than 6 grams of sugar per dry ounce
- Graham crackers and animal crackers **are creditable**. Limit use of these sweet crackers to no more than two (2) time per week and serve at snack only.
- Meat/meat alternate may be served in place of the grain component up to **3 times per week at breakfast**
- **Choking food restrictions apply to children under the age of 4 years. See page 12.**

Infant Menu Recording

CACFP benefits must be offered to infants. (Children under 1 year old)

- ☑ **Providers are required to offer parents of infants an iron fortified infant formula (IFIF). You decide what formula to offer.**
- ☑ **Providers: You must write the name of the formula you offer to parents on the Child Enrollment Form for all infants.**
- ☑ **Parents decide whether to accept the formula you offer or to supply breast milk or a different iron fortified infant formula.**
- ☑ **REMINDER: Record the amount of Breastmilk/Formula /Solids Foods served.**

INFANT MEAL PATTERN

- * Two infant age groups: 0-5 months, 6-11 months
- * Only breastmilk or iron fortified infant formula required for infants 0-5 months
- * If a mother breastfeeds her child at the family child care home this component is creditable. Document on your infant menus “directly breastfed”. Note: This meal is reimbursable for infants 0-5 months. For infants 6-11 months the meal is reimbursable if you are providing all other components that the child is developmentally ready to receive.
- * Solid food should be introduced around 6 months, when the infant is developmentally ready
- * Fruits/vegetables and a bread/grain are now required at snack when the infant is having solid foods
- * 100% juice and cheese foods/spread are not creditable infant foods
- * Whole eggs and yogurt are creditable infant meat/meat alternates
- * Yogurt cannot contain more than 23 grams of sugar per 6 ounces



When the infant is developmentally ready for solid foods, they should be slowly introduced. As infants may have different preferences each day, a solid food does not need to be offered as part of every meal pattern until the infant has developed a tolerance for it. Meals are not going to be disallowed simply because a food was offered one day and not the next if that is consistent with the infant's eating habits. It is important for the provider and parents to have very good communication about when and what solid foods to serve the infant while the infant is in the provider's care. Each item offered to an infant should be recorded and documented daily even if they do not consume all of it or even any of it.

Per FNP email guidance 2/2/2018

- * **Parents/Guardians may supply no more than one required component per meal in the meal pattern (including breastmilk or formula in order for the meal to be reimbursable in CACFP).**

Meal Counts

Each day's meal counts must be recorded by the end of the business day.

Record in KidKare or use a KidKare Weekly Attendance Worksheet.

- ☑ **Meal counts may NOT be recorded before you serve meals.** For example, you cannot complete/enter meal counts for the day when children first arrive.
- ☑ **Attendance logs, showing in and out times for children are *not* a substitute for meal count records.** Attendance records are used to validate your meal counts. You may use the KidKare In-Out attendance feature, YFCI calendar, your Agency Attendance log, or your own Sign-in Sign-out records.
- ☑ Meal counts are compared during claims processing to each child's enrollment data, your license capacity, and any documentation/findings from home reviews before reimbursement.

Meal count recording:

- ✧ If you cannot enter your meal counts daily in the computer, use a KidKare Weekly Attendance Worksheet to record meal counts by the end of each business day.
- ✧ Claim each child for no more than 3 meal services per day of which 1 meal must be a snack. You may claim a maximum of 2 meals and 1 snack OR 2 snacks and 1 meal per child.
- ✧ Notify YFCI of a temporary change in a child schedule to avoid disallowances. (Email: yfci@yoursforchildren.com).
- ✧ **Document when claiming a school age child when school is closed or when a child is too sick to go to school and is in your care.** KidKare providers do this using *No School* or *Sick* codes.
- ✧ Informal In-home Relative Child Care providers are limited to claiming only the meals that are supported by the non-residential child's voucher information. Forward any new vouchers to YFCI upon receipt.
- ✧ Always make sure that you are operating within your Department of Early Education and Care (EEC) license capacity and that YFCI has a copy of your current license.

Any appeal of a meal disallowance must be made by contacting the YFCI office within 5 days of receiving your reimbursement check.

Notify YFCI

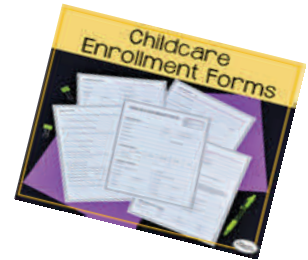
We need current information to process your claim quickly and accurately.

- ▲ Explain a reason you are **temporarily** claiming a child outside the schedule we have on file. (Email: yfci@yoursforchildren.com)
- ▲ Update any changes to your scheduled meal times. (Email: yfci@yoursforchildren.com)

In KidKare withdraw children no longer in your program. Go to HOME > My Kids. Select the child then click on the red “withdraw” box and enter the date of withdrawal.

A new Child Enrollment Form must be completed by the parent for any permanent changes to a child’s schedule.

KidKare generated Child Enrollment Forms are **NOT** acceptable.



Notify YFCI in advance if closed or away from premises during a meal service.

- KidKare - use the Calendar feature.

Keep copies of all changes and updates to child schedules filed with your CACFP documents in your YFCI Handbook.

Changes to your Early Education and Care (EEC) License

- You must send us a copy of any new license for you or an assistant within five (5) business days of receiving your new license from EEC.
- ***A license capacity change must be received by the YFCI office by the 25th day of the claim month.***
- Submit to YFCI a copy of **all** current assistant licenses or approval letters.
 - Make sure your **YFCI** number is on these copies.
 - Notify YFCI when an approved assistant leaves your child care.



Home Reviews



Due to COVID-19, all Home Reviews in FY'22 will be completed as a “desk audit”, meaning all Home Reviews will be completed virtually.

YFCI Monitors will NOT be coming to your home for an in-person Home Review. All Home Reviews will be Off-Site/Virtual.

The most important thing you can do for a successful off-site/virtual Home Review is to:

- Advise us of any changes to your scheduled meal service times.
- **Be current in you KidKare Menus and Meal Counts.**
- **By entering your KidKare Menu and Meal Counts **DAILY**, your YFCI Monitor can complete the Home Review Form with minimal interference to you and your Day Care activities!!**
- Have your YFCI Handbook organized with copies of your:
 - o Permanent Agreement - in plastic sleeve.
 - o Annual Status Update - dated 10/01/2021 or after.
 - o Current Child Enrollment Forms—dated 10/01/2021 or after.

Remember, you are responsible for notifying YFCI in advance whenever you and the children will be away from home during a schedule meal time. Notify YFCI in advance if you will be on vacation or closed for any reason.

Call, email (YFCI@yoursforchildren.com) or fax anytime to notify us of meal service time changes, or child care closures. You can also use the KidKare Calendar feature. The information you enter into the Calendar is automatically transferred to YFCI.

Your adherence to meal service times and closure notifications allows YFCI to monitor your participation the CACFP as per your Permanent Agreement.

What you can expect during an Off-Site/Virtual Home Review:

- Your YFCI Monitor will call you 10-15 minutes prior to your scheduled meal service time.
- She will ask you a few questions regarding your meal service. This will only take a few minutes.
- Then she will schedule a follow-up time to complete the off-site/virtual Home Review at a time of your convenience.
- This part of the Review will be completed via your choice of FaceTime or ZOOM. Note: As a last resort, if no type of video conferencing is available, then a telephone call will be scheduled.
- During this part of the Review your Monitor will ask you questions similar to the ones discussed and observed in previous Home Reviews. See page 9.
- The completed Home Review form will be emailed to you and posted in your KidKare Messages.

During an Off-Site/ Virtual Review, your monitor will:

- Ask where your daily or weekly dated menu(s) are posted.
- Ask where your parent signed copies of most current Child Enrollment Forms for all children in your child care are stored.
- Review current month's menus, recorded **prior** to meal service, and verify that the meal observed matches your menu.
- Review current meal counts entered to date in KidKare.
- Review KidKare Weekly Worksheets for any meal counts not already entered into KidKare.
- Ask where your copy of your CACFP Permanent Agreement is stored.
- Ask where your copy of your current fiscal year Annual Enrollment Status Update is stored.
- Ask where your "Building for the Future" poster is placed in view for parents.
- Ask where EEC licenses are posted for you and current assistants working in your child care.
- Discuss your kitchen and food storage areas for general sanitation.
- Ask for the temperature of your thermometers in refrigerators and freezers used for child care.
- Discuss expiration dates of refrigerated and dry storage foods.
- Record all the children's names present. Children that are present and claimed are validated during claims processing. Children listed as absent are not eligible for reimbursement for the observed meal.
- Reconcile the past 5 days' meal counts to your attendance records and enrollment information.
- Record any assistants present.
- Verify that you are within your EEC license capacity.
- Verify that 1% or fat-free milk is being served to children over age 2, and whole milk to children ages 1-2, if part of meal service. 2% milk is not creditable for any age group. Per YFCI policy, serve only unflavored milk to all children to limit the overconsumption of sugar. (See page 12)
- Give you technical assistance or corrective actions on any menu or other CACFP compliance issues.
- Give you a due date if corrections need to be made.
- Answer questions and provide resources as needed.
- Check that you are current on CACFP training requirements.
- Ask if you have specific training needs.
- Ask you to check information recorded, including attendance information, is accurate, before confirming the Home Review Report.



Documents to Display/Keep on File

The “**Building for the Future**” poster must be displayed in each home so parents are aware that the home is receiving federal assistance for serving meals which meet the nutrition requirements established by USDA. Yours for Children, Inc. has provided the poster for you. If you need one, a copy may be downloaded and printed from our website: www.yoursforchildren.com > providers > forms.

You must also display:

- ◆ Your daily or weekly dated pre-planned menu
- ◆ Your child care license
- ◆ License/approval of all assistants who are working in your child care

The following documents must be on file for immediate review by your monitor, or representatives from the Department of Elementary and Secondary Education (DESE), and/or the U.S. Department of Agriculture (USDA). These records must be kept in the child care home and available during your business hours:

- Copy of the Permanent CACFP Agreement
- Copy of the Annual Enrollment Status Update for the current year
- Current month Menus, Meal Counts, and Child Enrollment Forms
- Completed KidKare worksheets for current claim month, if applicable
- Copies of Child Enrollment Forms for the past twelve months
- Copies of Menus and Meal Counts for the past twelve months
- Copies of Home Review Reports for current fiscal year
- Tier Status documentation
- Medical Statement, if applicable
- Any correspondence regarding the CACFP
- Copies of any approval letters for income eligibility or capacity changes
- Training certificates from YFCI for you and any assistants

USDA regulations require that providers maintain the current fiscal year and the three prior years of CACFP records. Current year’s records are listed above; you may store the remaining years of records in a manner that is accessible within a reasonable amount of time and under your control. Records may be stored in hard copy or electronic format.

Records available in both your home and the YFCI office allow DESE or USDA the ability to confirm the accuracy of records at both locations.

Any advertising of your child care that references the CACFP must have the USDA non-discrimination disclaimer included. The disclaimer is included on the back of this training and at www.yoursforchildren.com. If the material is too small to print the full statement, you may include, in the same print size as the text: ***“This institution is an equal opportunity provider”***.

Training Requirements

You are required to complete six (6) hours of CACFP training each fiscal year that begins on October 1 and ends September 30. The following shows the training categories that must be completed each fiscal year:

- **Two (2) of the six (6) hours must be devoted to CACFP record keeping, which includes meal counts and menu recording.**
- **Two (2) of the six (6) hours must be devoted to food safety and sanitation.**
- **Two (2) of the six (6) hours will include at least one (1) hour of nutrition education and one (1) hour of another CACFP related subject. Yours for Children, Inc. chooses to prepare a two (2) hour nutrition home study each year to complete this category.**
- **Civil Rights training - 30 minutes.**

Yours for Children, Inc. provides you with home study training that meets the above requirements. YFCI releases training periodically during the year. **Yours for Children expects that you complete each home study quiz within 2 weeks of receipt.** All Required training must be completed each fiscal year to remain eligible for reimbursement. Late or incomplete training may find you serious deficient in your operation on the Child and Adult Care Food Program.

Claim Submission

- ✓ Review your claim for accuracy before submitting. ***Don't lose \$\$\$!***

- Review menus before submitting to avoid reimbursement disallowance for recording errors that can be corrected.
- Review the *Claimed Attendance Detail* report for meal count accuracy.



- ✓ Submit your claim as soon as you serve and record the last meal for the month.
- ✓ Claims are to be received by YFCI by 12 noon EST the **5th day** of the following month.
- ✓ We will submit the validated claim received by 12 noon on the 5th in the first request to the state for funds.
- ✓ All late claims or claims with incomplete information are submitted in the second and final request. Repeated Late Claims may find you Serious Deficient in your operation of the CACFP.

Providers can see the status of their claim for reimbursement in KidKare. Go to: Reports>Claim statements>Claimed Summary and Error>select month>Hit RUN(on far left)>Save File–OPEN> report comes up.

Upon receipt of CACFP funds, we immediately forward your reimbursement.

Be sure to review the “Claims Summary and Errors Report”

Any appeal of a meal disallowance must be made by contacting the YFCI office within 5 days of receiving your reimbursement check.

Milk Policy

The 2017 New USDA Meal Pattern for Children modifies the requirements for fluid milk in the Child and Adult Care Food Program (CACFP). Milk served in the CACFP must meet the following, which includes changes that come with the implementation of the new Meal Pattern for Children as of October 1, 2017:

- Unflavored, whole milk must be served to children one (1) year of age.
- Unflavored* low-fat (1%) milk or fat-free (skim) milk must be served to children two (2) years of age and older.
- Non-dairy milk substitutes that are nutritionally equivalent to milk may be served in place of milk to children with medical or special dietary needs. Parents must supply the provider with medical documentation for any other substitutions.

Milk served must be pasteurized fluid milk that meets state and local standards and contains vitamin A and D as specified by the Food and Drug Administration. Evaporated milk does not meet the definition of milk. Milk may be lactose-free milk, lactose reduced milk, cultured buttermilk, or acidified milk.

*** Yours for Children policy omits the serving of flavored milk to children age six (6) and older to limit the amount of sugar consumed.**

Choking Policy

In order to align with Massachusetts state licensing and USDA's recommendations, Massachusetts Office for Food and Nutrition Programs' (FNP) policy restricts the serving of the following foods to children under 4 years of age:

- Hot dogs, sausages, sausage links or similar shaped processed food items
- Grapes, cherries, melon balls, or cherry and grape tomatoes
- Specific berries – kiwi , raspberries, blackberries, goji berries
- Peanuts, nuts, and seeds (for example sunflower or pumpkin seeds)
- Peanut butter and nut butters
- Dried fruit such as raisins or cranberries
- Shelf stable, dried and semi-dried meat, poultry, and seafood snacks (such as beef jerky or summer sausage)
- Popcorn

There are many other items that are not included in the above list which may still pose a choking hazard due to their shape (tube-shaped, round, small) or texture (hard, thick and sticky, smooth, slippery, or easily molded). FNP asks that providers consider these characteristics when feeding children under the age of 4 years, and recommends altering any food item which may pose a risk.

Providers should consider altering food items so that they can be served in manageable bites. The information about alternate food preparation methods relates only to other foods not specifically identified in the above list. **The foods listed above are not to be served to children under the age of 4 years.**

USDA nondiscrimination statement

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

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

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

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

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



Record Keeping Training FY 2022

**Complete all the home study questions
and submit to the YFCI office
within two (2) weeks of receipt of this home study.**

***This is a required 2 hour training for
Child and Adult Care Food Program (CACFP) Participation.***

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