Civil Rights

CHILD CARE ANSWERS CIVIL RIGHTS TRAINING

2015-2016 CONTRACT YEAR

CIVIL RIGHTS TRAINING

1. Annual Civil Rights training is required by the USDA
2. People involved in all levels of the workplace must understand Civil Rights Laws and procedures.

As a participant in CACFP you must receive training on civil rights every year. After this training, you will be able to define civil rights, identify a civil rights complaint, and know what to do with a complaint.

DEFINITIONS

Civil Rights: "personal liberty" or fair and equitable treatment of all participants by the US constitution and acts of congress.

A civil right is defined as a right belonging to a person by virtue of citizenship, and is granted to us in the United States Constitution and Acts of Congress.

These include fair and equal protection of the laws and freedom from discrimination.

Discrimination: Occurs when the civil rights of an individual are interfered with because they belong to a particular group or class of people.

Discrimination occurs when the civil rights of a person are denied because the person belongs to a particular group. Examples of groups are those practicing a religion, persons who are disabled and persons of a certain ethnic background.

Discrimination can be **intentional or due to not taking action to prevent it.**

FEDERAL PROTECTED CLASSES

What is a protected class?

A protected class refers to any person or group of people where discrimination is not allowed based on law or regulation.

A protected class refers to a characteristic of a person where discrimination is not allowed based on federal law or regulation.

Six protected classes in the Child and Adult Care Food Program are race, color, national origin, sex, age, and disability. You must allow equal participation of all eligible people regardless of these six classes.

All CACFP participants receiving meals and snacks must be treated equally without regard to their race, color, national origin, sex, age, or disability.

Race is federally defined as:

American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, Black or African American, and White.

These categories are used when collecting racial information about participants.

Protected classes in child nutrition programs:

Race Color National Origin Sex Age Disability

NONDISCRIMINATION STATEMENT

When CACFP or USDA (which is the United States Department of Agriculture) is mentioned on written or printed materials, the approved version of the nondiscrimination statement must be shown.

Information for parents, employees, and potential participants about CACFP or USDA meals must include the non-discrimination statement.

Examples are menus (either sent home or posted for public view), newsletters, brochures, parent handbooks, flyers, and websites.

If the material is too small to show the full statement, the statement may be shortened to "This institution is an equal opportunity provider."

The print size for either statement must be no smaller than the text in the material.

Also, if participants do not speak or read English, materials must be translated to the language needed.

To convey the message of equal opportunity, reflect diversity in all program or

NONDISCRIMINATION STATEMENT

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

NOTIFICATION

The Justice for All poster and the Building for the Future poster must be displayed in a place families can see. If you need copies please refer to our website.

COMPLAINTS OF DISCRIMINATION

Any person has the right to file a discrimination complaint within 180 days of the action. A civil rights complaint must be based on one of the following: race, color, national origin, age, sex or disability.

To reduce the risk of a civil rights discrimination complaint, ask yourself the following questions each time an applicant and /or participant comes to your program for services:

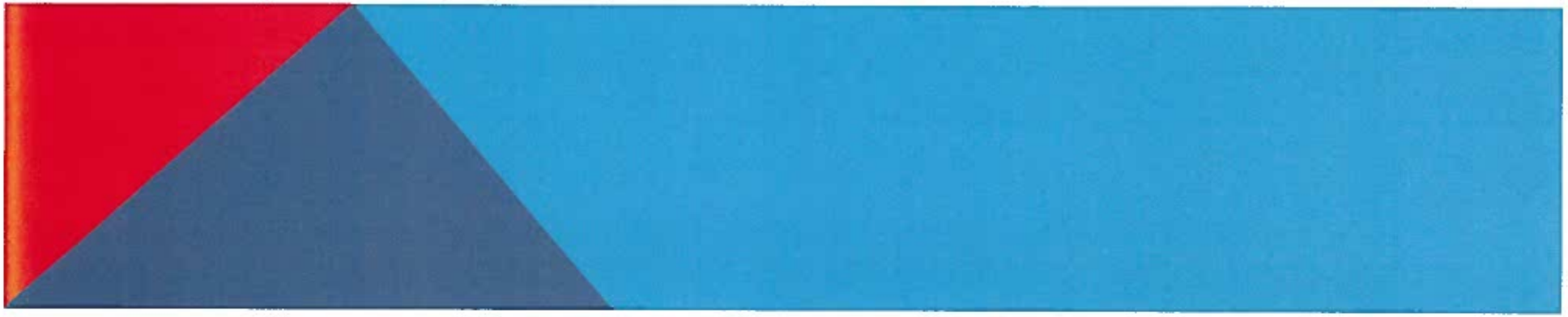
Am I treating this person in the same manner I treat others?

Have I explained how a determination of the person's application will be made?

Have I given this person the opportunity to ask questions?

Have I provided the person with the information needed to make a decision?

A civil rights complaint must be based on one of the following: race, color, national origin, age, sex, or disability.



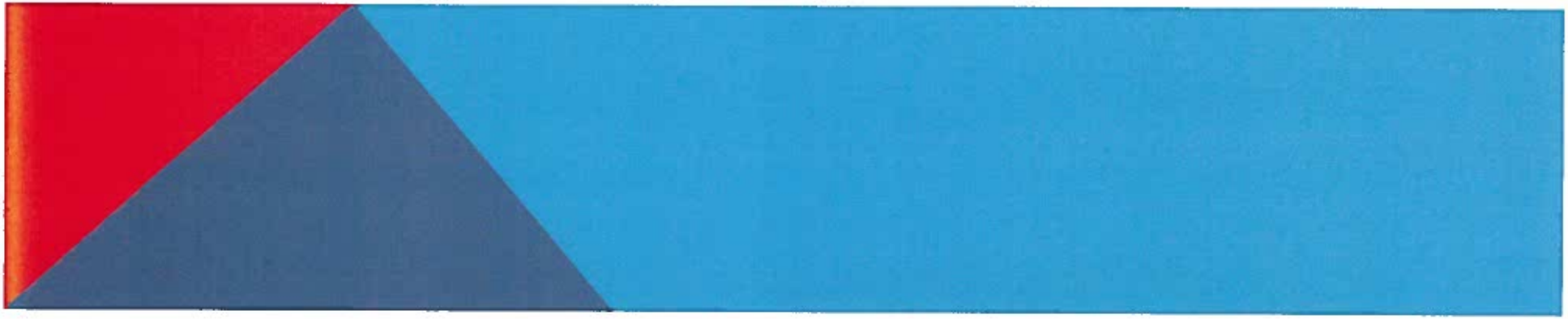
HANDLING A CIVIL RIGHTS COMPLAINT

If a person comes to you with a complaint, it is your responsibility to document and report the complaint. Every effort should be made to include or collect the following information:

- Name
- Address
- Phone number
- Where the action took place and the description of the complaint

Institutions should report all complaints to USDA using the address or phone number shown on the nondiscrimination statement.

Complaints can be verbal, written or anonymous.

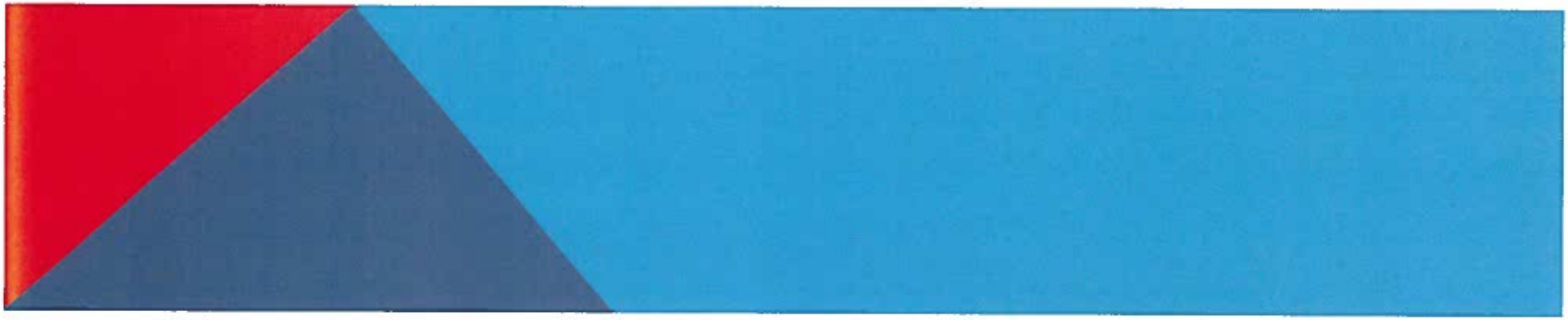


DATA COLLECTION AND REPORTING

USDA requires the collection of race and ethnicity data on all CACFP participants. This information is used to collect statistics and to ensure that no ethnic or racial group is discriminated against in CACFP. If an applicant chooses not to identify themselves as a particular race or ethnicity, you must answer based on your observation. The categories of race were reviewed earlier in this training. The ethnicity categories are Hispanic or Latino or Not Hispanic or Latino.

QUIZ TIME! To complete the training, answer the following the questions and return with your training packet.

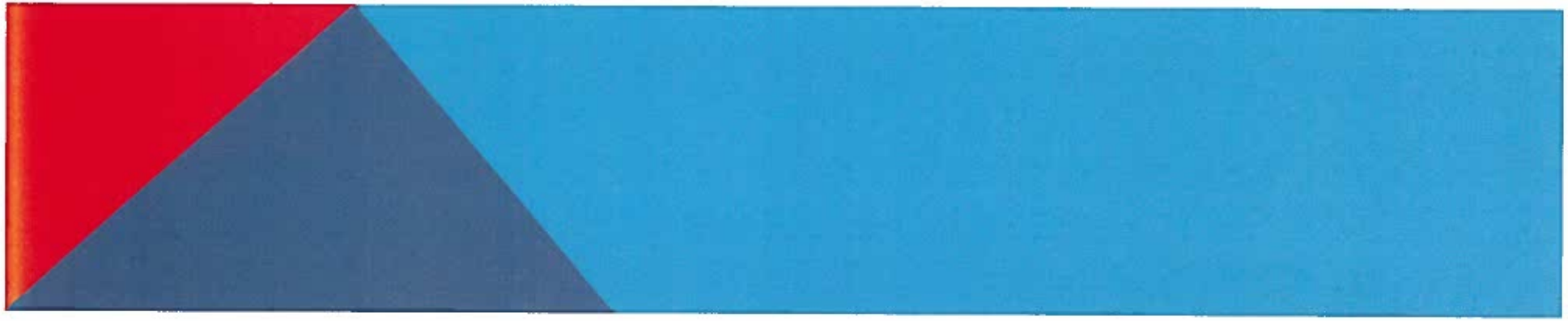
1. What is a Civil Rights complaint?
2. Where to display the "And Justice for All" posters
3. What to do if someone has a civil rights complaint
4. Procedure for written or verbal Civil Rights complaints
5. Who handles the complaint at the site (gives complainant CR Complaint Form and documents in Civil Rights Complaint log)?
6. Who should the site staff inform of a civil rights complaint
7. Collecting and recording racial and ethnic information on participants
8. When to collect racial and ethnic information
9. How to collect racial and ethnic information



THANK YOU FOR YOUR PARTICIPATION

CHILD CARE
ANSWERS

EARLY LEARNING INDIANA



Civil Rights Quiz

1. What is the purpose of Civil Rights Training?

2. What is the purpose of Civil Rights Regulations?

3. What is discrimination?

4. Name 2 examples of discrimination in a child nutrition program?

5. Where must the Justice for All posters be displayed?

6. When must the non discrimination statement be included?

7. What are the 5 racial categories?

8. Define equal access?

9. Name the 6 protected classes?

10. Civil Rights complaints may either be written or _____?

11. What are 3 steps to filing a Civil Rights complaint?

12. How long after the alleged occurrence can a complaint be filed?

Please complete training for yourself and all staff, have all staff sign at bottom of this page and return to our office.

Seriously Deficient

Child Care Answers CACFP Annual Training 2015-2016

Seriously Deficient and Termination Training

Training Agenda

- What is seriously deficient?
- What is the process for being declared seriously deficient?
- Writing a corrective action plan
- Termination and Appeals
- Putting your knowledge to work

What does Seriously Deficient mean?

- Seriously Deficient is defined as "...the status of an institution or a day care home that has been determined to be non-compliant in one or more aspects of its operation of the program.

-7 CFR 226.2

- When a Day Care Home (DCH) **sponsor** finds Program violations or issues of non-compliance with the Child and Adult Care Food Program (CACFP) requirements **at any time during the DCH provider's participation** they can declare a DCH provider seriously deficient.

Noncompliance issues that rise to the level of a serious deficiency [7 CFR 226.16(l)(2)]:

Submission of false information on the DCH's application;

- Submission of false claims for reimbursement;
- Simultaneous participation under more than one sponsor;
- **Non-compliance with the Program meal pattern;**
- **Failure to keep required records;**
- Conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety;
- Failure to participate in training; and

Non-compliance issues continued…

- A determination that the provider has been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. A lack of business integrity includes deceit, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency, or the concealment of such a conviction;
- **Any other circumstance related to non-performance under the sponsoring organization's DCH agreement, as specified by the sponsoring organization or the State agency.**

***This list should not be considered to be all-inclusive.**

What is the difference between just assigning corrective action and declaring them seriously deficient?

- Is the violation minor or substantial?
- Is this violation(s) of noncompliance frequently recurring? Has this provider received correction action (CA) for this violation in the past?
- Is this a clear violation(s) of Program requirements?
- Are the violations undermining the intent or purpose of the CACFP?

Seriously Deficient Process

1. Once the provider has been determined seriously deficient the sponsor will write the seriously deficient letter and have it approved by the state. Once approved the letter is sent via certified mail to the provider.
2. The provider must submit the corrective action plan and any other documentation required by the deadline on the seriously deficient letter.
3. If the CAP fully and permanently corrects the deficiencies, the sponsor will conduct a follow up monitor review to ensure all areas have been addressed. If the review is successful, the seriously deficient will be temporarily deferred. If the monitor finds the deficiencies have not been corrected, the sponsor will move to Propose to Terminate.

Seriously Deficient process continued…

4. If the CAP is inadequate, the sponsor will start the propose to terminate process.
5. The propose to terminate letter is approved by the state and sent via certified mail.
6. The provider must submit by the deadline an appeal.
7. Once the appeal is received the Appeal's Officer reviews the case and either sides for the sponsor or the provider.
8. Should the provider win the appeal, the SD is temporarily deferred.
9. Should the sponsor win the appeal, the provider will be terminated.

Some good general advice...

- Whenever you receive a letter from your sponsor, you want to make sure to carefully follow all of their instructions.
- Pay particular attention to any specific deadlines for responding to a sponsor's request for information.
- If you are talking to your sponsor (in person or over the phone), take notes of the conversation and follow up via email about the conversation.
- Be willing to take responsibility for your actions and correct them.

Important things to know…

- If you are terminated from the CACFP program your name goes on a disqualification list for 7 years.
- Not responding to a SD letter will not make it go away!
- Once you have been declared SD that status never leaves you. Should you have the same deficiency 5 years down the road you will go straight into propose to terminate.
- If you need help with your Corrective Action plan or just don't understand what's being sent to you, ASK. We don't know what you need if you don't ask.
- You cannot appeal a seriously deficient status. You can only correct it by complying with CAP.

Writing a Corrective Action Plan (CAP)

- Once declared seriously deficient you must submit a CAP to your sponsor showing you understand the regulations and how you will fully and permanently correct the deficiencies.
- This must be received in the office by the deadline given on the letter.
- Read your letter thoroughly to ensure you are sending in all the required information.

Corrective Action Plan

An acceptable Corrective Action Plan (CAP) must include the following:

- Name of the provider(s) associated with the [serious] deficiencies;
- Address of the DCH provider(s);
- Date of birth for the provider(s) associated with the [serious] deficiencies; and
- Details of the [serious] deficiencies:
  - **What?**
  - **Who?**
  - **When?**
  - **Where?**
  - **How?**

- **What** are the [serious] deficiencies and the procedures that were implemented to address the [serious] deficiencies?
- **Who** addressed the [serious] deficiencies? List DCH personnel responsible for this task.
- **When** was the procedure for addressing the [serious] deficiencies implemented? •Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when did implementation of the corrective action plan begin)?
- **Where** is the CAP documentation retained?
- **How** will the provider ensure that the CAP corrects the deficiency and continues to be implemented?

Why? There is no why! Corrective Action Plans should not have opinions in them. I think…
I feel…
I believe…
I don't agree with…
That's not t what happened, but…
What really happened was…

Please don't give excuses! It doesn't change that you have been declared seriously deficient. We just want to see that you have a plan to correct it.

Sample Corrective Action Plans

This letter is in reference to my serious deficiency due to lack of record keeping.

I feel that I failed to keep records according to guidelines because I had been very busy with holiday planning and the clipboards were out of sight. So I forgot to fill out the menu and monthly meal count.

I will implement a new plan. My plan will be:

1.Keep each form on its own clipboard and on the countertop in sight where the food is prepared. This will keep it visible so I can don't ever forget to fill it out.

2.I will record the menu in advance and make adjustments whenever necessary. This will assure that the menu is completed.

Thank you.

This plan does not meet the CAP requirements!!

May 13, 2013
Nola Grant, Director
Integrity Sponsorship
1234 First Street
Metropolis, Georgia 30365
D.O.B.- 02/07/61

Dear Ms. Grant:

This is my corrective action plan required by the Notice of Serious Deficiency I received on May 1, 2013.

Serious Deficiency: Incomplete Enrollment Records

I understand that I may not claim meals for children in care who are not currently and completely enrolled in my care and claimed for reimbursement. These records on file will be on file and available for review.

I have updated my procedures to ensure that complete and current enrollment records are on file for each enrolled child. As new children are brought to my day care home for care, the parents will be required to complete enrollment forms at that time.

Parents will be required to update enrollment forms on an annual basis. I will alert parents of this requirement and give them one week to supply the updated information. I will issue the child's parent or guardian a notice stating that the form must be submitted or an administrative charge will be added to their account. I am responsible for ensuring that all required records are in the child's folder prior to claiming them for CACFP reimbursement. I have taken the sponsoring organization's on-line training 'Collecting and Processing Enrollment Forms' on this new procedure on May 16, 2012. I have placed a copy of these procedures in my CACFP binder. I notified all parents of these new procedures on May, 25, 2012 and will do so with each renewal. I verified on May 20, 2012 that all currently enrolled children have complete and current enrollment records on file.

Sincerely,
Provider

Termination and Appeals

- If a provider fails to submit a corrective action plan or has not adequately corrected the Seriously Deficient the provider will be sent a Propose to Terminate letter.
- The provider must submit an appeal by the given deadline if they do not agree with the proposed termination.
- Once it is received it will be reviewed by the appeals officer and a decision will be made.

Some information about appeals:

- If you are appealing your propose to terminate you need to submit evidence to support your position. If you fail to produce evidence you will lose.
- Evidence can be a variety of things:
  - A written statement from you explaining what happened
  - Written statements from witnesses (parents, older children, employees, others)
  - Documents (attendance records, meal/menu counts, calendar notifications, parent sign in/out sheets, other)
  - Photographs
  - Other items

Information that is not helpful during an appeal include:

- Statement the you offer high quality care
- You statement that you can't afford to lose the CACFP income
- Your statement that the parents in the program need the help you receive from CACFP because it keeps your rates low
- General letters of support from parents in your program saying your are a wonderful person or offer high quality care

You need to address the specific allegations to the propose to terminate in your appeal. Be as clear as possible and submit proper evidence.

Putting your knowledge to work....

- Refer to the packet of information given to you and in a group discuss the different scenarios (#1-4) and how you would handle them. Be prepared to share your thoughts with the group.
- Let's create a Corrective Action Plan based on the sample Seriously Deficient letter given in your packet. Make sure you include who, what, when, where, and how.
- Answer the quiz questions

Sample Seriously Deficient Letter

Requested CERTIFIED MAIL—Return Receipt
Article Number: 0000111133334444

Joe Black
1234 Circle Dr.
Indianapolis, In 46205

06/02/2015

Dear Joe,

This letter concerns the monitoring visits that were conducted by our office on 06/10/14, 06/25/14, 09/17/14, and 10/29/14. You are out of compliance of your operation of the Child and Adult Care Food Program (CACFP).

SERIOUS DEFICIENCY DETERMINATION

Based on the monitoring visits, we have determined that you are seriously deficient in your operation of the CACFP. If you do not fully and permanently correct all of the serious deficiencies and submit documentation of the corrective action by June 18, 2015 [1] we will:

- Propose to terminate your agreement to participate in the CACFP for cause, and
- Propose to disqualify you from future CACFP participation.

In addition, if you voluntarily terminate your agreement after receiving this letter, we will propose to disqualify you from future CACFP participation. If disqualified, you will be placed on the National Disqualified List. While on the list, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility. You will remain on the list until such time as the State agency determines that the serious deficiencies have been corrected or until 7 years after your disqualification. However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the list until the debt has been repaid. [2]

These actions are being taken pursuant to section 226.16(l) of the CACFP regulations (7 CFR 226.16(l)).

[1] Due date of CAP
[2] National disqualification list

SERIOUS DEFICIENCIES AND REQUIRED CORRECTIVE ACTION

The following paragraphs detail each serious deficiency and the corrective action required.

- Emily Barrow conducted a monitor visit on 06/10/14. The monitor found the meal had been served outside the meal time, no menus were posted and meals were not marked at point of service. The monitor reviewed with the provider how to mark meals at point of service, create menus and serving during the approved meal times.
- Emily Barrow conducted a monitor visit on 06/25/14. The monitor found no infant menu was posted, the menu was only scheduled for part of the week and meals were not marked at point of service.
- Emily Barrow conducted a monitor visit on 09/17/14. The monitor found no menus were posted, meals were not marked at point of service, only 2% milk was at the site, and the kids did not wash their hands prior to the meal.
- A warning letter was sent on 09/22/14
- A corrective action plan was submitted by Joe on 09/27/14
- Emily Barrow and Molly Manley conducted a monitor visit on 10/29/14. The monitors found re-enrollment forms were not signed, kids did not wash hands properly and meals were not being inputed in minute menu weekly.
- Provider training was due to Child Care Answers by 12/31/14 and has not been submitted. Reminders for this training were sent through Minute Menu on 10/20/14, 11/11/14, 12/01/14, 12/10/14, and 12/31/14. Emails were sent to check on the training on 12/29/14, 1/2/15, 1/6/15, 1/8/15, 1/13/15, and 2/3/15.

Because of these findings we are declaring you Seriously Deficient for inadequate record keeping §226.16 (l) (2) (v) and non-performance under the sponsoring organization-daycare home agreement §226.16 (l) (2) (ix). §226.16 (l) (2) (ix). non-compliance with the program meal pattern[3]

To correct this you must input menus in Minute Menu , print and post by the start of your business week, document meal attendance at point of service on weekly attendance worksheet and input into minute menu weekly, you must have all food on site to complete your daily menu, this includes proper milk for all age groups. COMPETE AND SUBMIT THE "What Would Batman Eat" and the Safety and Sanitation training.
Create a written procedure detailing how you will ensure the following;

- ***All required paperwork is kept per Child Care Answers requirements.**
- ***Menus are input in Minute Menu, posted and dated for the current week and substitutions are recorded on menu.**
- *** Meal attendance is documented at point of service on weekly attendance worksheet and documented in Minute Menu by the end of your business day.**
- ***A infant menu will be posted and dated for each week**
- ***How you ensure your monitor is notified at least 15 minutes before meal service time if you will not be serving or claiming a meal.**
- ***How you will ensure hand washing occurs before and after each meal** [4]

SUMMARY

We have determined that you are seriously deficient in your operation of the CACFP. You must provide us documentation that shows you have taken the required corrective action for each of the serious deficiencies cited in this letter. The documentation must be <u>received</u> (not

[3] Reasons for being declared seriously deficient
[4] Requirements for corrective action

just postmarked) by **June 18, 2015[5]. Once the required documentation has been received we will also conduct an unannounced visit to ensure that you are complying with CACFP regulations.**

If we do not receive the documentation of your corrective action by June 18, 2015, or if we determine that the actions taken do not fully and permanently correct all of the serious deficiencies, we will propose to terminate your CACFP agreement for cause and will propose to disqualify you.
[6]

You may not appeal the serious deficiency determination. However, if we propose to terminate your agreement for cause or propose to disqualify you, you will be able to appeal those actions and you will be advised of your appeal rights and the appeal procedures at that time.

You may continue to participate in the CACFP during the corrective action period. We will pay any valid claims for reimbursement submitted by you for this period. You must submit the claims by the normal deadline.

If we receive the documentation of your corrective action by the due date and determine that it fully and permanently corrects all of the serious deficiencies, then we will conduct an unannounced follow-up review to verify the adequacy of the corrective action. If we find in the follow-up review or any subsequent review that any of these serious deficiencies have not been fully and permanently corrected, we will immediately propose to terminate your agreement for cause and propose to disqualify you without any further opportunity for corrective action.

Sincerely,

Molly Manley
CACFP Coordinator
Child Care Answers

cc: State agency

[5] CAP deadline
[6] CAP deadline

Seriously Deficient and Termination Training
Child Care Answers 2015-2016 Annual Training

Provider Name_____
Date Completed_____

Listed below are some scenarios of monitor reviews. What would you do if you were the monitor in each scenario? Would you declare them seriously deficient or work with them to correct the deficiency?

1. You're out on the first review for a new provider and he/she says, "I don't have any of my records because I send all of them to my sponsor and I don't keep copies."

   _____
   _____
   _____
   _____

2. You're out on a lunch visit and you see that the provider only has whole milk in the refrigerator. The enrollment forms show that all of the kids in care are over 24 months old. Two reviews prior was a supper review and it was the same issue. At that review CA was assigned, received, and approved.

   _____
   _____
   _____
   _____

3. You're out on a visit and the provider is not at home during the time of his/her meal service, according to their application. You call the provider's cellphone and they pick and whisper to you, "We're at the movies."

   _____
   _____
   _____
   _____

4. You have a DHS licensed provider who was over ratio at their first review (November 2013) of the fiscal year. You notify DHS; you assign, receive,

and approve CA for this issue. Three months after this review (February 2014) you receive notification that DHS went out on a review only to find that this same provider is over ratio.

_____

_____

_____

_____

5. Refer to the sample Seriously Deficient letter given in this packet and write out an appropriate Corrective Action Plan for this provider. (attach the letter to this packet when returning it)

6. True or false: Once terminated from the program a provider cannot participate on any CACFP program for 7 years. _____

7. If a provider is declared seriously deficient for failure to keep required records what might be the best response in their corrective action plan?
   a. I have updated my binder on 6/1/15 and included all of the requirements for CACFP records. I have also trained my staff and implemented a system for marking meals at point of service by ensuring the weekly attendance worksheet is printed and up on the fridge each Monday morning.
   b. My staff members were not trained properly and did not know they needed to mark meals at point of service.
   c. I have been so busy with the kids and my family I forgot to update my records.

8. True or false: All documentation must be submitted to the Sponsor by the deadline on the seriously deficient or Propose to Terminate Letter.

   _____

9. If a provider has received a propose to terminate letter for claiming children when they are not in attendance and wishes to appeal what information should they submit with their appeal?

   _____

   _____

   _____

10. What information will not help you win an appeal or should be included in your corrective action plan?

_____

_____

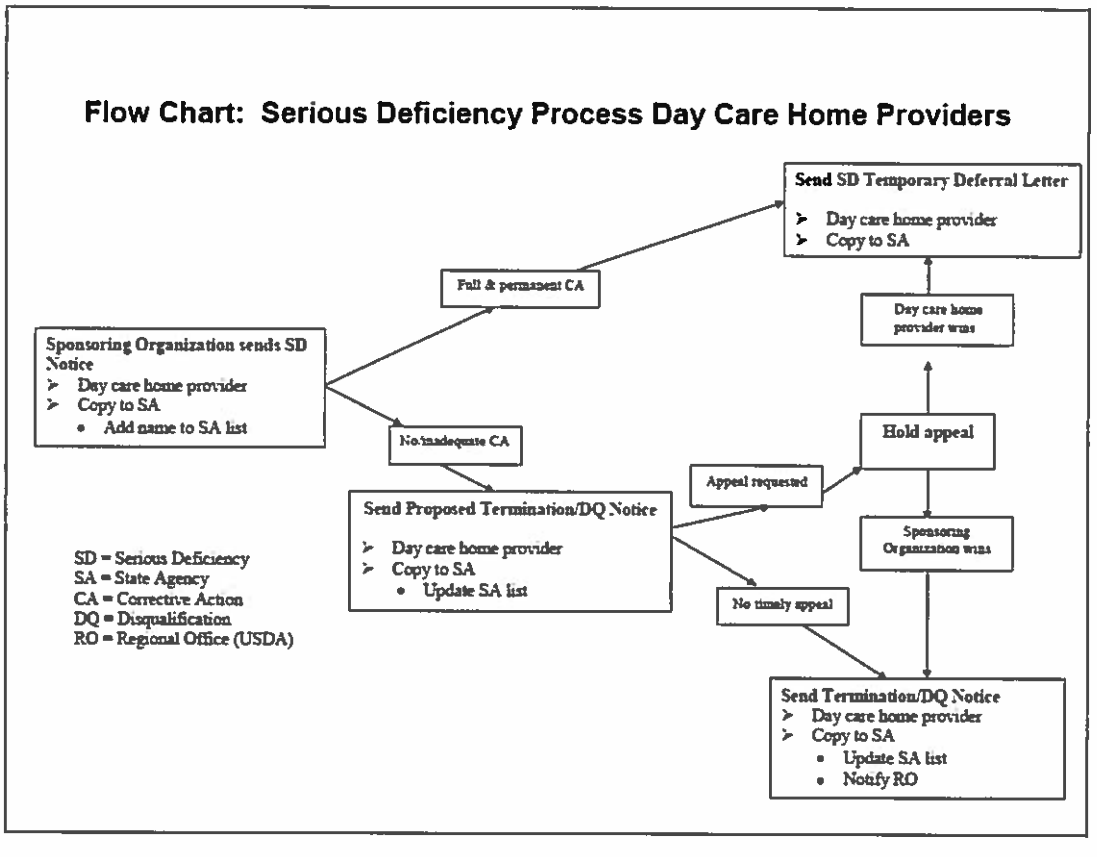
_____

11. Review the flowchart for the seriously deficient process, what are the options once a provider submits an appeal to a propose to terminate letter?

_____

_____

_____



Record Keeping

Child Care Answers Child and Adult Care Food Program: Record Keeping and More Training 2015-2016 Contract Year

Training Agenda

Minute Menu Kids

- Record Keeping Requirements
- Using Minute Menu
- Sanitation Requirements
- Meal Components
- Serving a meal correctly
- Monitor Visits
- Management Plan

Record Keeping Requirements
CACFP Binder

CACFP Binder

- All providers should have a binder on site that includes 3 years of CACFP records.
- Please keep only CACFP records in your binder

- The following should be in your binder:
  - Annual agreement (there should be the last 3 years)
    - Permanent agreement
    - Signed management plan
  - Children's enrollment forms (including food allergies)
    - Copies of trainings
      - Visit forms

- Please make sure all staff at your site knows where the binder is kept should you not be on site during a visit
- **PLEASE NOTE ENROLLMENT FORMS KEPT ON SITE MUST BE THE ORIGINAL FORM**

Daily Record Keeping

All meals should be marked at **point of service**. That means when a child sits down and eats a meal it must be recorded in one of two ways:

1. The weekly attendance worksheet from Minute Menu. You can use this each week to mark meals when served.
2. Marking your meals IMMEDIATELY into Minute Menu. There is also a smart phone app for this. Minute Menu provides training if you are interested.

Weekly Record Keeping

- Menus should be scheduled by the start of the business week in Minute Menu. The menu should be posted for the parents to see. If you have infants please make sure you have created an infant menu as well.

- All meals from the previous week should be recorded into Minute Menu.

We check menus and meals recorded in Minute Menu every Monday. If you are having issues with Minute Menu or need assistance please let us know.

Infant menus cannot be created in Minute Menu. Please use one of our templates to ensure you have a dated infant menu each week.

DATE

IRON FORTIFIED INFANT CEREAL 8-11 MONTHS	RICE	OATMEAL	RICE	OATMEAL	RICE
FRUIT OR VEGETABLE 8-11 MONTHS	APPLESAUCE	BANANA	PEACHES	PEARS	PLUMS
IRON FORTIFIED INFANT CEREAL 4-7 MONTHS	OATMEAL	MIXED	OATMEAL	MIXED	OATMEAL
INFANT MILK OR FORMULA	FORMULA	FORMULA	FORMULA	FORMULA	FORMULA
BREAD OR ALTERNATE 8-11 MONTHS	GRAHAM CRACKERS	RITZ CRACKERS	TOAST	CHEESE CRACKERS	MELBA TOAST
JUICE 8-11 MONTHS	100% UNDILUTED FRUIT JUICE			100% UNDILUTED FRUIT JUICE	
INFANT MILK OR FORMULA	FORMULA	FORMULA	FORMULA	FORMULA	FORMULA
MEAT/ALTERNATE OR INFANT CEREAL 8-11 MONTHS	TURKEY	MIXED	BEEF	CHICKEN	INFANT HAM
FRUIT OR VEGETABLE 8-11 MONTHS	GREEN BEANS CARROTS	SPINACH PEARS	CORN SWEET POTATOES	SQUASH PEACHES	CARROTS PEACHES
IRON FORTIFIED INFANT CEREAL 4-7 MONTHS	RICE	MIXED	MIXED	RICE	OATMEAL
FRUIT OR VEGETABLE 4-7 MONTHS	GREEN BEANS CARROTS	SPINACH PEARS	CORN SWEET POTATOES	SQUASH PEACHES	GREEN BEANS
INFANT MILK OR FORMULA	FORMULA	FORMULA	FORMULA	FORMULA	FORMULA
BREAD OR ALTERNATE 8-11 MONTHS	GRAHAM CRACKERS	RITZ CRACKERS	TOAST	CHEESE CRACKERS	MELBA TOAST
JUICE 8-11 MONTHS	100% UNDILUTED FRUIT JUICE			100% UNDILUTED FRUIT JUICE	
INFANT MILK OR FORMULA	FORMULA	FORMULA	FORMULA	FORMULA	FORMULA
MEAT/ALTERNATE OR INFANT CEREAL 8-11 MONTHS	TURKEY	MIXED	BEEF	CHICKEN	INFANT HAM
FRUIT OR VEGETABLE 8-11 MONTHS	GREEN BEANS CARROTS	SPINACH PEARS	CORN SWEET POTATOES	SQUASH PEACHES	CARROTS PEACHES
IRON FORTIFIED INFANT CEREAL 4-7 MONTHS	RICE	MIXED	MIXED	RICE	OATMEAL
FRUIT OR VEGETABLE 4-7 MONTHS	GREEN BEANS CARROTS	SPINACH PEARS	CORN SWEET POTATOES	SQUASH PEACHES	GREEN BEANS
INFANT MILK OR FORMULA	FORMULA	FORMULA	FORMULA	FORMULA	FORMULA
BREAD OR ALTERNATE 8-11 MONTHS	GRAHAM CRACKERS	RITZ CRACKERS	TOAST	CHEESE CRACKERS	MELBA TOAST
JUICE 8-11 MONTHS	100% UNDILUTED FRUIT JUICE			100% UNDILUTED FRUIT JUICE	
INFANT MILK OR FORMULA	FORMULA	FORMULA	FORMULA	FORMULA	FORMULA

Using Minute Menu

Minute Menu should be a tool you are using often.

The following items should be done weekly in Minute Menu:

- Create and Print the menu for the upcoming week
- Record all meals served for the prior week
- Enter any days you will be closed or meals you will not be serving.

These tasks should be completed at least once a month in Minute Menu:

- Maintaining accurate and current roster. Make sure children are disenrolled when they leave and enroll current children.
- Submit your claim by the 5th of the month.

Have you watched the Orientation Video for Minute Menu? If not please make sure you do. It will answer most questions you have about the program. The video can be reviewed at www.daynurserycacfp.weebly.com

Questions about Minute Menu?

Here is your chance to ask what questions you have about using Minute Menu. Have you struggled creating menus? Had issues with submitting your claim? I'm here to answer them!

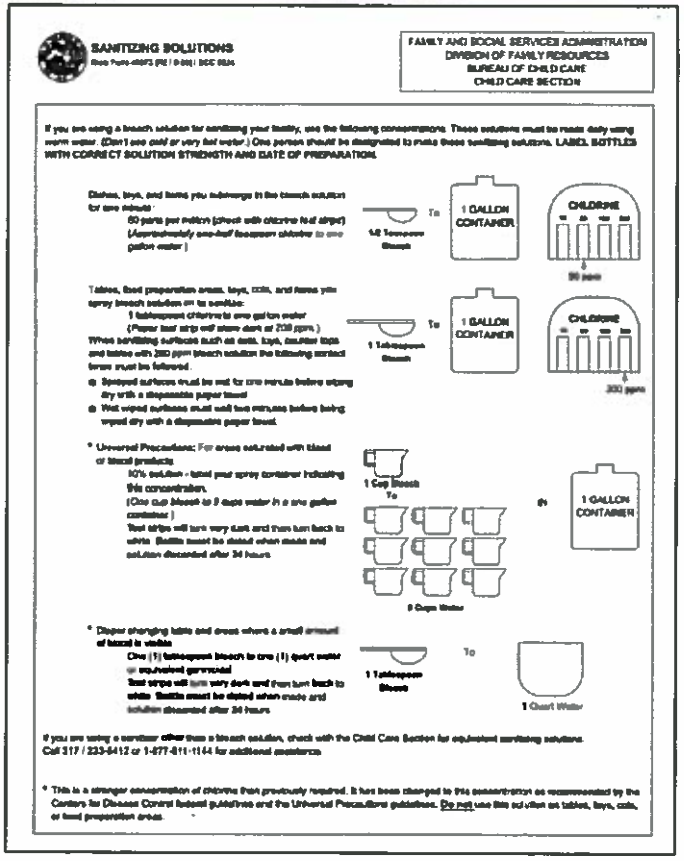
Sanitation

Sanitizing tables – you must clean and sanitize tables before and after each meal.

Here are 4 steps to go by:

1. **Clean tables with warm soapy water.**
2. **Rinse with warm water.**
3. **Dry with paper towel**
4. **Spray with bleach solution and let dry for up to 1 minute.**

The table needs to be sanitized prior to children sitting down and immediately after the meal. Please remember you must use paper towels or if using a dish towel it may only be used once before washing.



SANITIZING SOLUTIONS

FAMILY AND SOCIAL SERVICES ADMINISTRATION
DIVISION OF FAMILY RESOURCES
BUREAU OF CHILD CARE
CHILD CARE SECTION

WITH CORRECT SOLUTION STRENGTH AND DATE OF PREPARATION.

1 GALLON CONTAINER

CHLORINE

1 GALLON CONTAINER

CHLORINE

1 Cup Bleach

1 GALLON CONTAINER

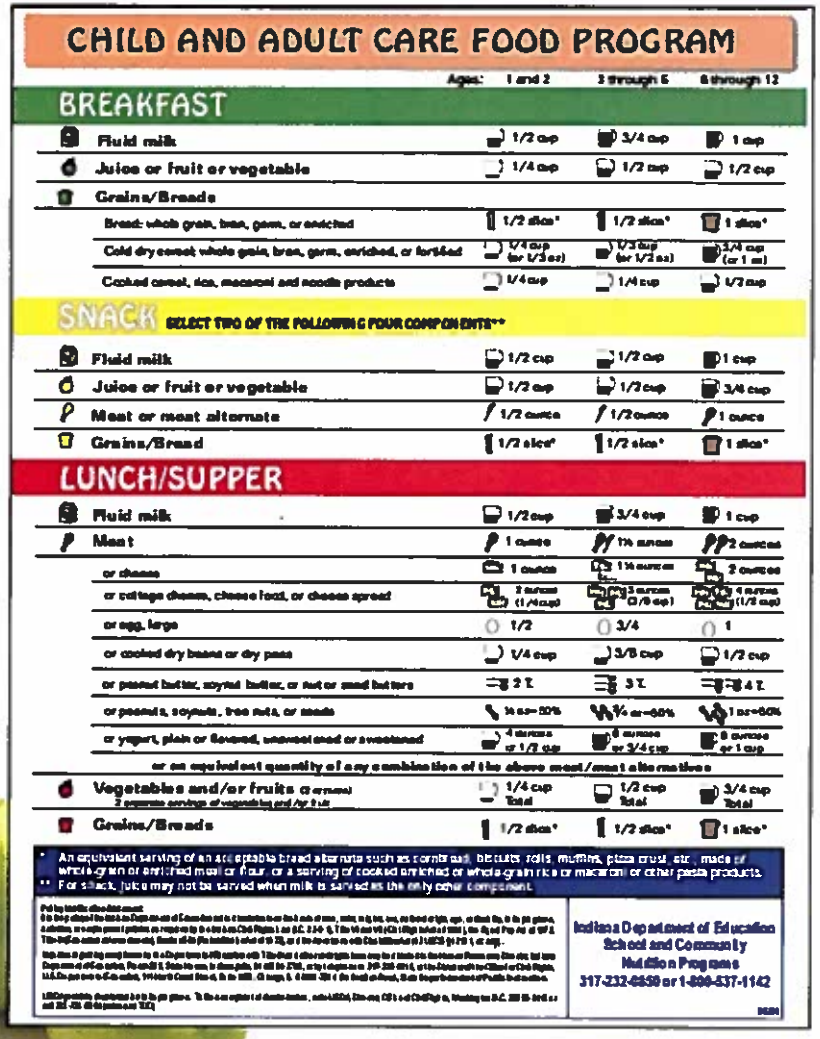
1 Tablespoon Bleach

1 Quart Water

Call 317 / 233-5412 or 1-877-811-1144 for additional assistance.

Please not that you must use the bleach solution. Premade bleach sprays, bleach wipes or any other solution is not allowed.

Are you serving all of the required Meal Pattern Requirements?



CHILD AND ADULT CARE FOOD PROGRAM

Ages:	1 and 2	3 through 5	6 through 12
BREAKFAST			
Fluid milk	1/2 cup	3/4 cup	1 cup
Juice or fruit or vegetable	1/4 cup	1/2 cup	1/2 cup
Grains/Breads			
Bread: whole grain, bran, germ, or enriched	1/2 slice*	1/2 slice*	1 slice*
Cold dry cereal: whole grain, bran, germ, enriched, or fortified	1/4 cup (or 1/3 oz)	1/3 cup (or 1/2 oz)	3/4 cup (or 1 oz)
Cooked cereal, rice, macaroni and noodle products	1/4 cup	1/4 cup	1/2 cup
SNACK SELECT TWO OF THE FOLLOWING FOUR COMPONENTS**			
Fluid milk	1/2 cup	1/2 cup	1 cup
Juice or fruit or vegetable	1/2 cup	1/2 cup	3/4 cup
Meat or meat alternate	1/2 ounce	1/2 ounce	1 ounce
Grains/Bread	1/2 slice*	1/2 slice*	1 slice*
LUNCH/SUPPER			
Fluid milk	1/2 cup	3/4 cup	1 cup
Meat	1 ounce	1½ ounces	2 ounces
or cheese	1 ounce	1½ ounces	2 ounces
or cottage cheese, cheese food, or cheese spread	2 ounces (1/4 cup)	3 ounces (3/8 cup)	4 ounces (1/2 cup)
or egg, large	1/2	3/4	1
or cooked dry beans or dry peas	1/4 cup	3/8 cup	1/2 cup
or peanut butter, soynut butter, or nut or seed butters	2 T	3 T	4 T
or peanuts, soynuts, tree nuts, or seeds	½ oz=50%	¾ oz=50%	1 oz=50%
or yogurt, plain or flavored, unsweetened or sweetened	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup
or an equivalent quantity of any combination of the above meat/meat alternatives			
Vegetables and/or fruits (2 separate servings of vegetable and/or fruit)	1/4 cup Total	1/2 cup Total	3/4 cup Total
Grains/Breads	1/2 slice*	1/2 slice*	1 slice*

* An equivalent serving of an acceptable bread alternate such as cornbread, biscuits, rolls, muffins, pizza crust, etc., made of whole-grain or enriched meal or flour, or a serving of cooked enriched or whole-grain rice or macaroni or other pasta products.
** For snack, juice may not be served when milk is served as the only other component.

Indiana Department of Education
School and Community
Nutrition Programs
317-232-0850 or 1-800-537-1142

02/08/2006

Infant Meal Pattern

	Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast	4-6 fluid ounces formula (1) or breast milk (2,3)	4-8 fluid ounces formula (1) or breast milk (2,3) and 0-3 Tbsp. Infant cereal (1,4)	6-8 fluid ounces formula (1) or breast milk (2,3) and 2-4 Tbsp. Infant cereal (1) and 1-4 Tbsp fruit and/or vegetable
Lunch or Supper	4-6 fluid ounces formula (1) or breast milk (2,3)	4-8 fluid ounces formula (1) or breast milk (2,3) and 0-3 Tbsp. Infant cereal (1,4) and 0-3 Tbsp. Fruit and/or vegetable or both (4)	6-8 fluid ounces formula (1) or breast milk (2,3) and 2-4 Tbsp. Infant cereal (1); and/or 1-4 Tbsp. Meat, fish, poultry, egg yolk, cooked dry beans or peas, or 2-2 ounces cheese; or 1-4 Ounces (volume) Cottage cheese; 1-4 ounces (weight) cheese food or cheese spread; and 1-4 Tbsp. Fruit and/or vegetables or both.
Supplement (snack)	4-6 fluid ounces formula (1) or breast milk (2,3)	4-6 fluid ounces formula (1) or breast milk (2,3)	2-4 fluid ounces formula (1), breast milk (2,3), or fruit juice (5); and 0-2 bread (4,6) or 0-2 crackers (4,6)

(1) Infant formula and dry infant cereal shall be iron-fortified.
(2) Breast milk or formula, or portions of both may be served, however, it is recommended that breast milk be served in place of formula from birth through 11 months.
(3) For some breast fed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.
(4) A serving of this component is required only when the infant is developmentally ready to accept it.
(5) Fruit juice shall be full-strength.
(6) A serving of this component must be made from whole-grain or enriched meal or flour.

INDIANA CACFP MILK REQUIREMENTS

Locate your facility type at the top of one of the charts. The X in the chart indicates the type of milk each age group must be served.

REQUIREMENTS FOR LICENSED CENTERS AND MINISTRIES ON VCP PARTICIPATING IN CACFP:

Age	Whole milk	2% milk (reduced fat)	1% milk (low fat)	Skim milk(fat free)
12-23 months	X	X		
24 months and older			X	

REQUIREMENTS FOR FAMILY DAY CARE HOMES, MINISTRIES NOT ON VCP, OUTSIDE-SCHOOL-HOURS AND AT-RISK PROGRAMS, HOMELESS/EMERGENCY SHELTERS, AND ADULT DAY CARE PROGRAMS PARTICIPATING IN CACFP:

Age	Whole milk	2% milk (reduced fat)	1% milk (low fat)	Skim milk(fat free)
12-23 months	X	X		
24 months and older			X	X

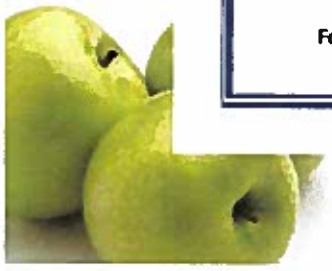
For questions regarding infant feeding, visit http://www.doe.in.gov/cacfp and select Meal Pattern Requirements.

Frequently Asked Questions (FAQs)

1. If a parent provides the milk, does it also have to meet the CACFP requirements shown above?
   Yes, the above requirements must be met to claim a meal for reimbursement no matter who provides the milk.
2. If the child is lactose intolerant, can I give them lactose-free milk?
   Yes, both lactose-reduced milk and lactose-free milk can be served if it aligns with the fat requirements in the above charts.
3. What are the consequences of not serving the required milk type?
   If facilities are found to be serving milk that does not align with CACFP requirements, meals will be disallowed.

For specific questions on the CACFP milk policy, contact Heather Stinson at hstinson@doe.in.gov or 317-232-0869

Created: 2/17/2012



A few notes on milk substitution, allergies and parent preferences

Milk Substitute Rule –If a student has a disability determined by a physician, the child care facility must provide the substitution as prescribed in the physician's statement. However with non-disability situations, it is up to the child care facility to determine if they will offer milk substitutes for these students. If the child care facility chooses to do so, it must accept a written request from a medical authority or a parent/legal guardian.

Written Request - The written request from the medical authority or the parent/guardian must identify why the child cannot consume cow's milk. For example, a request due to a milk allergy, vegan diet, as well as religious, or cultural/ethical reasons would be acceptable and may be accommodated if the child care facility chooses to do so.
Milk substitutes that are offered without a physician's statement must be nutritionally equivalent to milk.

Milk Substitute Nutrition Standards Nutrient Per Cup (8 Fl. Oz.)

Calcium	276 mg
Phosphorus	222 mg
Protein	8 g
Potassium	849 mg
Vitamin A	500 IU
Riboflavin	.44 mg
Vitamin D	100 IU
Vitamin B-12	1.1 mcg
Magnesium	24 mg

Currently, the Indiana Department of Education has only identified five products that meet the Milk Substitute Nutrition Standards. As more and more products are developed and implemented, we will update our list accordingly.

1. 8th Continent Soymilk – Regular Original and Vanilla
2. SunOpta Soymilk – Original and Vanilla (Shelf Stable)
3. Pearl Organic Soymilk – Chocolate and Vanilla (Shelf Stable)
4. Pacific Soymilk, Ultra – Plain and Vanilla (Shelf Stable)
5. Great Value Soymilk – Original

Mealtime Reminders

- All meals claimed **must** be served during the set meal time. If you need to change your meal time you must notify the office in writing.
- Prior to children eating the table must be sanitized properly. Please refer to the handout for the proper sanitation.
- Children must wash their hands and go directly to the clean, sanitized table before the meal.
- Meals must be marked **at point of service.** You may either use the weekly attendance worksheet or enter the meals served immediately into Minute Menu. If you use the worksheet please remember to enter meals served weekly into Minute Menu.

What you need to have a successful Monitor Visit

- Day Nursery CACFP monitors will visit you at least 3 times a year. All visits are unannounced and during meal times.
- Your monitor will observe and check the following items:

1. Your CACFP binder for contracts and enrollments.
2. Posted menu
3. Meals that have been recorded at point of service.
4. Observe the table is sanitized and children practice correct hand washing procedures.
5. The meal meets the food program requirements and the serving sizes are appropriate.
6. That you are serving and have on hand the correct milk.
7. You have at the site at least enough food to serve all your meals for the day.
8. The number of children observed match up with the number of children you have been claiming.

CHILD CARE ANSWERS

EARLY LEARNING INDIANA

Record Keeping Training Quiz

Provider Name: _____

Date Completed: _____

1. What are the four food components required for a creditable lunch?
   A. _____
   B. _____
   C. _____
   D. _____

2. How long must records be kept? _____
3. What documents need to be in the CACFP binder?
   A. _____
   B. _____
   C. _____
   D. _____
4. What steps must you take to mark meals at point of service?

   _____

   _____

   _____
5. What record keeping requirements are required weekly?

   _____

   _____

   _____
6. What milk options do you have for serving a 12-23 month old child?

   _____
7. Using the meal components, give an example of a creditable breakfast for a 2 year old.

   _____

   _____
8. What solution must be used to sanitize the tables properly? -

   _____

   _____
9. True or False: You cannot schedule infant menus in Minute Menu? _____
10. Name three things your monitor will look for at your monitor visit:

    _____

    _____

    _____
11. Menus must be posted (when) _____
12. Meals must be entered into Minute Menu at least _____

Menu Planning

Lets Get Creative

Menu Planning

Shop Weekly Ads

- Make a list of sale items in outer aisles example: fresh fruits, vegetables, meats and dairy.
- Compile list, ensure you plan on purchasing enough to meet the minimum amounts required for all age groups in your care.

Create your weekly menu

- Things to consider when creating menus

a) Nutrient rich
b) Colorful
c) Limit processed foods
d) Low in sugar- Limit 100% juice and sugary snacks to once a week.
e) Whole grain enriched grains
f) Lean meats
g) Try new things (Quinoa, lentils, beans)

How much food will you need

- Calculate the number of children you will have in your care for the week
- separate number by age groups
- figure out minimum amounts needed per age group.
- list amount needed of each food item you will need for the week.

Time to go shopping

- Remember to buy most of your items from the outer aisles.
- Try and stick to your list to stay on budget.
- Buy enough food/ milk to complete menu.
- Give yourself plenty of time, read labels and watch sugar and sodium amounts.
- Go directly to child care and put cold items away immediately.

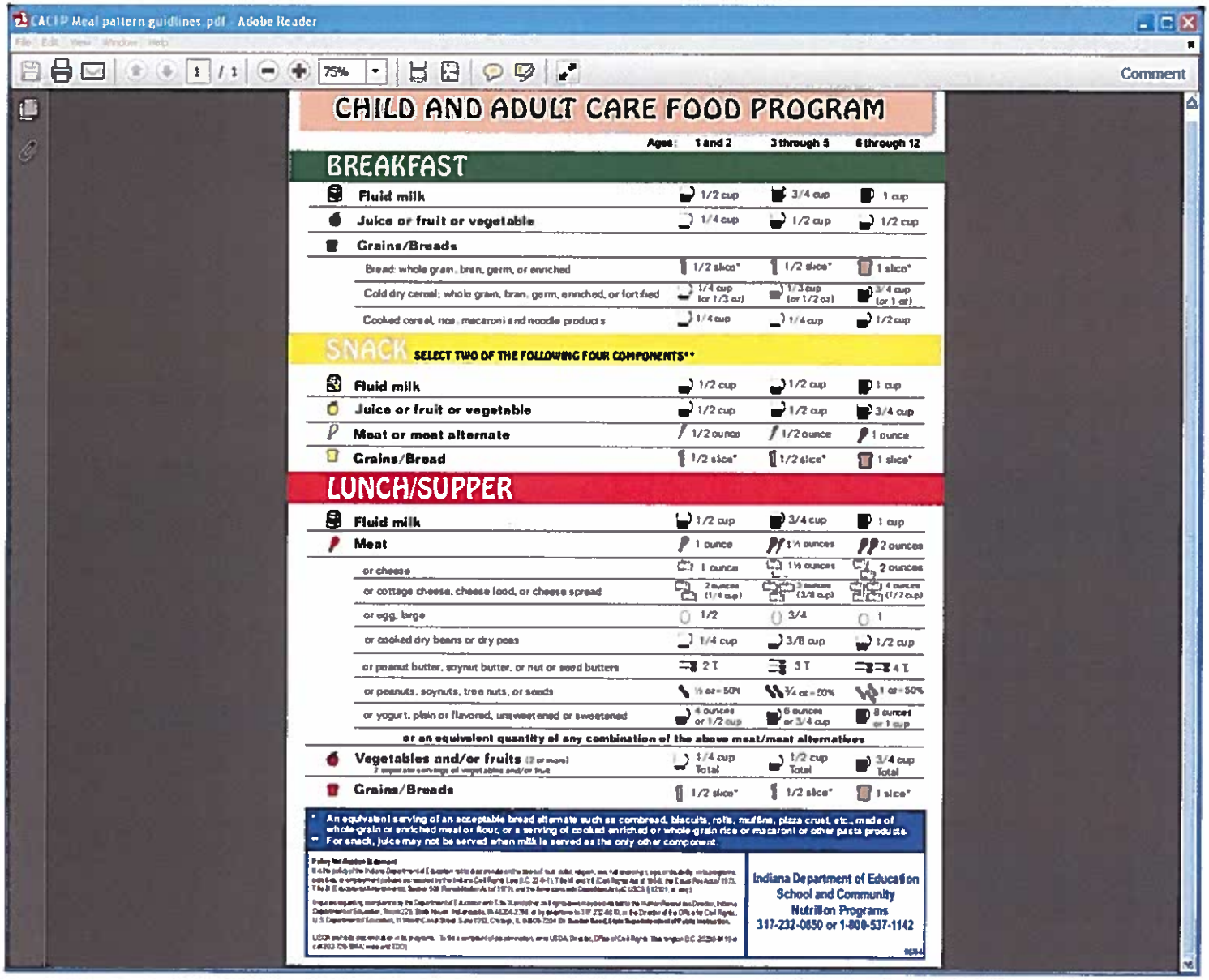
Prep Time!!

- Save time during the week by prepping certain items ahead of time.
- Wash fruits and vegetables and cut into bite size pieces.
- Cook items that take longer to cook, examples- brown rice, quinoa, ground beef. Store in airtight container.

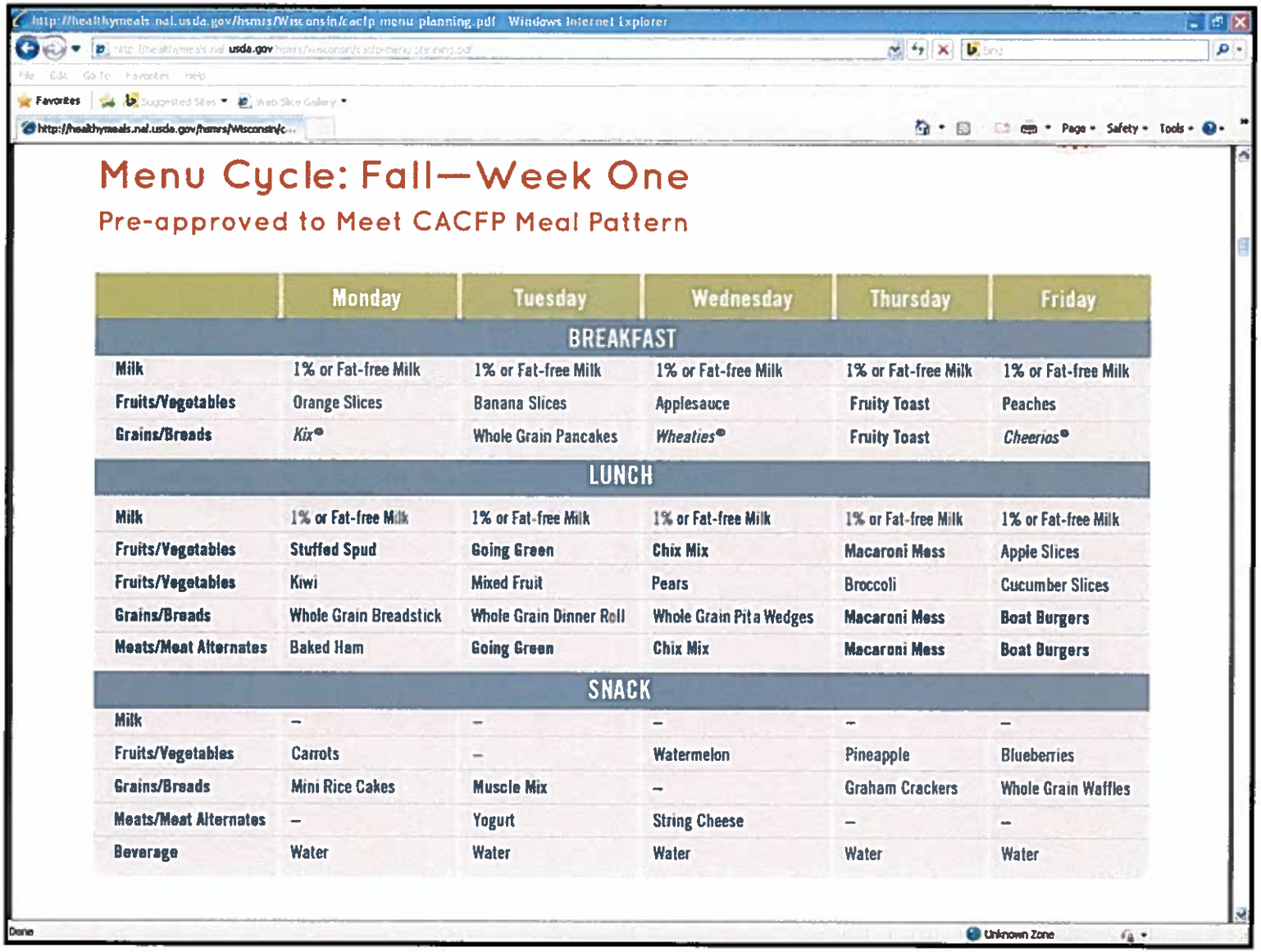
Time to enter menus

- It is Child Care Answers policy to enter menus into Minute Menu by the start of your business week. If you need help with this you can contact your monitor to set up a training.
- After menus are entered you will need to print and post them for parents to see.
- If you need to make a substitution you will need to document the change on your posted menu and in Minute Menu. Please limit substitutions to twice a week.
- If you are a scan provider you must still create and post menu.

Meal Pattern and Minimum Amounts



Menu Ideas

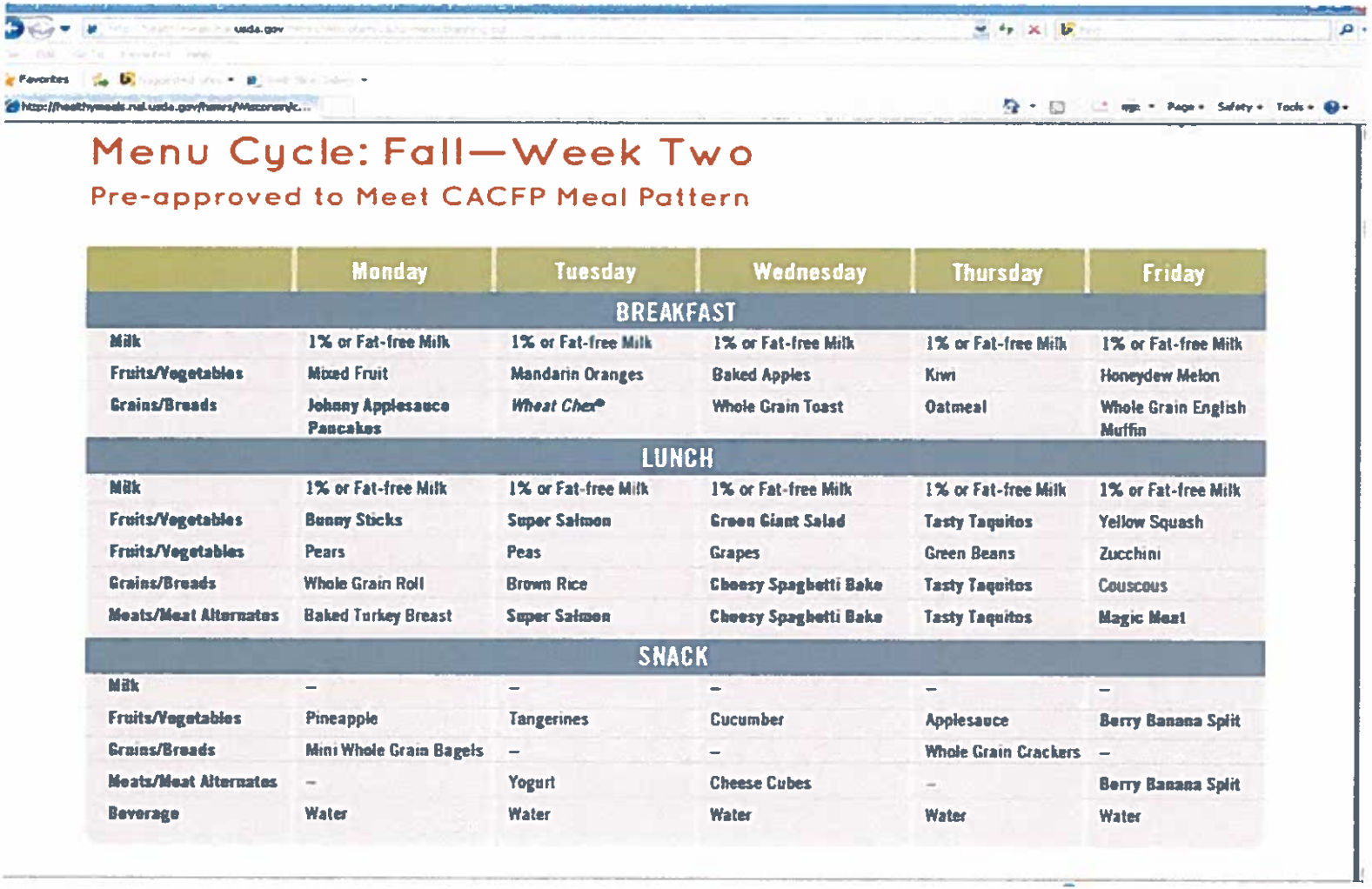


Menu Cycle: Fall—Week One

Pre-approved to Meet CACFP Meal Pattern

	Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST					
Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk
Fruits/Vegetables	Orange Slices	Banana Slices	Applesauce	Fruity Toast	Peaches
Grains/Breads	*Kix*®	Whole Grain Pancakes	*Wheaties*®	Fruity Toast	*Cheerios*®
LUNCH					
Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk
Fruits/Vegetables	Stuffed Spud	Going Green	Chix Mix	Macaroni Mess	Apple Slices
Fruits/Vegetables	Kiwi	Mixed Fruit	Pears	Broccoli	Cucumber Slices
Grains/Breads	Whole Grain Breadstick	Whole Grain Dinner Roll	Whole Grain Pita Wedges	Macaroni Mess	Boat Burgers
Meats/Meat Alternates	Baked Ham	Going Green	Chix Mix	Macaroni Mess	Boat Burgers
SNACK					
Milk	–	–	–	–	–
Fruits/Vegetables	Carrots	–	Watermelon	Pineapple	Blueberries
Grains/Breads	Mini Rice Cakes	Muscle Mix	–	Graham Crackers	Whole Grain Waffles
Meats/Meat Alternates	–	Yogurt	String Cheese	–	–
Beverage	Water	Water	Water	Water	Water

More Menu Ideas

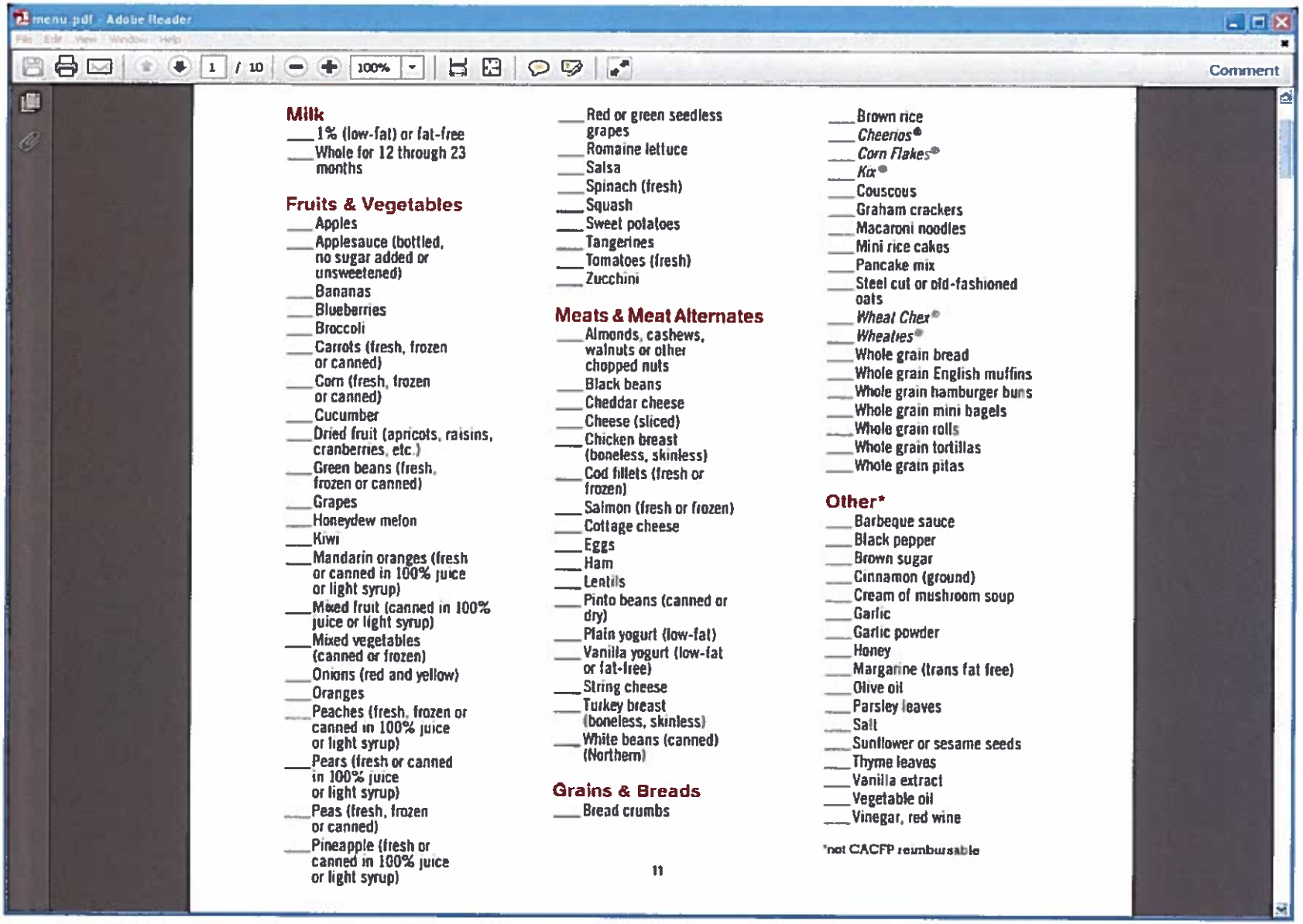


Menu Cycle: Fall—Week Two

Pre-approved to Meet CACFP Meal Pattern

	Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST					
Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk
Fruits/Vegetables	Mixed Fruit	Mandarin Oranges	Baked Apples	Kiwi	Honeydew Melon
Grains/Breads	Johnny Applesauce Pancakes	*Wheat Chex®*	Whole Grain Toast	Oatmeal	Whole Grain English Muffin
LUNCH					
Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk	1% or Fat-free Milk
Fruits/Vegetables	Bunny Sticks	Super Salmon	Green Giant Salad	Tasty Taquitos	Yellow Squash
Fruits/Vegetables	Pears	Peas	Grapes	Green Beans	Zucchini
Grains/Breads	Whole Grain Roll	Brown Rice	Cheesy Spaghetti Bake	Tasty Taquitos	Couscous
Meats/Meat Alternates	Baked Turkey Breast	Super Salmon	Cheesy Spaghetti Bake	Tasty Taquitos	Magic Meat
SNACK					
Milk	–	–	–	–	–
Fruits/Vegetables	Pineapple	Tangerines	Cucumber	Applesauce	Berry Banana Split
Grains/Breads	Mini Whole Grain Bagels	–	–	Whole Grain Crackers	–
Meats/Meat Alternates	–	Yogurt	Cheese Cubes	–	Berry Banana Split
Beverage	Water	Water	Water	Water	Water

Shopping list for 2 weeks



Milk

___1% (low-fat) or fat-free
___Whole for 12 through 23 months

Fruits & Vegetables

___Apples
___Applesauce (bottled, no sugar added or unsweetened)
___Bananas
___Blueberries
___Broccoli
___Carrots (fresh, frozen or canned)
___Corn (fresh, frozen or canned)
___Cucumber
___Dried fruit (apricots, raisins, cranberries, etc.)
___Green beans (fresh, frozen or canned)
___Grapes
___Honeydew melon
___Kiwi
___Mandarin oranges (fresh or canned in 100% juice or light syrup)
___Mixed fruit (canned in 100% juice or light syrup)
___Mixed vegetables (canned or frozen)
___Onions (red and yellow)
___Oranges
___Peaches (fresh, frozen or canned in 100% juice or light syrup)
___Pears (fresh or canned in 100% juice or light syrup)
___Peas (fresh, frozen or canned)
___Pineapple (fresh or canned in 100% juice or light syrup)
___Red or green seedless grapes
___Romaine lettuce
___Salsa
___Spinach (fresh)
___Squash
___Sweet potatoes
___Tangerines
___Tomatoes (fresh)
___Zucchini

Meats & Meat Alternates

___Almonds, cashews, walnuts or other chopped nuts
___Black beans
___Cheddar cheese
___Cheese (sliced)
___Chicken breast (boneless, skinless)
___Cod fillets (fresh or frozen)
___Salmon (fresh or frozen)
___Cottage cheese
___Eggs
___Ham
___Lentils
___Pinto beans (canned or dry)
___Plain yogurt (low-fat)
___Vanilla yogurt (low-fat or fat-free)
___String cheese
___Turkey breast (boneless, skinless)
___White beans (canned) (Northern)

Grains & Breads

___Bread crumbs
___Brown rice
___*Cheerios*®
___*Corn Flakes*®
___*Kix*®
___Couscous
___Graham crackers
___Macaroni noodles
___Mini rice cakes
___Pancake mix
___Steel cut or old-fashioned oats
___*Wheat Chex*®
___*Wheaties*®
___Whole grain bread
___Whole grain English muffins
___Whole grain hamburger buns
___Whole grain mini bagels
___Whole grain rolls
___Whole grain tortillas
___Whole grain pitas

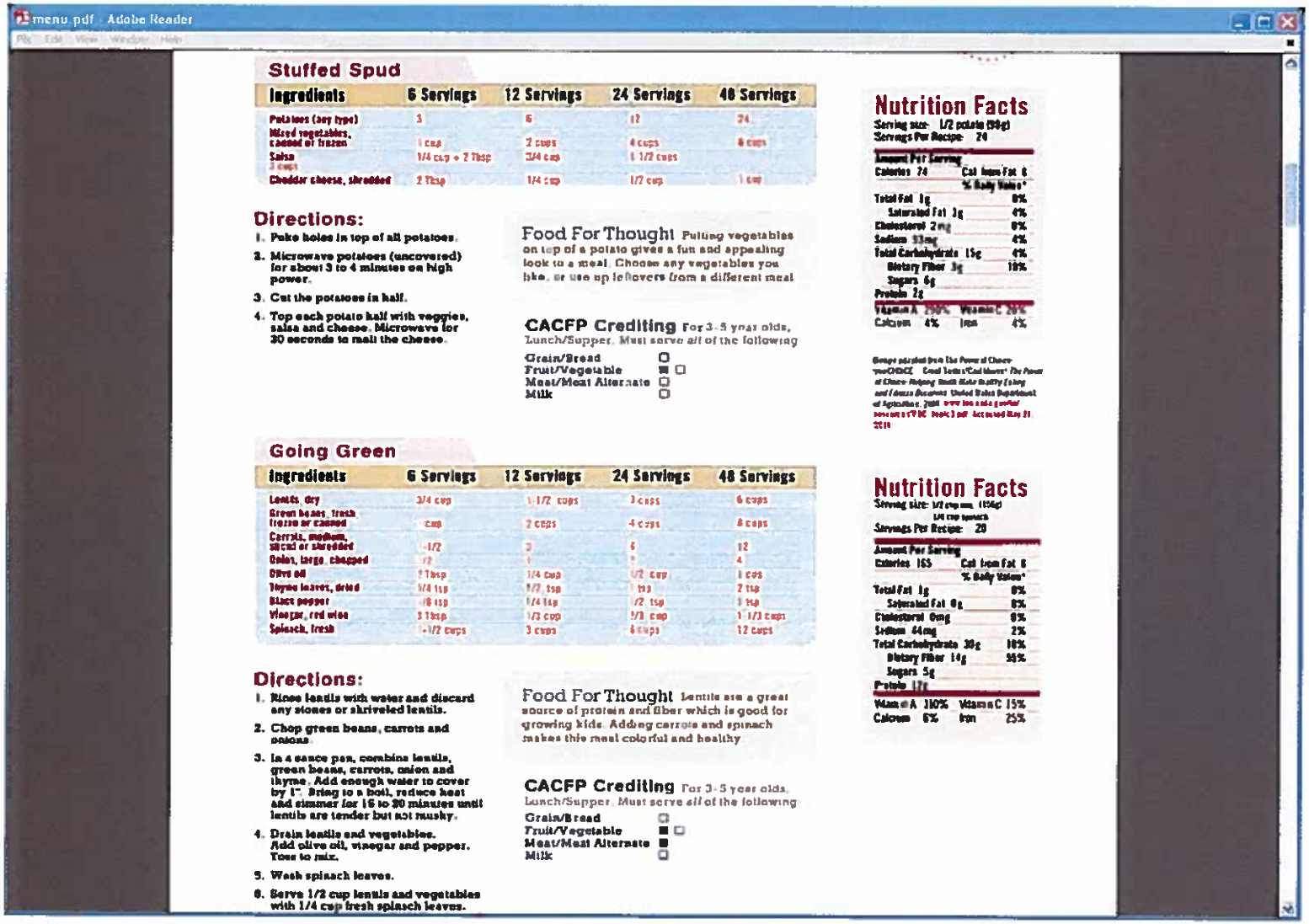
Other*

___Barbeque sauce
___Black pepper
___Brown sugar
___Cinnamon (ground)
___Cream of mushroom soup
___Garlic
___Garlic powder
___Honey
___Margarine (trans fat free)
___Olive oil
___Parsley leaves
___Salt
___Sunflower or sesame seeds
___Thyme leaves
___Vanilla extract
___Vegetable oil
___Vinegar, red wine

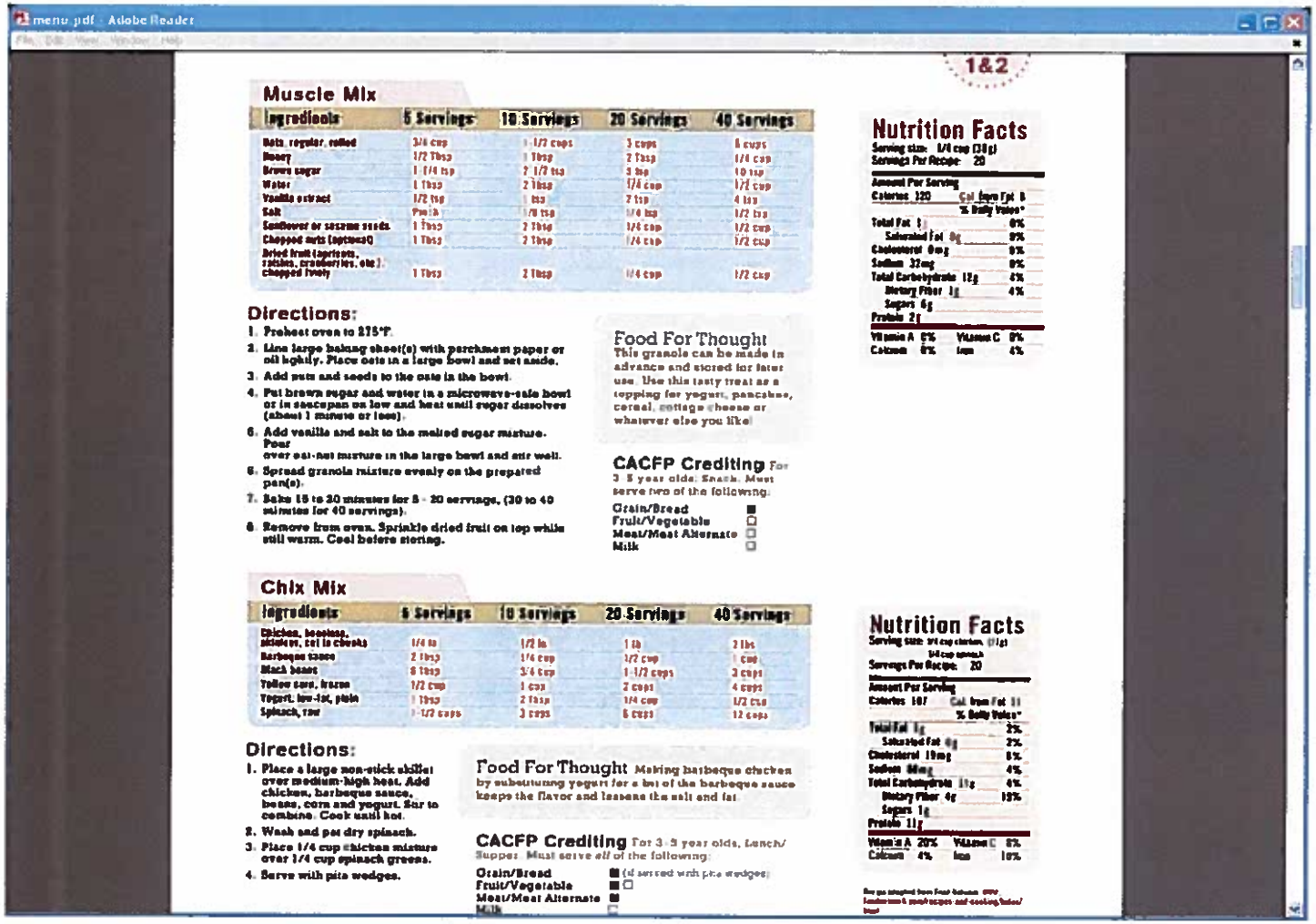
*not CACFP reimbursable

11

Recipes for sample menu



More recipes



menu.pdf - Adobe Reader

1&2

Muscle Mix

Ingredients	5 Servings	10 Servings	20 Servings	40 Servings
Oats, regular, rolled	3/4 cup	1 1/2 cups	3 cups	6 cups
Honey	1/2 Tbsp	1 Tbsp	2 Tbsp	1/4 cup
Brown sugar	1 1/4 tsp	2 1/2 tsp	5 tsp	10 tsp
Water	1 Tbsp	2 Tbsp	1/4 cup	1/2 cup
Vanilla extract	1/2 tsp	1 tsp	2 tsp	4 tsp
Salt	Pinch	1/8 tsp	1/4 tsp	1/2 tsp
Sunflower or sesame seeds	1 Tbsp	2 Tbsp	1/4 cup	1/2 cup
Chopped nuts (optional)	1 Tbsp	2 Tbsp	1/4 cup	1/2 cup
Dried fruit (apricots, raisins, cranberries, etc.) chopped finely	1 Tbsp	2 Tbsp	1/4 cup	1/2 cup

Directions:

1. Preheat oven to 275°F.
2. Line large baking sheet(s) with parchment paper or oil lightly. Place oats in a large bowl and set aside.
3. Add nuts and seeds to the oats in the bowl.
4. Put brown sugar and water in a microwave-safe bowl or in saucepan on low and heat until sugar dissolves (about 1 minute or less).
6. Add vanilla and salt to the melted sugar mixture. Pour over oat-nut mixture in the large bowl and stir well.
6. Spread granola mixture evenly on the prepared pan(s).
7. Bake 15 to 20 minutes for 5 - 20 servings, (20 to 40 minutes for 40 servings).
8. Remove from oven. Sprinkle dried fruit on top while still warm. Cool before storing.

Food For Thought

This granola can be made in advance and stored for later use. Use this tasty treat as a topping for yogurt, pancakes, cereal, cottage cheese or whatever else you like!

CACFP Crediting For 3 - 5 year olds. Snack. Must serve two of the following:

Grain/Bread ■
Fruit/Vegetable □
Meat/Meat Alternate □
Milk □

Nutrition Facts

Serving size: 1/4 cup (38 g)
Servings Per Recipe: 20

Amount Per Serving
Calories 120 Cal. from Fat 5
% Daily Value*
Total Fat 1 g 0%
Saturated Fat 0g 0%
Cholesterol 0mg 0%
Sodium 32mg 0%
Total Carbohydrate 12g 4%
Dietary Fiber 1g 4%
Sugars 6g
Protein 2g
Vitamin A 0% Vitamin C 0%
Calcium 0% Iron 4%

Chix Mix

Ingredients	5 Servings	10 Servings	20 Servings	40 Servings
Chicken, boneless, skinless, cut in chunks	1/4 lb	1/2 lb	1 lb	2 lbs
Barbeque sauce	2 Tbsp	1/4 cup	1/2 cup	1 cup
Black beans	6 Tbsp	3/4 cup	1 1/2 cups	3 cups
Yellow corn, frozen	1/2 cup	1 cup	2 cups	4 cups
Yogurt, low-fat, plain	1 Tbsp	2 Tbsp	1/4 cup	1/2 cup
Spinach, raw	1 1/2 cups	3 cups	6 cups	12 cups

Directions:

1. Place a large non-stick skillet over medium-high heat. Add chicken, barbeque sauce, beans, corn and yogurt. Stir to combine. Cook until hot.
2. Wash and pat dry spinach.
3. Place 1/4 cup chicken mixture over 1/4 cup spinach greens.
4. Serve with pita wedges.

Food For Thought

Making barbeque chicken by substituting yogurt for a bit of the barbeque sauce keeps the flavor and lessens the salt and fat.

CACFP Crediting For 3 - 5 year olds, Lunch/Supper. Must serve *all* of the following:

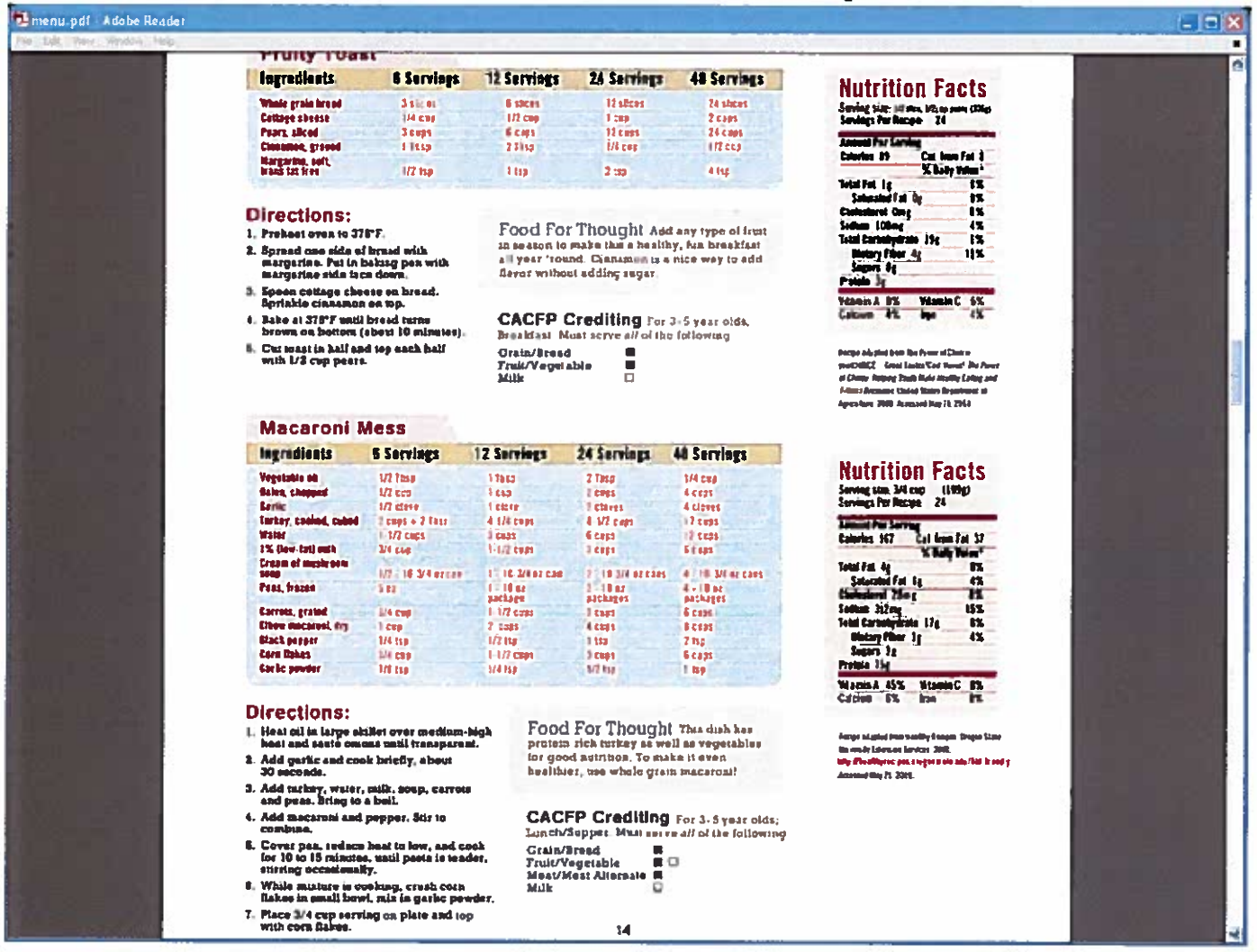
Grain/Bread ■ (if served with pita wedges)
Fruit/Vegetable ■ □
Meat/Meat Alternate ■
Milk □

Nutrition Facts

Serving size: 1/4 cup chicken, (71g)
1/4 cup spinach
Servings Per Recipe: 20

Amount Per Serving
Calories 107 Cal. from Fat 11
% Daily Value*
Total Fat 1g 2%
Saturated Fat 0g 2%
Cholesterol 19mg 6%
Sodium 68mg 4%
Total Carbohydrate 11g 4%
Dietary Fiber 4g 16%
Sugars 1g
Protein 11g
Vitamin A 20% Vitamin C 6%
Calcium 4% Iron 10%

More recipes



Food for thought

- Processed meets and sweet grains/breads: These products should only be served once in a two week cycle. Because of high fat, sodium and sugar content, it is highly recommended these items are not served at all. For this reason, they are not included in sample menus.
- Whole Grains: It is recommended to serve a whole grain product at least once per day. Following recommendations by the Dietary Guidlinesfor Americans to make half of grain serving whole grain.
- Water: Water should be available at all times throughout the day. Encourage children to drink water during play, at snacks and as a second beverage option after serving milk at meals.
- Fruits and Vegetables: Eating a diet rich in vegetables and fruits as part of an overall healthy diet may reduce risk for heart disease, including heart attack and stroke. Eating a diet rich in some vegetables and fruits as part of an overall healthy diet may protect against certain types of cancers. Diets rich in foods containing fiber, such as some vegetables and fruits, may reduce the risk of heart disease, obesity, and type 2 diabetes.

Try something new

- I challenge each of you to try a new food item in a recipe.
- Submit recipe along with quiz for this training.
- List ingredients and cooking directions.
- Involve the children: talk about the food and let them help prepare it.

Recipe

Ingredients	Amounts	Cooking directions

Turn this page in with training

Recipe

- What new food did you try?

- How did you involve the children in prepping the food?

- How did the children like it? Ask them and write their responses below.

Turn in with training

Quiz!!!

1. What is your first step in menu planning?

2. What should you limit when creating menus?

3. If serving 100% juice, you should limit it to?

4. Where in the grocery store should you do most of your shopping?

5. How much food/milk should you purchase?

Quiz (cont.)

6. Tell me how you prep your fruits and vegetables?

7. When should you have your menu entered into Minute Menu by? If You're a scan provider- when should you have your menu completed and posted by?

8. Where should your menu be posted?

9. What do you do if you need to make a substitution to your menu?

10.How much milk should a 6-12 year old be served for breakfast? What % should the milk be?

Quiz (cont.)

11. How much brown rice would you serve a 3-5 year old for lunch?

12. What is your biggest struggle when creating menus?

13. How can your sponsor be of assistance in this area?

Did you know Child Care Answers CACFP has many resources available to you? If you need help or just need resources give your monitor a call.