



Fresh Ideas

Fiscal Year 2018
Trimester 1

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Meal Pattern Optional Best Practices

Meal patterns

Along with the required changes to the Meal Patterns, USDA has provided a list of best practices. These practices *are not required* but implementing some or all of these practices will give your meals and snacks a nutritional boost. These practices include:

Infants

- Support mothers who choose to breast feed their infants by encouraging them to supply breastmilk for their infants while in child care and offering a quiet, private area that is comfortable and sanitary for mothers who come to your child care to breastfeed.

Vegetables and Fruits

- Make at least one of the two required components of snack a vegetable or a fruit.
- Serve a variety of fruit, and choose whole fruits (fresh, canned, frozen, or dried) more often than juice.
- Incorporate seasonal and locally produced foods into meals.
- Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week.



Check out this website for a list of vegetables in each subgroup.
<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf>

Grains

- Provide at least two servings of whole grain-rich grains per day

Meat/Meat Alternates

- Serve only lean meats, nuts, and legumes.
- Limit serving processed meat to no more than one serving per week.
- Serve only natural cheese and choose low-fat or reduced-fat varieties.

Give your meals
and snacks a
nutritional boost!

Milk

- Serve only unflavored milk to all participants. If flavored milk is served to children 6 years and older, use the Nutrition Facts Label to select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milk within the sugar limit is not available.

Additional Best Practices

- Limit serving purchased pre-fried foods to no more than one serving per week. Remember, foods deep fat fried on site are not creditable.
- Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy or cookie pieces), and sugar sweetened beverages (e.g. fruit drinks or sodas).



Foods deep fat
fried on site
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creditable

**Minimum Serving Sizes**

Meal patterns, recordkeeping, claim review process

The Meal Patterns lists minimum serving size requirements, based on age, for the foods served. You should keep the minimum serving sizes in mind when planning your meals and snacks. Because the serving sizes for meat/meat alternates are smaller at snack than at lunch, it may make more sense to serve certain foods at snack. For example, a 3 year old needs 3 tablespoons of peanut butter on a half of slice of bread at lunch. That is a lot of peanut butter for a young child. The snack requirement is only 1 tablespoon of peanut butter on a half of slice of bread. The snack peanut butter requirement is more reasonable than the lunch requirement.

Even with the higher lunch serving size, you can still serve a peanut butter sandwich. Simply combine 2 meat/meat alternates together to reach the required serving size. For example, you could serve 1 tablespoon of peanut butter along with ½ cup of yogurt (remember to be sure the yogurt contains no more than 23 grams of sugar per 6 ounces).

In the former meal patterns, fruits and vegetables were combined as a single food component. In the new meal patterns, vegetable and fruits are separate food components at lunch/supper and snack. This change means lunch/supper must contain a vegetable and a fruit (or two vegetables). You can no longer serve 2 fruits, and you can no longer serve 1/8th cup of vegetable and make up the rest of the minimum serving size with fruit. For example, if you credit the vegetables on your homemade pizza, children 3-5 years would need ¼ cup vegetable. Children 6-12 years would need ½ cup vegetable. In this situation it may be better to serve 2 vegetables instead of a fruit and a vegetable. This is because the fruit serving for a 6 year old is ¼ cup. You could serve the 6 year old ½ cups of green bean and, assuming your pizza contains ¼ cup vegetable, substitute the pizza vegetables for the fruit.



Give yourself credit for fulfilling the serving size requirements.

Because vegetables and fruits are new separate food components at snack, you can serve carrots and apple slices or bananas and pea pods. In the past these snack would have been disallowed.

Your claims are reviewed on home visits and during claims processing for a potential serving size issue. Give yourself credit for fulfilling the serving size requirements. Record both foods served in Minute Menu. As you know, Minute Menu only allows one food component to be entered in the menu section of KidKare and on the scannable forms. In KidKare enter the additional food in the comments section located on the bottom of the "Enter Menu" screen. With scannable forms, list the additional food on your claim information form (you can use the back side).

Below is a chart of foods for which the minimum serving size may be impractical.

Food	Meals/Snack	Ages 1-2	Ages 3-5	Ages 6-12
Peanut Butter	Lunch /Supper	2 Tbsp.	3 Tbsp.	4 Tbsp.
Tuna	Lunch/Supper	1 ounce	1.5 ounces	2 ounces
Cheese	Lunch/Supper	1 ounce	1.5 ounces	2 ounces
Cottage Cheese	Lunch/Supper	2 ounces	3 ounces	4 ounces
Pizza (tomato) Sauce ¹	Lunch/Supper	1/8 cup	¼ cup	1/2 cup
Onions ¹	Lunch/Supper	1/8 cup	¼ cup	1/2 cup
Pickles ¹	Lunch/Supper	1/8 cup	¼ cup	1/2 cup
Kiwi ²	Snack	½ cup	½ cup	¾ cup
Blueberries ²	Snack	½ cup	½ cup	¾ cup

¹ If a vegetable is substituted for the fruit at lunch/supper, children 6-12 years need 1/4 cup.

² Serve these fruits along with less expensive fruits such as bananas and apples to make the snack more cost effective while still allowing the children to enjoy a variety of fruit.



To qualify, the non-dairy beverage must be nutritionally equivalent to milk

Fluid Milk Substitutions

Program meal patterns, claim submission

Children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, may be served a qualifying non-dairy beverage in place of the fluid milk without a Special Diet Statement signed by a medical authority. A parent may request a qualifying non-dairy beverage be served.

To qualify, the non-dairy beverage must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D and other nutrients. Currently the Minnesota Department of Education (MDE) knows of 16 products which meet these standards (see handout). ****Flavored fluid milk substitutes noted with an asterisk (*) served to children 1-5 years old cannot be claimed for reimbursement.***

To use one of the approved products, the child's parent or guardian must request, **in writing, the name of non-dairy milk substitution, the medical or dietary reason for its use, and the child it pertains to.** Send the parent's request to our office *prior* to submitting your Food Program claim. We will document in your records that the child is allowed to have the non-dairy beverage in place of milk. The meals and snacks containing the approved fluid milk substitution will be eligible for CACFP reimbursement.

If the parents request a non-dairy beverage other than one on the approved list, the Provider may:

- Obtain a Special Diet Statement, signed by a medical authority, to Request Dietary Accommodations for a child *with a disability* requesting a non-approved milk substitute be used; or
- Obtain a product specification sheet for the non-dairy product the parent would like served to their child. Send the product specification sheet to ACA's office. If we believe the product is nutritionally equivalent to milk, we will submit the product specification sheet and worksheet to MDE for approval. If approved, the product will be added to the list of acceptable fluid milk substitutes. The USDA nutrient requirements, per 8 fluid ounces, of a milk substitute can be found on the handout of approved fluid milk

Potable (drinkable) Water

Child care homes participating in the CACFP must make water available for and offered to children throughout the day. Providers can make water available to children in a variety of ways, including having cups available next to the kitchen sink faucet, having water pitchers and cups set out, or simply providing water if it should be requested. Offering means asking children if they would like water throughout the day.

While drinking water must be made available to children during meal times, it does not have to be served alongside the meal. Water is not part of the reimbursable meal and may not be served instead of fluid milk. Consider serving water at snacks when another beverage is being served.

Additional ideas for offering water are available at:

<https://fns-prod.azureedge.net/sites/default/files/water.pdf>



Processed Meats: Some Things to Know
Meal patterns

Meats that have been modified from their natural state through salting, curing, fermentation, smoking or other processes to enhance flavor or increase shelf life include sausages, hot dogs, corned beef, beef jerky, canned meat, meat sauces, lunch meats and bacon. Many of these processed meats contain large amounts of binders, extenders, and byproducts. The USDA Food Buying Guide (FBG) indicates that any processed meat that contains meat or poultry byproducts, cereals, binders or extenders cannot be credited ounce for ounce toward the meat/meat alternate component. Therefore, the composition of these processed meats must be known in order to properly credit the meat/meat alternate portion. Most often a Child Nutrition (CN) label or product formulation statement (PFS) signed by an official of the manufacturer is necessary to verify the amount of meat in these processed meat products.

Creditable when free of byproducts, cereals, binders, or extenders and/or when CN labeled.	Need a CN label or product formulation statement to credit toward the meat/meat alternate.
<ul style="list-style-type: none"> • Hot dogs/frankfurters • Bologna • Luncheon meats (chicken, turkey, beef, and pork) • Vienna sausage 	<ul style="list-style-type: none"> • Meat sticks/summer sausage • Pepperoni • Polish sausage • Salami • Liverwurst

When the binder/extender is an alternate protein product*, it may be credited along with the meat portion of the product only with a CN label or a PFS. All other binders and extenders may not count as meat/meat alternates.

Examples of some binders and extenders include:

- ◆ Starchy vegetable flour
- ◆ Starch (modified food and vegetable)
- ◆ Dried milk
- ◆ Cereals
- ◆ Cellulose
- ◆ Carrageenan

***Alternate protein products that may credit as meat:**

- ◆ Soy flour
- ◆ Whey protein concentrates
- ◆ Soy protein concentrate
- ◆ Isolated whey protein
- ◆ Isolated soy protein
- ◆ Casein

Processed meats **without** binders or extenders may be fully credited using the FBG, a PFS or CN label.

Unprocessed meats are credited based on guidance from the FBG, which figures the yield per pound based on cut of the meat, fat content, bones and trim.

Credit: <http://education.state.mn.us/MDE/dse/FNS/prog/CACFPfam/ops/>



School Age Children Claimed for A. M. Snack and Lunch

Meal counts, record keeping

If a school age child is in your care and claimed for a.m. snack or lunch, you must let ACA know. Generally, school age children are not expected to be in your care during school hours.

Providers using the scannable forms can record this information on the bottom of the Claim Information Form. When a school age child is home for lunch and/or a.m. snack, please record the child's number, reason why the child was present for a.m. snack and or lunch and the date the child was there. If you need more space, please record the information on the back side.

If you are using KidKare, you can record this information online when recording your meal attendance. When a school age child is home for lunch and/or a.m. snack, please click on the far right symbol ☰ and select either the "sick" or "school out" box (which ever is the case) next to the child's name when you are recording their attendance at lunch or a.m. snack. Because year round school is becoming more common, you must record this school out information in the summer.



Check the meal totals at the bottom of the screen to make sure your attendance is correct.

Record Retention Requirement

Record keeping and program reimbursement system

The USDA requires Food Program participants to maintain Program records for "three years and 3 months after the date of the submission of the final claim for the fiscal year to which they pertain." This provision is intended to facilitate reviews, to enhance Program integrity, and to assure Providers they are being properly reimbursed by their sponsor.

Providers are required to keep copies of each child's enrollment form (including re-enrollment forms), daily records of the number of children in attendance and the number of meals, by type, served to enrolled children (meal count and menu forms). This requirement means Food Program records for fiscal year 2017 (October 1, 2016-September 30, 2017) must be kept until January 1, 2021. Failure to keep such records shall be grounds for denial of reimbursement.

USDA has stated Providers must have on hand for immediate review all records that support their program activities for the current month as well as the previous twelve months of operations. Providers may store the remaining two years offsite; however, they must still be in the control of the Provider and accessible within a reasonable amount of time. If no offsite storage is used, Providers must retain the three years of records, onsite at the family child care home. Records can be kept in hard copy or electronic format, provided they are readily available to reviewers.



Reviewing Claim Errors and Reimbursement

Meal counts, recordkeeping, claim submission

Your claim is **due in our office by the 3rd** of the month following the month being claimed. Once your claim is received, it is processed and reviewed by a member of our processing team. Any errors discovered are recorded on an Error Report. It is important you promptly review your error report each month to ensure that all claim deductions are correct and to prevent future claim errors from occurring.

If you use paper claims, your error report will be sent to you with your check or direct deposit stub. If you claim online, you can view your error report as soon as your claim is processed.

If you are claiming online using KidKare:

1. Open KidKare and select the **Reports** option from the main menu.
2. Select **Claim Statements** from the dropdown box.
3. Select the **Claimed Summary and Error** report.
4. Select the month you wish to view.
5. Hit the **Run** button.

Also with KidKare, you can now see when your claim was submitted to ACA, when your claim was processed, if your claim has been paid out and the total amount of reimbursement.

To see the status of your claim:

1. Open KidKare and select the Food Program option from the main menu
2. Select **View Claims** from the dropdown box.
3. Select the month you wish to view.



If you are going on-line (KidKare) to record your food and attendance for the month, you may have noticed that you can only record one food item for each required meal component. But what do you do if you are serving additional items? KidKare has a solution, the comment section!

KidKare has a comment section where you can enter additional foods or information on the meal you are serving. After you have entered your meal and attendance, on the bottom of the page under the meal counts you will find the comment box.

The comment box is for entering additional foods or information on the meals you served only. For example if you recorded breaded chicken for the meal component you will want to record CN Label or home made. Another reason would be if you were serving additional meat or meat alternate with peanut butter.

The comment box should not be used for recording school out, late starts, children not present or illnesses.

It is important you promptly review your error report each month.

CACFP Reimbursement Rates July 1, 2017-June 30, 2018
Program reimbursement system



Tier 1	Tier 2
Breakfast \$1.31	Breakfast \$.48
Lunch/supper \$2.46	Lunch/supper \$1.48
Snack\$.73	Snack \$.20

ACA will be closed on the following days:

- November 23, 2017 - Thanksgiving
- November 24, 2017 - Day after Thanksgiving
- December 25 & 26, 2017 - Christmas
- December 29, 2017 - New Year's Eve
- January 1, 2018 - New Year's Day
- January 15, 2018 - Dr. Martin Luther King Jr. Day

You may leave a voice mail or contact us by E-mail or fax when our office is closed, and we will get back to you on the next business day.



Food Program Claims Drop Box
Claim submission

ACA Food Program claims can be dropped off at Thinks Small's St. Paul (Little Canada) office at 20 Yorkton Court.

Look for the white mail box near the front door with ACA's name on it.

Remember, claims are due by the 3rd of the month

Contact ACA:

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Minneapolis MN 55413

E-mail: cacfp@acainc.org
Phone: 651-481-9320
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