



Fresh Ideas

Fiscal Year 2017
Trimester 2

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Getting Ready for the New Meal Patterns

(Program meal patterns, Program reimbursement system)

October 2017 may seem like a long way off, but it will be here before you know it. On October 1, 2017 the new CACFP Meal Patterns take effect. Start making changes to your menus today to avoid meal deductions in the future. Here are some methods and ideas to help you prepare for the upcoming changes:

Check Your Claim Error Report for New Meal Pattern Warnings.

If you violate any of the following requirements from the new meal patterns, a warning will appear on your claim error report. A warning will appear if you:

- 1) Serve 2 fruits at lunch or supper. The new meal patterns require at least 1 vegetable be served at these meals.
- 2) Serve juice to an infant. The new patterns **do not** allow juice for infants.
- 3) Record juice more than once per day on the older children's menus. The new meal patterns limit juice to once per day.
- 4) Serve a grain based desert. These items **do not credit** on the new meal patterns. Grain based deserts include cake, cookies, vanilla wafers, brownies, **graham crackers**, animal crackers, doughnuts, toaster pastries, sweet rolls, cereal bars, breakfast bars, granola bars and sweet pie crusts.

Remember, these are warnings not deductions. **The deductions will begin October 1, 2017.** These warnings are *meant to alert you* to meals and snacks which will not be reimbursed under the new meal patterns.

Visit ACA's Website

Go to www.acainc.org. Look under the "new meal patterns" tab. There you will find links and information on the new requirements.

Visit USDA's CACFP for day care homes website.

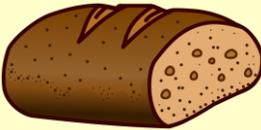
You can find the web page at <https://www.fns.usda.gov/cacfp/meals-and-snacks>. Here you will find information in the new meal patterns as well as other helpful information.

On October 1,
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Focus on Grains (Program meal patterns)

At least one serving of grains per day must be whole-grain rich in the new Meal Patterns. Whole grain rich means at least 50 percent of the product, by weight, is whole grain and all other grains are enriched.

How you determine if a product is whole grain rich.

1. Whole grains are the primary ingredient by weight	2. Package includes one to the following claims.
<ul style="list-style-type: none"> • Grain Products: <ul style="list-style-type: none"> ✓ A whole grain is listed first or second after water. ✓ If a whole grain is not listed first, the primary ingredients by weight are whole grains; proper documentation from the manufacture or a recipe is required (enriched flour 40%, whole wheat flour 30%, brown rice flour 30% , enriched grain = 40% and whole grains = 60%.) ✓ All other grains must be enriched. • Mixed dishes: (ex: pizza, burritos) <ul style="list-style-type: none"> ✓ A whole grain is the first grain ingredient listed on the product’s ingredient list or multiple whole grains are the primary ingredient by weight. ✓ All other grains must be enriched ✓ Proper documentation is required (CN label, product specification sheet, or recipe) 	<ul style="list-style-type: none"> • “Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers.” <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • “Diets rich in whole grain foods and other plant food, and low in saturated fat and cholesterol, may help reduce the risk of heart disease.” <div style="text-align: center;">  </div>

At least one serving of grains per day must be whole-grain rich.

Breakfast Cereals must meet the sugar limit in the new meal pattern. Ready-to-eat, instant, and hot cereals can contain no more than 6 grams of sugar per dry ounce or 21.2 grams of sugar per 100 grams.

How do you determine if a breakfast cereal is creditable?

- 1) Use the Minnesota WIC shopping guide. Since the sugar limits are the same as those in WIC, all cereals on the WIC list meets the CACFP sugar limit. This list is not all inclusive as WIC cereals must meet additional nutrient requirements and there may be new cereals of store brands which are not on the list. However, if it is on the list you know the cereal is creditable on the CACFP. The Minnesota WIC shopping guide is updated yearly and can be found at: <http://www.health.state.mn.us/wic/vendor/fpchnng/shopguide.pdf>

Grain based desserts do not count towards meeting the grains requirement at any meal or snack

- 2) Do the math using the information found on the nutrition label.
 - Find the serving size in grams
 - Find the amount of sugar per serving in grams
 - Divide total sugars by the serving size in grams
 - Multiply by 100
 - If less than 21.2, cereal is within sugar limits

Grain based desserts **do not count** towards meeting the grains requirement at any meal or snack.

What is included in grain-based deserts? They include:

cake, cookies (including vanilla wafers), brownies, sweet crackers (including animal crackers and graham crackers), doughnuts, toaster pastries, sweet rolls, cereal bars, breakfast bars, granola bars, and sweet pie crusts (including dessert pies, cobblers and fruit turnovers).

We understand you may want to occasionally serve grain based desserts for celebrations or other special occasions. Under the new Meal Patterns, you continue to have the flexibility to serve grain-based desserts as an *additional* food item that is not reimbursable.



Goodbye WebKids Hello KidKare

(Recordkeeping)

KidKare is Minute Menu's new web based software program that is replacing Web Kids and Kids Pro. Because KidKare is web based you can access the program from almost any device with an internet connection – mobile phones, tablets, laptops, PCs and MACs.



All the information you have in the current program will transfer to KidKare. You can start using it today. Your Program Advisor will be glad to help you make the switch. However, KidKare is very easy to use, and most people can make the switch on their own. To start using KidKare go to www.kidkare.com and click on the log in button. (Note: you will need to use the user name and password ACA originally gave you. If you changed your password, that password will not work. Ask your Program Advisor or contact ACA's office if you do not know your original password.) Minute Menu has created a great help web page for KidKare. It includes articles, videos and live webinars and various KidKare topics. Check it out at <https://help.kidkare.com/help> or click on the support tab on the top of the KidKare home page.

The switch to KidKare is mandatory. Web Kids and Kids Pro will not be updated with the new meal pattern requirements. Our goal is to have everyone using the new system by June 1. There is no time like the present, so start using KidKare today.

Keep Your Food Program Meal and Attendance Records Daily

(Recordkeeping, Claims submission, Meal counts)

Food program records must be kept daily. Daily record keeping is a *Federal* requirement. Meal and attendance records, both paper and electronic, must be complete by 11:59 pm on the day in which meals were served. Attendance cannot be recorded in advance of the meal service. Menus may be planned and entered in advance.

Failure to keep records daily is considered a serious problem by the United States Department of Agriculture (USDA). Failure to keep required records is one of the reasons a Provider may be found "Seriously Deficient". If a serious deficiency is not fully and permanently corrected, a Provider may be placed on the "National Disqualified List". *Once on the list, you cannot participate in the food program for 7 years anywhere in the United States.*

Currently, there are over 600 Minnesota Food Program participants on the National Disqualified List. Many of these Providers are on the list because they did not keep daily records. Providers found more than a day behind on as few as two home visits within a two-year period, can result in a being placed on the National Disqualified List.

If you are having trouble keeping daily records, review your record keeping practices. Find a way to get your records done daily. Some ideas include:

- Try on-line claiming. On-line claiming is a fast, simple, paperless way to complete your records. KidKare allows you to complete your records using a cell phone, tablet, laptop or desktop computer. Use whatever device is most convenient for you at any given time.
- Schedule a specific, daily time to complete your paperwork.
- Give yourself a reminder. Set a timer to ring when it is paperwork time. Put a note on a bulletin board or refrigerator. Email yourself a reminder to do your paperwork.
- Complete your records after each meal.
- If you use paper forms, you can complete your menus in advance. (Attendance cannot be completed in advance)
- If you do computer claiming, you can plan your meals in advance using the menu templates. If you do not know how the templates work, ask your Program Advisor.

Once you get into the habit, Food Program paperwork takes just minutes a day. Not only will you stay in compliance, it will be easy to submit your claim by the due date. Claims are due in our office by the 3rd of the month after the month being claimed. Do not get into a spot where you are found seriously deficient because your records are not up to date. Being behind by even one day is not acceptable. Experiment with different record keeping methods until you find the one that works for you.

CN Labels

(Program reimbursement system, Review procedures)

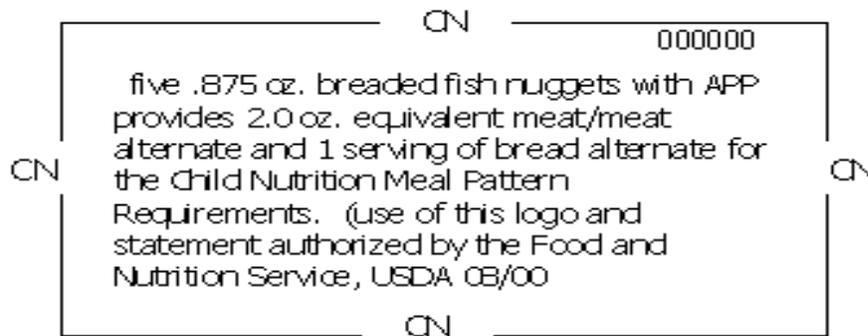
When crediting such products as chili-macs, pizzas, pot pies, sloppy Joes, and raviolis toward the meat/meat alternate component, the amount of meat/meat alternate per serving (not the total portion size) is the determining factor for crediting purposes.

Being behind by even one day is not acceptable.



Your Program advisor will review your product labels during home visits.

Because of the uncertainty of the actual amount of meat/meat alternate contained in these products, they should not be used unless **(1)** they are CN-labeled; or **(2)** you obtain a Product Formulation Statement signed by an official of the manufacturer (not a sales person) that shows how the crediting has been determined.



Example CN Label

This CN Label lets you know that you will need to serve 5 breaded fish nuggets to credit as a meat/meat alternate and a breads/grains for a child who is 6-12 years of age. Four nuggets would be needed for a child who is 2-5 years of age. Your Program advisor will review your product labels during home visits. Serving commercially prepared combination dishes without obtaining the proper crediting documentation may result in a reduction of your Program reimbursement.

For any CN-labeled product to be valid, the purchased product label must have the CN logo on it. A company may have a legitimate CN label approval, but unless the product is produced under inspection following all CN requirements and the CN logo is part of the printed label on the purchased product, it is not a CN-labeled product and is not warranted by USDA. **A valid CN logo will never be a separate sticker. Printing a fact sheet or manufacturer's statement from a website does not document that the CN-labeled product was purchased.** In addition, a fact sheet or other manufacturer documentation is never authorized to have the CN logo on it. **Proper documentation of a CN-labeled product is an actual label on the purchased product carton.**

Serving Meals as a Single Unit (Program meal patterns)

When serving a meal or snack to children 1 year and older, all the foods should be served as a single unit. For example, when serving lunch, serve all the foods at the same time. Do not withhold milk, fruit, etc. until the children have eaten other foods.

Taking Time Off or Starting a New Career?

Are you planning to take an extended leave from child care (i.e. taking the summer off), or you are planning to close your child care business? If so let ACA know, in writing, as soon as possible. Advanced notice allows your Program Advisor to ensure all required visits and trainings are up-to-date before you discontinue claiming. We greatly appreciate your cooperation in this matter.

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Minimum Serving Sizes (Program meal patterns)

- Does my hot dish contain enough tuna to credit?
- Am I putting enough cheese on my pizza?
- How much peanut butter needs to go on this sandwich?

These and similar questions are frequently asked by Providers. How do you find the answers? Consult the Child and Adult Care Food Program Child Meal Patterns.

A meal pattern is a set of food components, food items, and minimum quantities required for breakfast, snacks or lunch/supper. There is a set of meal patterns for infants and another set for older children. The meal patterns for the older children divide the children into 3 age groups: 1-2 years, 3-5 years and 6-12 years.

The meal pattern specifies a minimum portion size for each meal component. You may serve more of each meal component, but to meet CACFP requirements; you must serve at least the minimum.

There are some foods for which the minimum serving size is impractical. Peanut butter is one such example. If you serve milk, whole wheat bread, peanut butter, celery sticks and peaches for lunch, you would need to serve 3 Tablespoons of peanut butter on ½ slice of bread for children 3-5 years. One cup of peanut butter would only serve 5 preschool children. When the minimum serving size is too large to be practical, you can either replace the food with one which is more practical, or supplement the food with a second food which also qualifies. For example, you could serve a chicken sandwich instead of a peanut butter sandwich or you could add yogurt to the peanut butter sandwich meal. The peanut butter and yogurt together would be the meat/alternate.

Peanut butter should never be served as the only meat alternate at lunch or supper. It should always be combined with another qualifying meat or meat alternate. Be sure to record the additional food in the menu comments section of KidsKare or, if you claim on paper, on your claim information form.

Introducing Fruits and Vegetables to Infants (Program meal patterns, Recordkeeping)

Vegetables and fruits may be introduced when the baby readily accepts 2 to 3 tablespoons of infant cereal at each meal. Consult with the parents about which vegetables and fruits are being introduced at home so that you can serve the same food at the same time. Babies often start on vegetables and fruits around 6 months of age.

Types of Vegetables and Fruits to Feed

Commercially or home-prepared vegetables or fruits can be fed to babies. Examples of vegetables and fruits to feed include:

- Commercially prepared baby food such as: green beans, green peas, squash, sweet potatoes, carrots, beets, spinach, applesauce, apricots, bananas, peaches, pears, and plums.
- Home-prepared vegetables (cooked and processed to the appropriate texture), such as: asparagus, broccoli, cabbage, cauliflower, green beans, green peas, kohlrabi, plantain, potatoes, summer or winter squash, and sweet potatoes.
- Home-prepared collard greens, carrots, spinach, turnips and beets should only be fed to babies 6 months of age and older.

Peanut butter should never be served as the only meat alternate at lunch or supper.



- Home-prepared fruits (which can be mashed after peeling if ripe and soft) such as: apricots, avocado, bananas, cantaloupe, mango, melon, nectarines, papaya, peaches, pears, and plums. Stewed pitted dried fruits can be pureed or mashed. Apples, pears, and dried fruits usually need to be cooked in order to be **pureed or mashed easily**.

Solid foods are optional for infants at breakfast and lunch/supper between 4 and 7 months. They are optional at snack between 8 and 11 months. However, *once the parents request the infant be served solid foods, the foods are no longer optional. They are required.* Additionally the solid foods must be recorded in KidKare or on your Minute Menu infant forms.

Processed Meats

(Program Meal pattern)

Many processed meats contain large amounts of binders, extenders, and byproducts. The U.S. Department of Agriculture (USDA) Crediting Handbook for the Child and Adult Care Food Program (CACFP) and Food Buying Guide indicate that any processed meat that contains meat or poultry by-products, 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 signed by an official of the manufacturer is necessary to verify the amount of meat in a processed meat product. The following guidelines apply to the CACFP:

Creditable when free of byproducts, cereals, binders, extenders and/or when CN-labeled:

- Hot dogs / frankfurters, Bologna, Luncheon meats (chicken, turkey, beef, and pork), Vienna sausage

Need a CN label or product formulation statement to credit toward the meat/meat alternate:

- 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. All other binders and extenders **may not** count as meat/meat alternates.

Examples of some binders and extenders include:

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

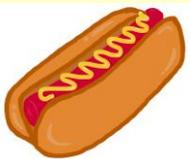
*Alternate protein products that may credit as meat:

Soy flour, Soy protein concentrate, Isolated soy protein, Whey protein concentrates, Isolated whey protein, Casein

All meat products **without** binders or extenders may be fully credited based on weight. Try to purchase products with a CN label or request information about the product from the manufacturer to determine the quantity by weight for each of the following: meat, alternate protein, and extenders/binders.

Credit: <http://education.state.mn.us/MDE/SchSup/FNS/CACFPFam/FoodServOper/057530>

Many processed meats contain large amounts of binders, extenders, and by-products.



Need Forms?*Record Keeping, claim submission*

Did you know that many of the Food Program forms that you need to complete your monthly Food Program claim can be printed from our web site www.acainc.org. These forms include but are not limited to the monthly E-Z Menu, Direct Deposit Form or Special Diet Statement.

To print forms:

Go to www.acainc.org then click on Members only in the upper right hand corner.

Click on forms.

You will now be able to print the necessary forms for your Food Program claim.

If you are running low on regular or infant scannable forms or need enrollment forms, call the office at 651-481-9320 or toll free at 1-800-433-8108 and ask to speak to someone in the Food Program. You can also send an email requesting forms to cacfp@acainc.org. Please allow at least one week for mailing time.

ACA will be closed on the following days:

February 20 – President's Day

May 29 – Memorial Day

July 4 – Independence Day

September 4 – Labor 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.

**Contact ACA:**

**2021 East Hennepin Avenue
Suite LL20
Minneapolis MN 55413**

E-mail: cacfp@acainc.org

Phone: 651-481-9320

Toll Free: 1-800-433-8108



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Food Program Claims Drop Box

(claims 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.

