



Fresh Ideas

Fiscal Year 2018
Trimester 2

Adults' & Children's Alliance, 2021 East Hennepin Avenue, Ste. LL20, Minneapolis, MN 55413
On the Web at acainc.org E-mail cacfp@acainc.org Phone 651-481-9320•800-433-8108

Inside This Issue

1) Crediting Grain Products

2) Fortified Cereals Whole Grain-Rich

3) Things to Remember

4) Record Retention Completing Child Enrollment Forms

5) Income Eligibility

6) Claim Submission Office Closed Contact ACA

Crediting Grain Products on the Food Program: An Update (program meal patterns, recordkeeping)

Grain is a required component at breakfast, lunch and supper. It is an option at snack. At least one serving of grain per day must be whole grain-rich. To indicate a meal or snack contains a whole grain-rich food, either slide the "Is this a whole grain?" slider to yes when appropriate (KidKare) or darken the appropriate bubble(s) on the "Whole Grains Served At" line (paper forms) indicating the meals or snacks which contains a whole grain-rich food.

Non-Creditable Grains

Whole grains, enriched grains, bran and germ are creditable grains in CACFP. Other grain ingredients are considered non-creditable. There may be times when non-creditable grains appear in the ingredient list of a food. **Some examples of non-creditable grains include: bromated flour, durum flour, white flour, rice flour, corn flour, and vegetable flours.** Non-creditable grains in insignificant amounts (less than 2%) are acceptable. Grain derivatives such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch and modified food starch may be ignored. See the "Grain Ingredient List" handout for a more complete list of non-creditable grains.

Identifying Enriched Grains

Enriched grains are grains that have certain B vitamins and iron added back to them after processing. There are two simple ways to determine if a grain is enriched. The food must meet at least one of the following in order to be creditable:

1. The food is labeled as enriched (enriched pasta product).
2. An enriched grain is listed as the first ingredient on the food's ingredient list or second after water. The ingredients will usually say "enriched flour" or "enriched wheat flour" or there is a sub-listing of nutrients used to enrich the flour, for example, "yellow corn flour {iron, folic acid riboflavin, niacin, and thiamine}."

Whole grains,
enriched grains,
bran and germ
are creditable
grains in CACFP.

Fortified breakfast cereals are creditable if they are within the sugar limit.



Identifying Fortified Cereals

Breakfast cereal must contain no more than 6 grams of sugar per dry ounce. Refer to a WIC approved cereal list, the chart in Team Nutrition's "Choose Breakfast Cereals That Are Low in Added Sugar" worksheet, or use the CACFP Food Calculator found at www.acainc.org to see if a cereal meets the sugar requirements. When crediting breakfast cereal, always start by checking the sugar. If a cereal does not meet the sugar guidelines, it does not credit regardless of its ingredients.

Breakfast cereals are often fortified rather than enriched. USDA has stated "Breakfast cereals that are fortified are also creditable" as long as the cereal meets the sugar limit. Cereals that have been fortified are labeled as such and have an ingredient similar to the following (for EXAMPLE purposes only): "Ingredients: Whole wheat, sugar, oats, contains 2% or less of salt, baking soda, caramel color, annatto color, BHT or freshness. *Vitamins and Minerals: Vitamin C (sodium ascorbate, ascorbic acid), niacin amide, vitamin B6 (pyridoxine hydrochloride), reduced iron, zinc oxide, folic acid, vitamin B2 (riboflavin), vitamin B1 (thiamin hydrochloride), vitamin A laminate, vitamin D, Vitamin B12.*

There is no need to use **The Rule of Three** for ready-to-eat breakfast cereals that are fortified. If a ready-to-eat cereal has a whole grain as the first ingredient (or second after water), and it is fortified, it meets the whole grain-rich criteria.

Whole Grain-Rich

Under the updated meal patterns, at least one serving of grain per day must be whole grain-rich. Foods that meet the whole grain-rich criteria are foods that contain 100 percent whole grains or contain at least 50 percent whole grain and the remaining grains in the foods are enriched. This whole grain-rich requirement only applies to meals served to children; it does not apply to infants.

There are five simple ways to determine if a grain product meets the whole grain-rich criteria. The following checklist can be used to decide if a grain is whole grain-rich. The foods must meet at least one of the following:

1. The product is found on any State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)-approved whole grain food list

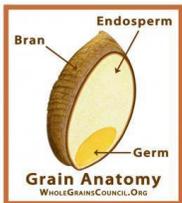
2. The food is labeled as "whole wheat"

Bread products that are *specifically* labeled as "whole wheat bread", "entire wheat bread", "whole wheat rolls", "entire wheat rolls", "whole wheat buns", and "entire what buns" are 100 percent wheat and meet the whole grain-rich requirement. Be certain to read the label carefully. Some labels state "contains whole wheat" or something similar. These products may not be whole grain-rich; they may not even credit. You would need to look at the ingredient list to determine if the product is creditable and if it is considered whole grain-rich.

3. The product includes one of the following Foods and Drug Administration (FDA) approved whole-grain health claims on its packaging:

"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."

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



4. A whole grain is listed as the first ingredient on the food's ingredient list (or second after water), and the next two grain ingredients are creditable (whole or enriched grains, bran or germ). This is called **The Rule of Three**. It is a change from USDA's original guidance and is designed to make it easier for Provider to identify and purchase whole grain-rich products.
5. Proper documentation (from a manufacturer or a standardized recipe) demonstrates that whole grains are the primary grain ingredients by weight. See the "Identifying Whole Grain-Rich" handout for more information and examples.

Please review the ingredient lists of the grain products you are using to be sure they credit. Also, identify which of the creditable grain products are whole grain-rich and can be used to meet the whole grain-rich requirement. Manufacturers frequently change their recipe. A product that did credit last month may not credit this month. If you are unsure how or if a product credits, ask your Program Advisor during a home visit or contact ACA's office.

Credit: USDA Memo CACFP 01-2018 & CACFP 09-2018, Grain Requirements in the Child and Adult Care Food Program Questions and Answers.

Some Things to Remember

(review procedures, recordkeeping)

Now that we have had a few months to review Provider menus under the new meal patterns, we have noticed a few things you need to keep in mind:

- ☺ Flavored milk is not creditable for children under 6 years of age.
- ☺ Remember to serve a whole grain-rich food at 1 meal or snack per day, and mark the meal or snack which contains a whole grain-rich food in KidKare or on Minute Menu paper forms.
- ☺ The whole grain requirement is per day not per child. If a child does not receive a whole grain-rich food because they were absent during the meal or snack containing the whole grain, it is acceptable.
- ☺ When you record "other" as a menu component (other grain or other fruit), record the name of the food in comments section (KidKare) or on your Claim Information Form (paper). The "other" food must be creditable.
- ☺ Cookies and other grain based desserts such as cereals bars, granola bars, and fruit and grain bars no longer credit. They do not appear on the updated foods chart. It is not acceptable to mark "other grain" and serve a cookie or other grain based dessert.
- ☺ A creditable meat or meat alternate may replace the **grain** at breakfast up to three times per week. Breakfast requires 3 components: milk, a vegetable **or** fruit, and a grain or meat/meat alternate. A meat/meat alternate cannot replace the vegetable/fruit or milk.
- ☺ If you serve a meat/meat alternate at breakfast, you must serve whole grain-rich foods at some meal or snack during the day. A meat or meat alternate cannot be used to replace a whole grain.
- ☺ Juice is limited to one meal or snack per day.
- ☺ If an infant (6-11 months) is receiving solid foods, the solid foods must be recorded on the infant menus.
- ☺ Remember to indicate the Infant meal or snack being served when completing paper infant menus.
- ☺ Check the food numbers on the updated Food Chart (paper), some numbers were eliminated with the new meal patterns.
- ☺ Check your menu and attendance records at the end of each day to ensure they are accurate and nothing is missing.
- ☺ Sign and date each page of your regular and infant menus (paper). Be sure the last page of your regular menus and the last page of your infant menus (if applicable) is dated on or after the last day you claimed meals and/or snacks for reimbursement. For example, if the last day you claimed a meal or snack for reimbursement is January 31, 2018, then the last page of your menus should be dated January 31, 2018 or after.

CACFP Record Retention

(recordkeeping)

Food Program records for fiscal year 2017 (October 1, 2016-September 30, 2017) must be kept until January 1, 2021.

The USDA requires Food Program participants to retain Program records for three years after the date of 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 signed and dated enrollment forms (**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. Electronic and paper copies of enrollment forms and re-enrollment forms must include the parent's signature and date.

Completing Child Enrollment Forms

(recordkeeping, review procedures, meal counts)

CACFP stands for the **Child and Adult Care Food Program**, the child nutrition program you participate in.

CACFP =
Child and
Adult Care
Food
Program

There is a question concerning the child's participation on the CACFP in the **Special Information** section of both the paper and electronic Enrollment Forms. If the "Non-Participating" bubble is darkened (paper form) or if the question "Participates in CACFP" answered "NO" (electronic claims), you will not receive reimbursement for the child's meals and snacks.

There are instances when you want to make a child non-participating. Most common is when the parent chooses to supply the child's meals and snacks.* However, we have found many people do not know what CACFP stands for and incorrectly indicate the child is not a CACFP participant. This error causes the Provider to lose reimbursement.

Please check Enrollments prior to the parents signing and dating them to ensure they are completed correctly.

* Even though no reimbursement is received, Non-participating children should be recorded as in attendance at the meals and snacks they attend so an accurate meal count and calculation of license capacity can be completed.

Income Eligibility Guidelines

(Program reimbursement system)

Do you live in a Tier 2 (lower) reimbursement area? If so, you may be able to receive Tier 1 (higher) reimbursement rates based on your household income or the household incomes of the children in your care.

Go to
www.acainc.org

Click on the members only > forms. Print as many forms as you need.

Below are the current income guidelines. If **your household** income falls within the guideline, you will receive Tier 1 reimbursement for all the creditable meals and snacks served to the day care children. You will also receive reimbursement for meals and snacks served to your own children less than 13 years of age during child care hours and when a day care child is present. If you believe your family meets the guidelines, complete a Provider Household Income Statement, supply the required supporting documentation, and submit the information to ACA.

Maximum Household Income

TIER I ELIGIBILITY 185% of Federal Poverty Guidelines July 1, 2017 - June 30, 2018



Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	22,311	1,860	930	859	430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Each additional person	7,733	645	323	298	149

If your household is over the Tier 1 eligibility limit, you may still receive Tier 1 rates for some or all the meals served to your day care children. Pass out Household Income Statements to your **child care families**. Have the parents review the guidelines. If they believe they qualify, they can complete the application and return it to ACA.

If you need Household Income Statements and directions for your families or yourself, you can print them from our web site. Go to www.acainc.org. Click on the members only > forms. Print as many forms as you need. If you do not have internet access, call our office and we will mail the forms to you.

Claim Submission

(claim submission)

Remember to submit your Food Program claim to ACA's office as soon as possible after you serve the last meal or snack of the month. ACA generally submits claims to the Minnesota Department of Education (MDE) on Thursdays. If your claim misses the Thursday submission, your claim will not be submitted until the next Thursday and your reimbursement will be delayed.

Unlike WebKids, KidKare allows you to begin entering meals and attendance for the next month before you submit the claim for the previous month. This change has caused some Providers to believe they have submitted their claim when they have not. Do not let this happen to you. Always keep your records-up-to date and submit your current month's claim before the next month begins.

ACA will be closed on the following days:

February 19 – President's Day

May 28 – Memorial Day

July 4 – Independence Day

September 3 – 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.

Need a form? Many Food Program forms can be printed from our web site www.acainc.org.



Food Program Claims Drop Box

(claims submission)

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

The address is **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:

(New Address)

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

E-mail: cacfp@acainc.org

Phone: 651-481-9320

Toll Free: 1-800-433-8108



Check Us Out