



Fresh Ideas

Fiscal Year 2017
Trimester 3

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

Inside This Issue

- 1) 2017 Infant Meal Patterns
- 2) Introducing Solids to Infants
- 3) Fluid Milk
- 3) Crediting Yogurt
- 4) Emergency Backup Records
- 5) CN Labels, Product Formulation Statements and Serving Size Requirements
- 7) Re-enrollments
- 8) New Income Eligibility Guidelines
- 8) FY '18 Food Program Application
- 9) Claim Submission

October 2017 Infant Meal Patterns

(Program meal patterns)

USDA has made some changes to the infant meal patterns. These changes will go into effect October 1, 2017. The changes were made to support breastfeeding and the consumptions of vegetables and fruits without added sugars. These changes include:

- Two infant age groups, instead of three: birth through the end of 5 months and 6 months through the end of 11 months.
- Only breastmilk and iron fortified infant formula are served to infants birth through the end of 5 months, as developmentally appropriate.
- Providers may receive reimbursement for meals when the mother comes to the child care setting and directly breastfeeds her infant.
- Solid foods are gradually introduced around 6 months, as developmentally appropriate.
- A vegetable or fruit, or both, may be served at snack for infants 6 through 11 months, as developmentally appropriate.
- No longer allows juice, or cheese food or cheese spread to be served.
- Allows yogurt, within the sugar limit, at breakfast and lunch/supper.
- Requires whole egg rather than egg yolks only.
- Allows ready-to-eat-cereal, within the sugar limit, for snack only.

There are now 2 infant age groups, instead of three.

These meal patterns allow for greater flexibility when feeding infants. Unlike the old meal patterns, solid foods are not required to be served at an exact age. Once an infant turns 6 months, solid foods may be gradually introduced as developmentally appropriate for that individual infant. If one infant is ready to begin infant cereal at 6 months and vegetables at 7 months, that is acceptable. If another infant is only on formula through 7 months and ready to begin infant cereal at 8 months and vegetables at 9 months, that is also acceptable. However, once an infant is developmentally ready for a food, that food must be served and recorded in Minute Menu. It is not acceptable to only record infant formula or breast milk on your Food Program records if solids foods are being served.

Please refer to the new Infant Meal Pattern Chart for a complete listing of the new meal pattern requirements.

Introducing Solid Foods to Infants

(Program meal patterns, recordkeeping, review procedures)

There is not one specific, direct signal to determine when an infant is developmentally ready to accept solid foods. An infant's development depends on his or her rate of development. WIC provides the following guidelines to help determine when an infant is developmentally ready to accept solid foods:

- Sits up alone or with some support;
 - Controls head and neck movements;
- Opens mouth when he or she sees food;
- Keeps tongue low to receive the spoon;
- Keeps food in their mouth and swallows, rather than pushing it back out

Iron-Fortified Infant Cereal (IFIC) is a good first solid food. It is easy to digest and is enriched with a form of iron that may be easier for infants to absorb than other forms of iron found in other cereal products. To credit IFIC must be dry and contain only grain or grains. The following types of IFIC **are not creditable** on the Food Program:

- ⊗ jarred "wet" infant cereal
- ⊗ iron fortified dry infant cereals containing fruit

Vegetables and fruits may be introduced when the infant readily accepts 2 to 3 tablespoons of IFIC at each meal. Meats and meat alternatives are generally introduced after vegetables and fruits. It is recommended you introduce only 1 new food at a time, allowing a week between the introduction of new foods. Watch the infant carefully for reactions to each new food.

As an early childhood professional on the Food Program, it is important to maintain constant communication with infant's parents about when and what solid food should be served. You may find it useful when talking with parents to use the AAP guidelines to help determine if an infant is developmentally ready to begin eating solid foods. Another great way to ensure you are meeting the needs of the infant is to request in writing when you should start serving solid foods to their infant.

Once an infant begins eating solid foods, you must record the foods in KidKare or on the Minute Menu scannable forms. It is not acceptable to only record breast milk or formula when solids are being served. During a home visit, your Program Advisor will check to be sure all creditable foods fed to infants are being recorded.

Credit: Feeding Infants: A Guide for Use in the Child Nutrition Programs
Institute of Child Nutrition: CACFP Meal Pattern Training

http://health.mo.gov/living/families/wic/wiclwp/pdf/R_0618_Foods_To_Grow_On.pdf

It is recommended you introduce only 1 new food at a time, allowing a week between the introduction of new foods.



Fluid Milk Basics

(Meal Patterns)

Age and Milk Requirements		
Age 1 year • Unflavored whole milk	Ages 2-5 years* • Unflavored low-fat (1%) • Unflavored fat-free (skim)	Ages 6 year and older • Unflavored low-fat (1%) • Unflavored fat-free (skim) • Flavored fat-free (skim)

*A one month transition period is allowed to switch from whole milk to low-fat (1%) or fat-free milk (skim) is when a child turns 2 years old.

Crediting Yogurt

Requirement: Yogurt may contain no more than 23 grams of sugar per 6 ounces.

*Yogurt Sugar Limits		
Serving Size (ounces)	Serving Size (grams)	Sugar must not be more than:
2.25 ounces	64 g	9 g
3.5 ounces	99 g	13 g
4 ounces	113 g	15 g
5.3 ounces	150 g	20 g
6 ounces	170 g	23 g
8 ounces	227 g	31 g

* Sugar Limits are set by USDA.

Step 1: Find the nutrition label on the package.

Step 2: Look for the serving size.

Step 3: Find the amount of sugars. It is usually below the "Total Carbohydrates" line.

Step 4: Find the serving size (identified in step 2) in the Yogurt Sugar Limits chart. Then look in the column labeled Sugar Limits for the identified serving size. If the sugars amount (identified in Step 3) is between the sugar limits, the yogurt is creditable. The yogurt in this example credits.

REMEMBER TO CHECK THE MEAL PATTERNS FOR MINIMUM SERVING SIZE REQUIREMENTS!

Nutrition Facts		
Serving Size:	1 container	
Amount Per Serving:	6 oz.	
Calories	150	
Calories From Fat	15	
% Daily Value*		
Total Fat	2g	3%
Saturated Fat	1g	5%
Trans Fat	0g	
Cholesterol	10mg	3%
Sodium	95mg	4%
Total Carbohydrate	25g	8%
Dietary Fiber		*
Sugars	18g	
Protein	6g	12%
in A	15%	
Vitamin C	*	
Calcium	20%	
Iron	*	
Vitamin D	20%	
Phosphorus	15%	
* Percent Daily Value (DV) are based on a 2,000 calorie diet		
* - Not a significant nutrient source		

Go to your *Quick Start Reference Guide* For more information on crediting milk, yogurt and breakfast cereal.

Emergency Backup Records

(Recordkeeping, Claim review procedures, meal counts, claim submission)

USDA regulations require Food Program participants keep daily menu ,records of the number of children in attendance, and records of the number of meals/snacks, by type, served to enrolled children. These records must be recorded before midnight on the day in which they occur. The menus are required to indicate what food item was used for each meal pattern component. Attendance records must be maintained for each meal/snack. **Daily time in and out records are not sufficient.**

Minute Menu's KidsKare program and scanable paper forms are designed to meet these recording regulations. It is expected that menu and attendance records will be entered in KidsKare or on the Minute Menu forms each day. However, emergency situations may arise which prevent you from entering records in KidKare or on the scanable forms daily. In these situations, you must keep acceptable Emergency Backup Records to be reimbursed for the meals and snacks served.

For KidKare users Minute Menu has designed a form you can use in emergencies. It is called the Daily Meals Worksheet Report. It is found under the Reports section of KidKare (reports>worksheets>daily meal worksheet). This worksheet is populated with the names of all active children in your care. To record attendance, you check the meal or snacks each child ate (see example). These Emergency Records meet USDA requirements. Emergency records that fail to indicate which child ate each meal or snack (such as sign in, sign out forms) are not acceptable.

When you record menus, the food components cannot be assumed. Look at the menus below.

Sloppy Joes Apples Carrots	Ground Turkey Bun Apples Carrots Milk
Not Reimbursable	Reimbursable

The first example is not reimbursable. It lists the name of the main dish, but it does not list the meat alternative (ground beef), the grains component (bun), or milk. The second example is reimbursable because each food component, including milk, is recorded. The Minute Menu Daily Meal Worksheet has labeled lines where you record each meal component. This feature helps prevent food components from being overlooked and not recorded.

As soon as the emergency is over, you should return to keeping daily records in KidsKare or Minute Menu scanable forms. Do not throw away your emergency records after you have recorded the menus and attendance in Minute Menu. You need to keep them with your Food Program records for the required 3 years and 3 months past the end of the fiscal year.

Some Providers have gotten into the habit of using emergency records when it is not an emergency. This is a habit which needs to end. Not recording menus and attendance in Minute Menu results in claim deductions, later reimbursement checks, and longer home visits. It could even result in a Finding if the emergency records observed do not match the menu and attendance records submitted for reimbursement.

During home visits, your Program Advisor is required by USDA to review your records. This includes reviewing your menus, attendance and enrollments. The Program Advisor must also compare the attendance on your last 5 days of care with the schedule information on your enrollment forms to see if any inconsistencies exist. KidsKare and Minute Menu forms are designed to make this review and comparison easy and quick. Handwritten menu and attendance forms are not designed for this review and comparison resulting in a much longer home visit.

When your Program Advisor reviews your menu, any missing or incomplete menus (this includes infants) will be disallowed and you will not receive reimbursement for them. Additionally, under the guidance of MDE, your Program Advisor will take pictures of your “emergency records” and submit them to the office. These records will be compared with your submitted claims. Any alterations (menus or attendance) will be deducted. Repeated instances of deductions due to altered claims may result in a recordkeeping finding being issued.

Recording your menu and attendance records takes just minutes each day. KidKare allows online claimers to enter their records using smart phones (Apple and Android), notebooks, iPads, PCs and Macs. If you have a paper recordkeeping system you have been using and want to continue to use, you can. Just be sure your records are in KidKare or on Minute Menu forms by the end of each day.

Tessa Hart, A provider in Pine County, used to have a problem getting her records entered into Minute Menu daily but not anymore. Tessa’s Program Advisor told her she needed to stay current or she would lose out. Now Tessa sets the alarm on her phone to go off every night after day care kids are gone and gets it entered. Tessa said “I am glad to get a full check from my April claim and not have any deductions.”

“I am glad to get a full check from my April claim not have any deductions.”

Tessa Hart

CN Labels, Product Formulation Statements and Serving Size Requirements

(Meal patterns, Record keeping)

CN Label/Product Formulation Statement

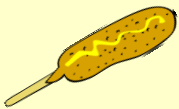
Combination foods such as fish sticks, chicken nuggets and corn dogs must be homemade or you must have a CN label or acceptable product formulation statement for the products to credit. But it does not end there. Once you have the CN label or product formulation statement, you need to read and use the information contained in it to determine the minimum serving size required for the children in your care. For example, look at the Product Formulation Statement for Gorton’s fish sticks.

First find the statement that tells you how the product contributes to the meal pattern.

The statement found near the bottom of the page lets you know 3 fish sticks provide 0.50 oz. equivalent meat and .75 ounce equivalent grain.

Second Check the Meal Patterns to determine how many fish sticks need to be served.

A child 3-5 years of age must be served at least 1.5 oz. of fish (meat meat/alternative and 0.5 oz. of breading (grain – group B)



Third calculate how many fish sticks are required per child.

Fish: .5 oz. (3 fish sticks)

 $.5 \text{ oz.} \times 3 = 1.5 \text{ oz.}$ (9 fish sticks)

Breeding: .75 oz. (3 fish sticks)

 $.75 \div 3 = .25 \text{ oz. per stick}$ $2 \text{ (sticks)} \times .25 \text{ oz.} = .50 \text{ oz.}$

A 3-5 year old child would need 9 fish sticks to credit as a meat serving but only 2 stick to credit as a grain.

Fourth determine how to serve the product in your meal.

Nine fish sticks seem like a lot of food for a 3 year old, especially since you also need to serve a vegetable, a fruit and milk. Additionally, only 2 fish sticks are necessary to meet the grain requirement. If you serve 9 fish sticks, the child will receive over 4 times the required amount of breeding. The ratio between meat and grain is out of balance in this product. You may decide not to serve this product, or you may decide to serve fewer fish sticks and add an additional meat alternate (3 fish sticks and $\frac{1}{2}$ cup of yogurt) to the menu. In either case, you are using the information found on the Product Formulation Sheet to ensure the meal you serve the children is a reasonable serving size and credits on the Food Program.

The ratio between meat and grain is out of balance.

Homemade Items

If a product is homemade, it is your responsibility to review the recipe to determine if the product credits and that there is enough of each crediting component to meet the minimum serving size guidelines. For example, let's examine this tuna casserole recipe to see if it credits as a meat meat/alternative, grain or a vegetable.

**Quick Tuna Casserole**

4 cups water

5 oz. wide egg noodles

1 can cream of mushroom soup (10.75 oz.)

 $\frac{1}{3}$ cup skim milk1 can (6 oz.) water packed tuna
(chunk style and drained)

1 cup green peas (frozen)

1 cup bread crumbs (fresh)

Adjusted Quick Tuna Casserole

4 cups water

5 oz. wide egg noodles

1 can cream of mushroom soup (10.75 oz.)

 $\frac{1}{2}$ cup skim milk2 cans (6 oz.) water packed tuna
(chunk style and drained)1 $\frac{1}{2}$ cups green peas (frozen)

1 cup bread crumbs (fresh)

Preheat oven to 350 ° F. Bring 1 quart of water to a boil in a large pot and cook the egg noodles in the water for 2 minutes. Then, cover the pot, remove from heat and let stand for 10 minutes. In the meantime, mix the soup and milk together in a bowl. Combine tuna and peas with the mixture and pour into a 1-quart casserole dish. Drain the noodles well and combine with the tuna mixture. Sprinkle the top with bread crumbs. Bake for 30 minutes

Credit: <https://whatscooking.fns.usda.gov/recipes/supplemental-nutrition-assistance-program-snap/quick-tuna-casserole>

Grain – The Child Meal Patterns show us a child 3-5 years needs $\frac{1}{2}$ serving of grain at lunch. Looking at the “Weights of Commercially Prepared Grain/Breads” (back of infant meal patterns) you find $\frac{1}{2}$ serving of dry noodles is 0.5 oz. (Group H). So, this recipe contains 10 servings of grain (5 oz. noodles \div 0.5 oz. per serving = 10 noodle servings).

Meat/ Meat Alternative – The Child Meal Patterns show us a child 3-5 years needs 1.5 ounces of fish. Using page 10 of the “Crediting Recipes” section of your Food Program manual you can see a drained 6 oz. can of water packed tuna will yield 3 servings.

Vegetable – The Child Meal Patterns show us a child 3-5 years needs $\frac{1}{4}$ cup vegetable at lunch. This recipe contains 4 servings of vegetables (1 cup peas \div .25 cups per serving = 4 servings of peas).

Like the fish sticks, the ratio of grain to meat to vegetable is out of balance in this casserole. To credit as a meat meat/alternative, a 3 year old would need to eat $\frac{1}{3}$ of the recipe. Obviously this amount is unreasonable. *The recipe as written, even though it is homemade, does not credit.* You can either pick a new recipe or make adjustments to this one.

Some possible adjustments include adding a second can of tuna or adding 6 ounces of shredded cheese to the recipe. Both choices would increase the meat meat/alternative servings to a more reasonable 6. With either change, a 3 year old now needs $\frac{1}{6}$ th of the recipes, and the serving credits as a meat meat/alternative and a grain.

The vegetable serving size in this casserole also needs to be examined. If a 3 year old is served $\frac{1}{6}$ th of the casserole, there are not enough peas to meet the minimum serving size of $\frac{1}{4}$ cup. The easiest thing to do is not count the peas and serve a different vegetable with the meal. The peas are simply an extra. If you want count the peas as the vegetable, you need to increase the amount of peas in the recipe to $1\frac{1}{2}$ cups (1.5 cups peas \div .25 cups per serving = 6 servings). With this adjustment the recipe credits for $6\frac{1}{4}$ cup vegetable servings. (Note: the adjusted recipe may need a little more milk than the original to prevent the casserole from being too dry.)

When you serve a combination food like corn dogs or tuna casserole, be sure to indicate in the menus comments section of KidKare or on your Claim Information Form (scannable forms) if you are serving a homemade product or if you have a CN label or product formulation sheet.

If you have any questions about how a product or recipe credits on the Food Program, talk with your Program Advisor or contact our office. We are here to assist you.

Re-enrollments

(Review procedures)

All child enrollments expire October 1, 2017.

Once each year child enrollment forms expire and children need to be re-enrolled in the Food Program. This is a time for parents to review the information on their child's enrollment form and make any necessary updates. (Remember, children starting Kindergarten this fall will need to have school depart and school return times added to their re-enrollment form.)

Directions to complete the re-enrollment process will be sent in September. Online Providers will generate and print the Enrollment Renewal Worksheet from KidKare (Reports > Worksheets > Select October 2017 > Run). Paper claiming provider will receive directions and the Enrollment Renewal Worksheet via mail.

Children, for whom a complete, signed and dated enrollment renewal is not received, will be withdrawn from your Food Program records effective September 30, 2017.



**All child
enrollments
expire
October 1,
2017.**

New Income Eligibility Guidelines

(Program reimbursement system)

Each July the income scale used to qualify for Tier 1 reimbursement rates is reviewed and updated by USDA. Below is the updated scale and rates effective July 1, 2017.

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 you need Household Income Statements 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.

FY 18 Food Program Applications

(Claim review procedures)

Because the CACFP is a federal program, it runs on a fiscal year. The federal fiscal year runs from October 1st to September 30th of the following calendar year. Your CACFP application expires on September 30th.

During this 3rd trimester visit, your Food Program application information will be reviewed. Your Program Advisor will ask you for any changes or updates to your application. On the Home Visit Review Form, your Program Advisor will check the box indicating that the program application data has been reviewed and any updates have been documented on the Home Visit Review Form. By signing the Review Form, your Food Program application will be renewed for the next fiscal year.

If at any other time during the year you need to change your days and times of operation or your meals or meal times, please let ACA know before the end of the month in which the change is in effect. We need the change in writing and are not able to accept any changes over the phone.

The federal
fiscal year runs
from October
1st to
September 30th

Claim Submission

(Claim submission)

Your Food Program claims is due in our office no later than the 3rd of each month.

If you are taking some days off at the end of the month (remember to give ACA prior notification), send/submit your claim after serving and recording the last meal or snack for the month. Do not wait until you return to submit your claim; it's too easy to forget and you will end up with a delayed reimbursement. If you submit your claim before your leave, ACA will keep your claim and process it on the first of the month. Your reimbursement will arrive at the normal time.

ACA will be closed on the following days:

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

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.



Follow us on Facebook



Adults' & Children's Alliance