

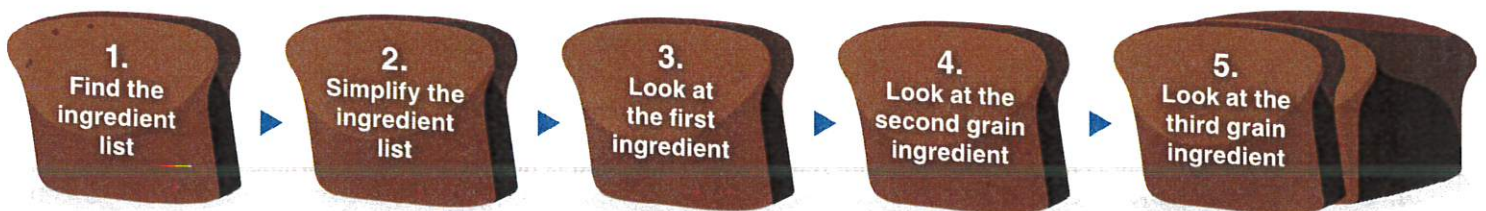
Identifying Whole Grain-Rich Foods for the Child and Adult Care Food Program Using the Ingredient List

The **ingredient list** is printed on the food packaging of products. This list includes information on flours, grains, and other ingredients that are in the product. On the ingredient list, the ingredients are listed in order of quantity. If a whole grain is listed first, you know there is more of that whole grain than anything else in the food.

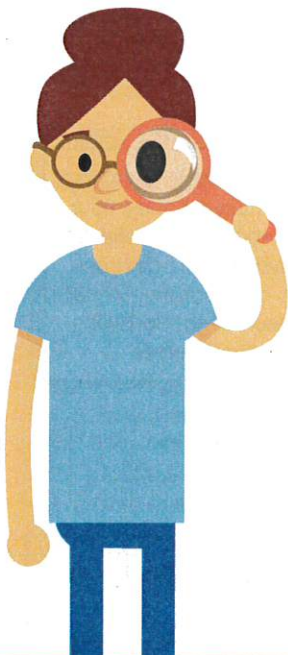
In the United States Department of Agriculture's Child and Adult Care Food Program (CACFP), you can identify grains that are whole grain-rich by looking at the first three **grain** ingredients that appear on the ingredient list. This method is known as the *Rule of Three*. If the ingredient list does not include three grain ingredients, you only have to look at the grain ingredients that are present. Some whole grain-rich foods may have only one grain ingredient.

In the CACFP, at least one offering of grains per day must be whole grain-rich for children and adults. Grain-based desserts may not count towards the grain component in the CACFP, even if the grain-based dessert is whole grain-rich.

Step-by-Step Guide To Identifying Whole Grain-Rich Foods Using the *Rule of Three*



1. Find the ingredient list ►



This ingredient list is for bread. In this example, you would look at the full ingredient list to determine if the bread is whole grain-rich.

INGREDIENTS: Whole-wheat flour, water, yeast, brown sugar, wheat gluten, contains 2% or less of each of the following: salt, dough conditioners, soybean oil, vinegar, cultured wheat flour, citric acid.

The ingredient list shown here is for a frozen cheese pizza. Because pizza is a combination food, you can see the ingredients for all the foods within the cheese pizza, such as the crust, cheese, and sauce, are listed within one ingredient list. In this example, you would look at the ingredients for the crust, to determine if the grain component of this food is whole grain-rich.

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives. **Shredded mozzarella cheese:** Pasteurized part skim milk, cheese, cultures, salt, enzymes. **Sauce:** Water, tomato paste, pizza seasoning, modified food starch.

2. Simplify the ingredient list ►

Look at the “Disregarded Ingredients” list below. Do not consider these ingredients. Some sound like grains, so it can be helpful to cross them out at the beginning.

Disregarded Ingredients:

- Cellulose fiber
- Corn dextrin
- Corn starch
- Modified food starch
- Rice starch
- Tapioca starch
- Water
- Wheat dextrin
- Wheat gluten
- Wheat starch
- Any ingredients that appear after the phrase, “Contains 2% or less of...”

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.

This ingredient list shows some ingredients that can be crossed out to simplify the list.

3. Look at the first ingredient ►

If you have a combination food, like a pizza, look at the part of the ingredient list that refers to the grain product. For this food, the grain product is the pizza crust.

Is the first ingredient a whole-grain ingredient?

- ✓ **Yes:** If the first ingredient is whole-grain and the food is not a ready-to-eat breakfast cereal, **go to Step 4** below.
- ✓ **Yes:** If the first ingredient is whole-grain and the food is a ready-to-eat breakfast cereal, see “Identifying Whole Grain-Rich Breakfast Cereals in the CACFP” on page 4.
- ✗ **No:** If the first ingredient is not a whole-grain ingredient, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*
- ✗ **No:** It is possible that the food includes several whole-grain ingredients. When added together, these grains may meet the whole grain-rich requirement. In this case, you would need to request additional information from the manufacturer.

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.

The first grain ingredient is “whole-wheat flour,” which is a whole-grain ingredient.

See the *Whole-Grain Ingredients* chart for some common whole grains. Make sure the first grain ingredient is not listed on the *Enriched Grain Ingredients*, *Bran or Germ Ingredients*, or *Non-Creditable Grains or Flours* charts on the following page.

4. Look for the second grain ingredient ►

Does the food have another grain ingredient?

No: If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

Yes: If so, is the second grain ingredient whole-grain, enriched, or bran or germ? Make sure the second grain ingredient is not listed on the “*Non-Creditable Grains or Flours*” chart.

- ✓ **Yes:** If the second grain ingredient is whole-grain, enriched, or bran or germ, see **Step 5** on page 3.
- ✗ **No:** If the second grain ingredient is **not** whole-grain, enriched, or bran or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.

The second grain ingredient is “enriched wheat flour,” which is an enriched grain ingredient. For more information on flour made from more than one grain ingredient, see “Focus on Flour Blends” on page 4.

* This food might be creditable as a grain that is not being served as a whole grain-rich food. See the Food Buying Guide for Child Nutrition Programs (<https://foodbuyingguide.fns.usda.gov/FoodComponents/ResourceGrains>) for information on how to determine if an enriched grain is creditable towards the grain component in the CACFP.

5. Look for the third grain ingredient ►

Does the food have a third grain ingredient?

No: If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

Yes: If so, is the third grain ingredient whole-grain, enriched, or bran or germ? *Make sure the third grain ingredient is not listed on the “Non-Creditable Grains or Flours” chart.*

✓ **Yes:** If the third grain ingredient is whole-grain, enriched, or bran or germ, then this food is whole grain-rich! If your product has other grain ingredients, such as a fourth grain ingredient, you do not need to consider them.

✗ **No:** If the third ingredient is not whole-grain, enriched, bran, or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.

The third grain ingredient is “**wheat bran**,” which is a type of **bran**.

✓ This pizza crust is considered whole grain-rich because the first ingredient is **whole-grain**, the second grain ingredient is **enriched**, and the third ingredient is a type of **bran**.

Whole-Grain Ingredients

- Amaranth
- Amaranth flour
- Brown rice
- Brown rice flour
- Buckwheat
- Buckwheat flour
- Buckwheat groats
- Bulgur
- Corn masa/ masa harina
- Cracked wheat
- Graham flour
- Instant oatmeal
- Millet
- Millet flour
- Oats
- Oat groats
- Old fashioned oats
- Quick cooking oats
- Quinoa
- Rye groats
- Sorghum
- Sorghum flour
- Spelt berries
- Sprouted brown rice
- Sprouted buckwheat
- Sprouted spelt
- Sprouted whole rye
- Sprouted whole wheat
- Steel cut oats
- Teff
- Teff flour
- Triticale
- Triticale flour
- Wheat berries
- Wheat groats
- White whole wheat flour
- Whole corn
- Whole durum flour
- Whole grain corn
- Whole grain corn flour
- Whole grain oat flour
- Whole grain spelt flour
- Whole grain wheat
- Whole grain wheat flakes
- Whole grain wheat flour
- Whole rye flour
- Whole wheat flour

Enriched Grain Ingredients

- Enriched bromated flour
- Enriched corn flour
- Enriched durum flour
- Enriched durum wheat flour
- Enriched farina
- Enriched rice
- Enriched rice flour
- Enriched rye flour
- Enriched wheat flour
- Enriched white flour
- Other grains with the word “enriched” in front of it.

In addition to the ingredients listed above, if the ingredient list states or includes the nutrients used to enrich the flour, then your product has enriched grains. For example, an ingredient list might read: “Durum flour (niacin, iron, riboflavin, folic acid, thiamin).” The vitamins listed in the parenthesis indicate that the durum flour is enriched.

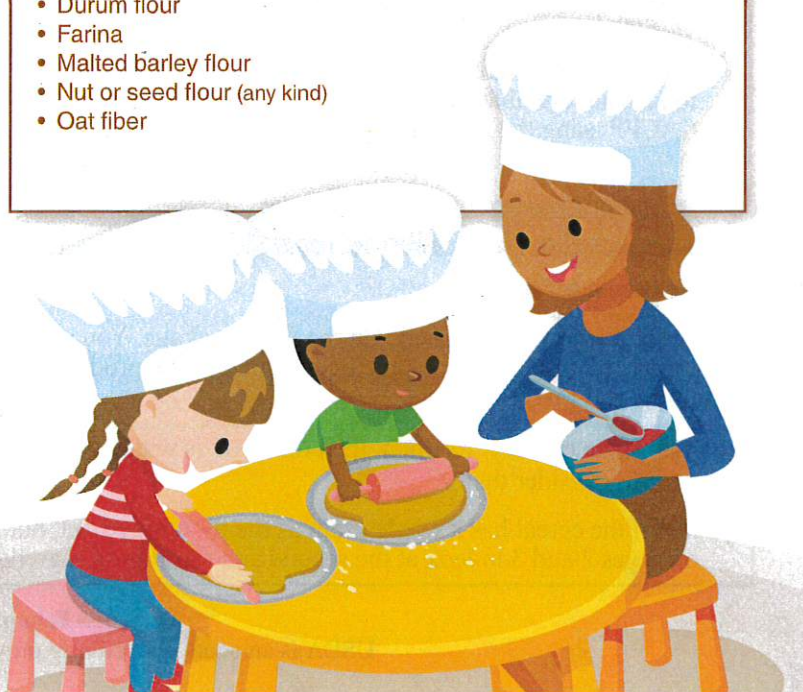
Bran or Germ Ingredients

- Corn bran
- Rice bran
- Wheat bran
- Oat bran
- Rye bran
- Wheat germ

Non-Creditable Grains or Flours

Cannot be one of the first three grain ingredients for whole grain-rich items.

- Barley malt
- Bean flour (such as soy, chickpea, lentil, legume, etc.)
- Bromated flour
- Corn
- Corn fiber
- Degerminated corn meal
- Durum flour
- Farina
- Malted barley flour
- Nut or seed flour (any kind)
- Oat fiber
- Potato flour
- Rice flour
- Semolina
- Wheat flour
- White flour
- Yellow corn flour
- Yellow corn meal



Focus on Flour Blends

You may see an ingredient list that includes a flour blend as an ingredient. The flour blend will be followed by a list of sub-ingredients that make up the flour blend. These sub-ingredients are shown in parenthesis.

Treat these flour blends as one grain ingredient when applying the Rule of Three.

If the flour blend is the first grain ingredient on the ingredient list, then you must determine if the flour blend is a whole grain. If the flour blend is made up of only whole-grain ingredients, then the flour blend is a whole grain. You can now proceed with examining the second and third grain ingredients as described on pages 2 and 3.

If the flour blend includes any grains that are not whole grains, then the flour blend is not considered a whole grain under the *Rule of Three*.

If the flour blend is the second or third grain ingredient, then the flour blend may be made up of whole grains, enriched grains, bran, and/or germ. If the flour blend includes any non-creditable flours or grains, then the flour blend is not a creditable grain ingredient.

INGREDIENTS: Whole grain flour (whole-wheat flour, brown rice flour, whole grain oat flour)¹, water, flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran)², yeast, salt.

1. The **whole-grain flour** can be considered the **first** grain ingredient when using the Rule of Three. The **whole-grain flour** contains only whole grain-ingredients, so it is a **whole-grain ingredient**.
2. The **flour blend** can be considered the **second** grain ingredient when using the Rule of Three. The flour blend contains **whole-grain ingredients** (graham flour), **enriched ingredients** (enriched wheat flour, enriched corn flour) and **bran** (wheat bran).
3. This product does not have a third grain ingredient.
✓ The product is considered whole grain-rich.

INGREDIENTS: Flour blend (durum flour, bromated flour, brown rice flour), water, salt.

- ✗ This flour blend includes two **non-creditable flours** (durum flour and bromated flour), so the flour blend is not a creditable grain ingredient.

Identifying Whole Grain-Rich Breakfast Cereals in the CACFP

For ready-to-eat breakfast cereals only, if the first ingredient is whole-grain, and the cereal is fortified, then the cereal is whole grain-rich in the CACFP. Remember to check that the cereal also meets the CACFP sugar limit. For more information on sugar limits for cereal, see “Choose Breakfast Cereals That Are Lower in Added Sugars” at <https://www.fns.usda.gov/cacfp-meal-pattern-training-worksheets>.



To determine if a ready-to-eat cereal is whole grain-rich:

1. Look at the first ingredient ►

Is the first ingredient a whole-grain ingredient?

- ✓ **Yes:** If the first ingredient is whole-grain, go to Step 2.
- ✗ **No:** If the first ingredient is not a whole grain, then this food is not credible as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Whole grain oats¹, corn flour, sugar, salt, tripotassium phosphate, vitamin E. Vitamins and Minerals²: calcium carbonate, iron and zinc, vitamin C, vitamin B6, vitamin A, vitamin B12.

1. The first ingredient is “**whole grain oats**,” which is a **whole-grain ingredient**.
2. The presence of “**Vitamins and Minerals**” on the ingredient list indicates that this cereal is fortified.
✓ This breakfast cereal is whole grain-rich because the first ingredient is **whole-grain** and the cereal is **fortified**.

2. Look for fortification ►

Is the cereal fortified?

Look for the words “fortified” on the food package. You can also look at the ingredient list to see if it lists any vitamins and minerals that have been added to the product. Cereals that are not fortified would not have any added vitamins and minerals.

- ✓ **Yes:** If the cereal is fortified, then this food is whole grain-rich! If your cereal has other grain ingredients, you do not need to consider them.
- ✗ **No:** If the cereal has a whole grain as the first ingredient, but is not fortified, then follow the *Rule of Three* instructions on pages 2 and 3 to look at the second and third grain ingredients.



Breakfast cereals are a major source of added sugar for children, which is why there will now be a sugar limit on creditable cereals. Cereals must contain **LESS THAN 6 grams** of sugar per dry ounce. **WIC cereals are all creditable.** You can find a list of those cereals online. All of the cereals that are approved on the Utah WIC program are store brands. You are welcome to serve the name brands as long as the serving size and grams of sugar are the same in the store brand that is WIC approved. The following list is not all inclusive and may change:

Cream of Wheat

1 Minute
2 ½ Minutes
Instant
Instant Whole Grain
Regular or Instant
Whole Grain

General Mills Cereals:

Ancient Grain Cheerios
Cheerios
Corn Chex
Corn Flakes
Crispix Original
Honey Kix
Kix
Mini Wheats (defrosted)
Multigrain Cheerios
Rice Chex
Rice Krispies
Total Whole Grain
Wheat Chex
Wheaties

Great Value

Bran Flakes
Corn Flakes
Crisp Rice
Crunchy Honey Oats
Crunchy Nuggets
Crunchy Oat Squares
Frosted Shredded Wheat
Oatmeal (hot cereal)
Toasted Corn
Toasted Oat
Toasted Rice
Toasted wheat

Kellogg's

Corn Flakes
Mini wheats (unfrosted)
Rice Krispies

Kroger

Bran flakes
Corn Flakes
Crispy Rice
Frosted shredded wheat (bite-size, Original, Blueberry or Strawberry)
Honey Crisp Medley (Original or Almonds)
Instant Grits Original (hot cereal)
Living Well



Multi-Grain Toasted Oats
Nutty Nuggets
Oatmeal (hot cereal)
Oat Squares
Rice Biltz

Malt O Meal

Cocoa Hot Wheat (hot cereal)
Corn Flakes
Crispy Rice
Frosted Mini Spooners (Original, Blueberry or Strawberry Cream)
Oat Blends with Honey (Original or Almonds)
Original Hot Wheat (hot cereal)

Market Pantry

Bran Flakes
Crispy Rice
Frosted shredded Wheat (bite-size: Original and Strawberry)
Honey Crisp Medley (Original or Almonds)
Living Well
Multi-Grain Toasted Oats
Nutty Nuggets

Post Cereals:

Honey Bunches of Oats

Quaker Cereals:

Corn Bran Crunch
King Vitamin
Life (Original)
Puffed Rice
Puffed Wheat

Western Family

Corn Flakes
Corn Squares
Creamy Wheat Farina (hot cereal)
Creamy Wheat Farina (hot cereal)
Crisp Rice
Frosted Shredded Wheat (bite-size)
Nutty Nuggets
Oatmeal (hot cereal)
Oats and More (Original and Almond)
Rice Squares
Toasted Oats
Wheat Bran
Wheat Squares

Winco

Bran Flakes
Corn Flakes
Crispy Rice
Frosted Shredded Wheat (bite-size)
Oatmeal (hot cereal)
Toasted Oats

100% WHOLE WHEAT / WHOLE GRAIN RICH BREADS

Bimbo: 100% whole wheat
Dunford Bakers: wheat, multigrain
Franz: 100% whole wheat
Great Grains: 100% whole wheat
Nature's Own: 100% whole wheat with honey, honey 7 grain
Orowheat: 100% whole wheat



Pepperidge Farms: 15 grain, 100% whole wheat, 15 grain, oatmeal, German dark wheat, whole grain double fiber, Farmhouse Multi-Grain

Sara Lee: classic 100% whole wheat, delightful multi-grain, soft and smooth sandwich, home style 100% whole wheat
Smiths: 100% whole wheat round top
Wonder: 100% whole wheat

WHOLE WHEAT PASTA

BUY: 100% Whole Wheat Pasta
Barilla: Whole Grain Spaghetti, Whole Grain Penne
Great Value: Whole Wheat Elbow, Whole Wheat Egg Noodles
Ronzoni: Healthy Harvest 100% Whole Grain shells
Whole wheat flour and / or whole durum wheat flour must be the only flour ingredients listed

WHOLE WHEAT TORTILLAS

First ingredient must be whole wheat or whole grain rich
Don Pancho
Great Value
Herdez
Kroger
La Victoria
Las Banderitas
MiCasa
Ortega

CORN TORTILLAS

First ingredient must be "whole corn" "whole grain corn". Corn masa flour may not meet the "whole grain" requirement.
Ortega Taco Shells (Crisp)
Great Value Taco Shells (Crisp)

WHOLE GRAIN RICH CRACKERS

Crunchmaster original multi-seed
Harvest whole wheat
Kasha Original 7 grain
Milton's multi-grain
Pepperidge – Baked with whole grain
Premium Rounds whole grain
Ritz whole wheat
Traders Joe's Pita bite
Triscuit Original Wellington Org. Flax / Wheat
Wheat Thins Original
Sun Chips: 100% Whole Grain Original

YOGURT

Must have **LESS THAN 23 grams** of sugar per 6 oz.
Dannon Activia
Fruit varieties
Fruit fusion
Light
Greek
Nancy's
vanilla low-fat:
lemon low-fat
Chobani
All Greek yogurts

CACFP SUGAR REQUIREMENTS

Yogurt and Ready to Eat Breakfast Cereal

In an effort to reduce the amount of added sugar in children's diets, the updated meal pattern places restrictions on the amount of sugar in yogurt and ready to eat breakfast cereal that can be served and claimed for reimbursement. These requirements are effective as of October 1, 2017.



Ready to Eat Breakfast Cereal

Breakfast cereals served to infants, children, and adults must contain no more than 6 grams of sugar per dry ounce. (21.2 grams of sugar per 100 grams of dry cereal)

Breakfast Cereal Sugar Limits	
Serving Size	Sugar Limit
27-28 grams	0-5 grams
29-32 grams	0-6 grams
33-37 grams	0-7 grams
38-42 grams	0-8 grams
43-47 grams	0-9 grams
48-51 grams	0-10 grams
52-56 grams	0-11 grams
57-60 grams	0-12 grams



Yogurt

Yogurt should contain no more than 23 grams of sugar per 6 ounces.

Yogurt Sugar Limits	
Serving Size	Sugar Limits
2.25 ounces	0-8 grams
3.5 ounces	0-13 grams
4 ounces	0-15 grams
5.3 ounces	0-20 grams
6 ounces	0-23 grams
8 ounces	0-30 grams



CHILD NUTRITION LABELS

What are child nutrition labels?

Child Nutrition (CN) labels identify how a product contributes to the meal pattern. The manufacturer submits their product to the USDA to get it CN labeled. The CN label will be on the product packaging in the same area as the nutrition facts label.

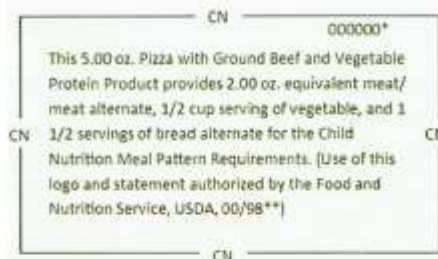
When do I need a CN Label?

Any time you're serving a commercially prepared product that contains more than one component, for example: chicken nuggets/patties, corn dogs, fish sticks, meat balls, lasagna, pizza, etc.

What if I can't find a CN labeled product?

Option 1: Contact the manufacturer to get a Product Formulation Statement (PFS). On the PFS, the manufacturer demonstrates how a product may contribute to the meal pattern. See the reverse side to learn what's needed for a PFS to be valid.

Option 2: Make the product from scratch! You can find simple recipes to create favorites for the kids in your care. That way you're in control of what goes into the product and what stays out. This is the easiest way to make sure that you're serving foods that can be credited on the food program.



Why can't I find a CN label?

When the Healthy Hunger Free Kids Act was implemented in 2010, the nutrition requirements for products being served in school lunches became more stringent. As a result, fewer manufacturers are going through the process of getting their products that they sell to the general public CN labeled. They have one product that they sell to schools that are CN labeled and then a different product that they sell in stores that isn't labeled.

Recipe Resources

The USDA has a variety of recipes that have been credited for you – they tell you how much to serve in what amount and how it credits toward the meal pattern.

www.whatscooking.fns.usda.gov

Chicken Nuggets 25 servings		
Ingredients	Measure	Directions
Enriched dry bread crumbs	¾ cup	1. In a small bowl, combine bread crumbs, salt, and pepper. Reserve for step 3.
Salt	1 ½ tsp	
Ground black or white pepper	½ tsp	
Raw boneless, skinless chicken, cut into 1 inch pieces (at least 1.1 oz. each)	50 pieces (about 3.5 pounds)	2. In another bowl, coat chicken with yogurt or salad dressing or mayonnaise.
Lowfat plain yogurt OR Reduced calorie salad dressing OR Low fat mayonnaise	1/3 cup	3. Roll chicken pieces in bread crumbs to coat 4. Place 25 pieces of chicken in a single layer on each half-sheet pan (13" x 18" x 1") which has been lightly coated with pan release spray. For 25 servings, use 2 pans. 5. Bake: 500° F for 13-17 minutes. Heat to 165° or higher.
Serving: 2 pieces provide 1 ½ oz. of cooked poultry Recipe courtesy of: USDA Recipes for Child Care		

What you **can't** do if you don't have a CN label for a product that needs one

*Take the product apart and weigh each component and credit it using the weights that you get.

*Serve chicken nuggets with a piece of bread because you know there's chicken, so you'll just add the grain component – you don't really know how much chicken is in each nugget because of fillers that are added. The only way to really know is to get a CN label or PFS.

*Use a CN label or PFS that you found on-line from a similar product - the documentation must be for the exact product that you're serving.

*Use an old CN label. If a product changes, you'll need to get updated documentation.

Requirements for a PFS to be valid

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> On signed company letterhead Includes: <ul style="list-style-type: none"> Product code name Product code number Serving/portion size | <ul style="list-style-type: none"> Ingredients are creditable and have a similar description as listed on the product label Ingredients match or have a similar description to a food item listed in the Food Buying Guide | <ul style="list-style-type: none"> Provides information to calculate crediting Calculations are correct Creditable amount never rounded up Meat/meat alternate credit cannot exceed the total serving size of the product |
|---|--|---|

National School Lunch Program (NSLP) and School Breakfast Program (SBP)

VEGETABLE SUBGROUPS ¹

The U.S. Department of Agriculture's (USDA) meal patterns for the NSLP and SBP include five subgroups of vegetables that count toward the daily and weekly vegetable requirements. These subgroups are based on the recommendations of the 2010 *Dietary Guidelines for Americans*. ² The chart below identifies some commonly eaten vegetables in each subgroup.

DARK GREEN fresh, frozen and canned		RED/ORANGE fresh, frozen and canned	BEANS AND PEAS (LEGUMES)* Canned, frozen or cooked from dry	
<ul style="list-style-type: none"> arugula beet greens bok choy broccoli broccoli rabe (rapini) broccolini butterhead lettuce (Boston, bibb) cabbage, Chinese or celery chicory cilantro collard greens endive escarole fiddle heads grape leaves kale mesclun mustard greens parsley spinach Swiss chard red leaf lettuce romaine lettuce turnip greens watercress 		<ul style="list-style-type: none"> carrots chili peppers (red) orange peppers pimientos pumpkin red peppers salsa (all vegetables) sweet potatoes/yams tomatoes tomato juice winter squash (acorn, butternut, Hubbard) 	<ul style="list-style-type: none"> black beans black-eyed peas (mature, dry) cowpeas fava beans garbanzo beans (chickpeas) Great Northern beans kidney beans lentils lima beans, mature mung beans navy beans pink beans pinto beans red beans refried beans soy beans/edamame split peas white beans 	<ul style="list-style-type: none"> * Does not include green peas, green lima beans and green (string) beans
STARCHY fresh, frozen and canned		OTHER fresh, frozen and canned		
<ul style="list-style-type: none"> black-eyed peas, fresh (not dry) corn cassava cowpeas, fresh (not dry) field peas, fresh (not dry) green banana green peas jicama lima beans, green (not dry) parsnips pigeon peas, fresh (not dry) plantains potatoes poi taro water chestnuts 	<ul style="list-style-type: none"> artichokes asparagus avocado bamboo shoots bean sprouts (alfalfa, mung) beans, green and yellow beets Brussels sprouts cabbage, green and red cactus (nopales) cauliflower celeriac celery chayote (mirliton) chives cucumbers daikon (oriental radish) 	<ul style="list-style-type: none"> eggplant fennel garlic horseradish iceberg lettuce kohlrabi leeks mushrooms okra olives onions peas in pod, e.g., snap peas, snow peas pepperoncini peppers (green sweet bell, green chilies, purple, yellow) 	<ul style="list-style-type: none"> pickles (cucumber) radishes rhubarb shallots sauerkraut snap peas snow peas spaghetti squash tomatillo turnips wax beans yellow summer squash zucchini squash 	

¹ All vegetables are credited based on volume except raw leafy greens count as half the volume served and tomato paste and puree are credited based on the volume as if reconstituted (see the USDA's *Food Buying Guide*). Vegetable juice must be pasteurized 100 percent full-strength juice and cannot count for more than half of the weekly vegetables component.

² For more information, see the Dietary Guidelines at <http://health.gov/dietaryguidelines/dga2010/DietaryGuidelines2010.pdf> and the vegetables group in Choose My Plate at <http://www.choosemyplate.gov/food-groups/vegetables.html>.

Family style meal service

In family style service, containers with food to accommodate all children are placed on the table, and children, with adult supervision and assistance, are expected to serve themselves. Family style allows some flexibility in the size of initial servings because food is actually available at the table for additional helpings. However, service must comply with the following guidelines:



- Enough prepared food must be placed on the table to provide minimum portions of all required foods for all children, and to feed program adults supervising meal service at the table.
- When the full required portion is not initially served, the provider or provider's helper must actively encourage the children to accept more during the course of the meal.

Pre-plated meal service

If you choose to pre-plate the children's food, be sure to serve *at least* the minimum portion size according to the child's age on the CACFP food chart.

Family Gathering (meal)

You may not claim meals for your daycare children if their parents (parent) are present for that meal. A family gathering or party is not considered "daycare" and that meal cannot be reimbursed. "Daycare" is when neither parent is present in the home and you are caring for their child(ren) until their return. A holiday dinner or barbeque held at your home for all of the family is not reimbursable.

Summer Food Programs

If you take your daycare children to a summer breakfast or lunch program, you are ineligible to claim those meals.



Daily records

Daily records are **mandatory** – **NO EXCEPTIONS**.

If you cannot get online you must keep the following documentation:

1. Menu number or components served for EACH meal / snack
2. EACH child in attendance (non-participation also)
3. Meal that EACH child was served (B, A, L, P, D, E)

All enrolled children, including the providers own, are required to be signed in/out on a daily basis and documented with:

1. Times in/out
2. Signature or initials of the parent/guardian or other authorized designated person who picks up and drops off children.
3. Provider should review sign in / outs at the end of each day. Provider may sign child in / out (times) and then initial; **HOWEVER**, the parent or guardian must review and sign a minimum of once per week.

Point of Service Meal Counts

Point of Service is defined as the point in the meal service when the child has received (pre-plated) or has the opportunity to receive (family style) the complete reimbursable meal. POS is required if 12 or more children are being served the meal.

Record Maintenance Requirement

As a participant of the CACFP you are required to keep records for three years, plus the current year.

You are required to maintain on file documentation of each child's enrollment and must maintain daily records of the number of children in attendance and the number of meals, by type, served to enrolled children.

You must have records in your home for the current month, as well as the previous twelve months. These records must be available for immediate review. You may store the remaining three years of records offsite; however, they must still be in your control and accessible with a reasonable amount of time. Records can be kept in hard copy or electronic format, provided that they are readily available to Alliance for Children reviewers, Utah State Board of Education reviewers or USDA officials. Failure to maintain records will be grounds for the denial of reimbursement.

Sign In / Out Sheets

AFC is required to monitor and complete drop-in visits on any day / hours a provider claims. Because we do not have personnel available to monitor major holidays, you may **not** claim the following days.

New Year's Day
Easter
Thanksgiving
Christmas Day



You are required to have sign in/out sheets signed by a parent when you claim the following:

Saturdays
Sundays
Care provided outside of hours on the child enrollment form
Shift work (claiming more children than licensed for)
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day (4th of July)
Labor Day

***Note: Holidays must be pre-approved on the FDCH application before claiming for reimbursement.**

If you need to submit a copy of your sign in / outs (see above reasons) please make sure that you always keep a copy in your home. You may fax, email, scan, copy, or use regular mail to submit copies to AFC office.



Home Visits

A home visit is done within initial 28 days of program participation. Your monitor will ensure at this time that you are on the right track and assist you to follow the program guidelines.

After the initial visit, drop-in visits are done at least three times per year. The monitor will review all required program records (including daily meal counts, menus, required paperwork in your binder, and attendance records), children in care, sanitation and safety of your home.

If you bring the documents to the monitor as soon as they arrive, they can begin their paperwork while you attend to the children. Your monitor will do their best to not disrupt the children. AFC monitors understand you are busy with the kids and are there to answer any questions you may have, as well as monitor your participation on the CACFP.

At least once a year a monitor will watch you prepare and serve a meal.

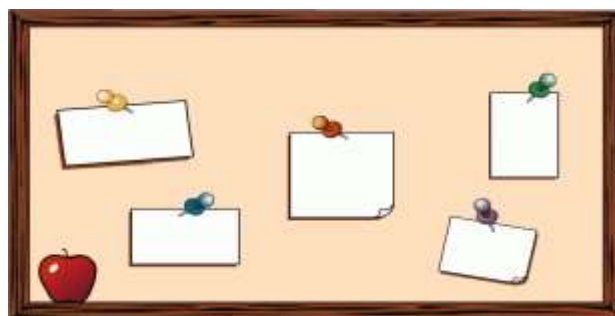
AFC staff wears identification. It is best to not allow someone inside your home without proper identification.

The State Board of Education will review AFC periodically and will make visits to many of our providers' homes. Provider homes are chosen randomly and these visits are to make sure all regulations are being followed.

If there are any findings of non-compliance to program rules at the home visit, you will be asked how you plan to correct the problem. A written Corrective Action will be completed at the visit.

Post in your home:

- Building for the Future Poster
- Current WIC Flyer
- Menus
- License / Certificate



Alliance for Children Binder

We have provided a three ring binder – please keep all required documentation organized and in this binder.

- **Sponsor / provider agreement** – copy
- **Provider FDCH Application** – copy (always keep the most current in your binder) Once you have been on the program more than a year, you can put this in a file to KEEP for a minimum of four years. (monitor will review meal times to be sure times are still accurate)
- **Home review** copies – (monitor will review last three visits for any training issues)
- **Initial enrollment form** for each child (monitor will check original enrollments for each child) including most current **annual re-enrollment**.
- **AFC Training Certificate(s)**
- **Quick Reference** signed and dated by the helper, once provider has trained helper. This needs to be done annually.



Newsletter

AFC publishes a newsletter every month. It is sent with the direct deposit notice monthly. Please read – information in these newsletters is our way to get new rules and regulations to you. **You are responsible for the information in these newsletters.**



Change of Address: Please notify us if you plan to move. Your license automatically expires the day you move. You need to have a new license at your NEW address before you can begin claiming on the CACFP again.

Telephone

If you change your telephone number, notify the office immediately. It is required that you have a working phone. A cell phone is allowable, but be careful – it must be available at all times with the children. If it is taken out of the home by a family member, you are without a telephone, and you could be putting the children's safety in jeopardy with no way to contact emergency care, if needed.



Reimbursement Process



Claims are due in our office by the 2nd working day of the month.

Direct Deposits are deposited once AFC receives the funds from State of Utah. For example: January claim will be reimbursed end of February beginning of March.

Direct deposit information needs to be in the AFC office no later than the 15th of the month to allow time to process the information to deposit the following month into your account.

Direct Deposit

There is a form for direct deposit in your binder pocket. Please complete the form and include a “voided” check or deposit slip for either a checking or savings account.

When you receive your Direct Deposit Summary or your check in the mail, please pay attention to the messages and enclosures. We are giving you information you need to know and you are responsible for this information.

Sample Check

JEFFREY MAPLE SUZANNE MAPLE 123 Pear Lane Anyplace, VA 20000		SAMPLE		1234 15-0000-0000
PAY TO THE ORDER OF		Routing number	Account number	\$ <input type="text"/>
ANYPLACE BANK Anyplace, VA 20000				DOLLARS
For		Do not include the check number.		
250250025		: 202020 " 86 "		1234

Note. The routing and account numbers may be in different places on your check.

Disallowed Meals

It is the policy of AFC, mandated by the USDA and USBE, to prohibit reimbursement of meals if the program guidelines are not met.

Common Reasons for Disallowed Meals are:

- Meal component missing (i.e. milk missing at breakfast, lunch or supper).
- Any change in meal components needs a special diet statement
- Food (s) listed do not meet meal pattern requirements
- Two different food groups not chosen for snack
- More children than your license limit / capacity allows
- Claiming children who are not enrolled on the food program, or claiming your own children when no enrolled daycare children are present and being served for a meal / snack
- Child enrollment form indicates the child doesn't normally attend meal / day of the week
- Provider is not approved for given meal serving / shift
- School age child was claimed for am snack and / or lunch
- Provider served meal outside of approved meal times; infants excluded (see approved meal times on FDCH application or most recent FDCH application change form)
- Expired license / certificate / application
- A child was served after the child's enrollment expiration date was reached
- Provider recorded children / meal in attendance and the children were not seen by the Monitor at the home visit
- Meals claimed offsite (away from "approved" home) without "pre-approval"
- Meals recorded before meal service
- Meals not recorded daily or at time of service when 12 or more children are in care
- Meals not served within approved meal times / days
- More than two meals and a snack (or two snacks and a meal) claimed.
- Not home for monitoring visit during approved meal times
 1. First time: the meal will be disallowed.
 2. Second time: the entire day will be disallowed.
 3. Third time: the entire day will be disallowed and written corrective action will be required. Potential serious deficiency.

Serious Deficiency

Serious deficiency is a tool used to help providers who are either having a difficult time understanding, following and / or learning the rules and regulations or simply refusing to follow them. Additional training may be provided if the serious deficiency is due to an incomplete understanding of the rules and regulations and further training could help the provider follow the rules and regulations.



When a provider is determined to be seriously deficient in operating the food program, a letter of explanation is sent. The letter outlines the steps the provider must take to correct the serious deficiency. If the corrective action is not taken or if the correction is insufficient, Alliance for Children will propose termination and disqualification from the food program. This is required by federal regulation. Because 100% of meal reimbursement is federally funded, we are required to oversee the program to minimize misuse of federal money. This includes inability to operate the program correctly, claiming children for meals when they are not present, and any other action that violates federal, state, and sponsor requirements.

There are several ways a provider may be considered seriously deficient, these may include:

- Submission of false information on the application
- Submission of false claims for reimbursement
- Simultaneous participation under more than one sponsoring organization
- 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 safety (if imminent threat to health or safety the provider will be suspended from the program immediately).
- A determination that the daycare home 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 fraud, 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 conviction
- Failure to participate in training or any other circumstances related to non-performance under the sponsoring organization daycare home agreement, as specified by the sponsoring organization of the State agency.

If a provider is seriously deficient, unannounced follow-up visits may be done to show that the provider has corrected the problem.

Alliance for Children wants you to be successful on the food program. We are here to help you understand and follow the rules and regulations from USDA, USOE child Nutrition Programs and Alliance for Children. If you have any questions or concerns, please call the office (800) 773-4731 or (801) 313-1090.

Termination and Disqualification – If a provider is terminated and disqualified from AFC or any other food program sponsor within the United States, the provider will not be allowed to participate with any food program for seven years. (This is a drastic step we hope we don't have to use). Before the final determination, there is an appeal process for those who feel they may have been wrongfully terminated.



Beef Vegetable Stew

Recipe Revised From:
USDA

HACCP Process:
Same day service

Serving Size:
1 cup

CACFP Quantity

1 cup
Meat/Meat Alt:
2 oz eq
Vegetable:
½ cup

Serving Size per Age Group

Ages 1-2:
½ cup
Ages 3-5:
¾ cup
Ages 6-12, 13-18:
1 cup

INGREDIENTS

Raw beef stew meat,
trimmed of any fat, 1" cubes
Vegetable oil
Fresh onions OR
Dehydrated onions
Enriched all-purpose flour
Granulated garlic
Paprika
Black pepper
Dried thyme
Water or beef broth
Canned sliced carrots, drained
Canned small whole potatoes, drained
Canned green peas, drained

5 Servings Yield: 5 1-cup		25 Servings Yield: 25 1-cup	
WEIGHT	VOLUME	WEIGHT	VOLUME
1 lb ½ oz		5 lbs 2 oz	
	2 ½ tsp		½ cup
1 ½ oz	½ cup ¼ tsp OR 2 Tbsp 1 ½ tsp	8 oz	1 ½ cups OR ¾ cup
	½ cup 1 ½ tsp		1 ¾ cups 2 Tbsp
1 ½ oz	3/8 tsp	6 oz	2 ¼ tsp
	¼ tsp		½ Tbsp
	½ tsp		¼ tsp
	½ tsp		½ tsp
	2 ½ cups 1 Tbsp		3 qts
7 oz	1 cup	2 lb 3 oz	1 qt 1 cup
5 ½ oz	½ cup 1 ½ Tbsp	1 lb 12 oz	3 cups
5 ½ oz	¼ cup 2 ½ Tbsp	1 lb 10 oz	1 qt ½ cup

DIRECTIONS

- In pan, brown beef cubes in oil. Drain.
- Add onions, flour, garlic, paprika, pepper, and thyme to beef cubes. Cook 5 minutes.
- Add water or broth. Bring to a boil. Reduce heat and cover. Simmer for approximately 1 ½ hours, or until meat is tender.
- Add carrots, potatoes, and peas. Cook until vegetables are heated through and internal temperature reaches 145°F, approximately 15 minutes.

Slow cooker variation: Add beef cubes, onions, garlic, paprika, pepper, thyme, and beef broth to slow cooker. Cook on high for 6-7 hours. Whisk flour with ¼ cup water in a small bowl until there are no lumps. Add flour mixture to slow cooker. Stir gently to distribute. Add carrots, potatoes, and peas. Cook an additional 30 minutes.

Recipe Fraction to Decimal Equivalents

¼ = 0.125 ½ = 0.425
⅓ = 0.250 ⅔ = 0.666
⅖ = 0.333 ¾ = 0.750
⅞ = 0.375 ⅙ = 0.875
⅙ = 0.500

Weight Equivalent Key

16 oz = 1 lb = 3,000 lb
12 oz = ¾ lb = 0.750 lb
8 oz = ½ lb = 0.500 lb
4 oz = ¼ lb = 0.250 lb
1 oz = ⅙ lb = 0.0625 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
¼ cup = 2 Tbsp
½ cup = 4 Tbsp
⅓ cup = 5 Tbsp + 1 tsp
⅖ cup = 6 Tbsp
⅙ cup = 8 Tbsp
⅙ cup = 10 Tbsp
⅙ cup = 10 Tbsp + 2 tsp
⅙ cup = 12 Tbsp
⅙ cup = 14 Tbsp
1 cup = 16 Tbsp
½ pint = 1 cup
1 pint = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

(DAHD CACFP MENU TOOLKIT / RECIPES / 30)

Chicken Noodle Soup

Recipe Revised From:
USDA

HACCP Process:
Same day service

Serving Size:
1 cup

CACFP Quantity

1 cup
Meat/Meat Alt:
1 oz eq
Grain:
½ oz eq

Serving Size per Age Group

Ages 1-2:
1 cup
Ages 3-5:
1 ½ cups
Ages 6-12, 13-18:
2 cups

INGREDIENTS

Chicken stock/broth
Celery, chopped
Carrots, chopped
Onions chopped OR
Dehydrated onions
Dried parsley
Ground pepper
Poultry seasoning
Enriched medium egg noodles
Cooked chicken, chopped

5 Servings Yield: 1 qt 1 cup		25 Servings Yield: 5 qt 1 cup	
WEIGHT	VOLUME	WEIGHT	VOLUME
	1 qt 2 cups		2 qts 2 cups
2 ½ oz	½ cup 1 ½ Tbs	12 oz	3 cups
1 ½ oz	¼ cup 2 ½ tsp	8 oz	1 ½ cups
1 ½ oz	3 Tbsp ½ tsp OR ¼ tsp	6 oz	1 cup OR 1 ½ tsp
	1 ½ tsp		2 Tbsp
	¼ tsp		½ tsp
	¼ tsp		½ tsp
2 ½ oz	1 ½ cup 1 Tbsp	11 oz	2 qt
5 ½ oz		1 lb 10 oz	

DIRECTIONS

- In a heavy pot, combine stock/broth, celery, carrots, onions, parsley, pepper, and poultry seasoning. Bring to a boil. Reduce heat and cover. Simmer for 20 minutes.
- Add noodles and cooked chicken. Return to simmer. Cover. Simmer for 10 minutes or until noodles are tender and internal temperature of chicken reaches 165°F.

Recipe Fraction to Decimal Equivalents

¼ = 0.125 ½ = 0.425
⅓ = 0.250 ⅔ = 0.666
⅖ = 0.333 ¾ = 0.750
⅞ = 0.375 ⅙ = 0.875
⅙ = 0.500

Weight Equivalent Key

16 oz = 1 lb = 3,000 lb
12 oz = ¾ lb = 0.750 lb
8 oz = ½ lb = 0.500 lb
4 oz = ¼ lb = 0.250 lb
1 oz = ⅙ lb = 0.0625 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
¼ cup = 2 Tbsp
½ cup = 4 Tbsp
⅓ cup = 5 Tbsp + 1 tsp
⅖ cup = 6 Tbsp
⅙ cup = 8 Tbsp
⅙ cup = 10 Tbsp
⅙ cup = 10 Tbsp + 2 tsp
⅙ cup = 12 Tbsp
⅙ cup = 14 Tbsp
1 cup = 16 Tbsp
½ pint = 1 cup
1 pint = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

(DAHD CACFP MENU TOOLKIT / RECIPES / 31)

Chicken Nuggets

Recipe Revised From:
USDA

HACCP Process:
Same day service

Serving Size:
2 nuggets

CACFP Quantity

2 nuggets
Meat/Meat Alt:
1 1/2 oz eq

Serving Size per Age Group

Ages 1-2:
2 nuggets
Ages 3-5:
2 nuggets
Ages 6-12, 13-18:
3 nuggets

INGREDIENTS

Enriched dry bread crumbs
Salt
Ground pepper
Raw boneless, skinless chicken
Low-fat plain yogurt OR
Low-fat mayonnaise
Cooking spray

DIRECTIONS

- In a small bowl, combine the bread crumbs, salt, and pepper. Reserve for step 3.
- In another bowl, coat the chicken with the yogurt OR the low-fat mayonnaise.
- Cut chicken into 1 1/2 oz pieces. Roll the chicken pieces in the bread crumb mixture to coat.
- Place chicken in a single layer on a half-sheet pan (13" x 18" x 1") which has been lightly coated with cooking spray.
- Bake until internal temperature reaches 165°F:
Conventional oven: 500°F for 13-17 minutes.
Convection oven: 450°F for 12-15 minutes.

5 Servings Yield: 10 nuggets, 7 1/2 oz		25 Servings Yield: 50 nuggets, 3 1/2 lb 6 oz	
WEIGHT	VOLUME	WEIGHT	VOLUME
1/2 oz	2 Tbsp 1 1/2 tsp	4 oz	1/2 Cup
	1/4 tsp		1/2 Tbsp
	1/4 tsp		1/2 tsp
11 oz	10 pieces	3 lbs 7 oz	50 pieces
	1 Tbsp 1/4 tsp		1/2 Cup
	As needed		As needed

Recipe Fraction to Decimal Equivalents

1/4 = 0.125 1/2 = 0.425
1/3 = 0.250 1/4 = 0.666
1/5 = 0.333 1/6 = 0.750
1/8 = 0.375 1/8 = 0.875
1/10 = 0.500

Weight Equivalent Key

16 oz = 1 lb = 3,000 lb
12 oz = 1 lb = 3,750 lb
8 oz = 1 lb = 4,500 lb
4 oz = 1 lb = 5,250 lb
1 oz = 1 lb = 6,000 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
1/2 cup = 2 Tbsp
1/4 cup = 4 Tbsp
1/8 cup = 5 Tbsp + 1 tsp
1/16 cup = 6 Tbsp
1/32 cup = 8 Tbsp
1/64 cup = 10 Tbsp
1/128 cup = 12 Tbsp
1/256 cup = 14 Tbsp
1/512 cup = 16 Tbsp
1/1024 cup = 18 Tbsp
1 pint = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

(DAHD CACFP MENU TOOLKIT / RECIPES / 34)

Egg Salad Sandwich

Recipe Revised From:
USDA

HACCP Process:
No cook

Serving Size:
1 sandwich

CACFP Quantity

1 sandwich
Meat/Meat Alt:
2 oz eq
Grain:
2 oz eq

Serving Size per Age Group

Ages 1-2:
1/2 sandwich
Ages 3-5:
1 sandwich
Ages 6-12, 13-18:
1 sandwich

INGREDIENTS

Large eggs, hard-boiled, peeled, chilled
Onions chopped
Celery chopped
Black pepper
Dry mustard
Low-fat mayonnaise OR
Reduced calorie salad dressing
Sweet pickle relish undrained
Whole grain bread
(1 oz per slice)

DIRECTIONS

- Finely chop eggs.
- In bowl, combine eggs, onions, celery, pepper, dry mustard, mayonnaise OR salad dressing, and pickle relish. Mix lightly until well blended.
- Cover. Refrigerate until ready to use.
- Portion with a #12 scoop (1/2 cup) or a 1/2 cup measuring cup on 1 slice of bread. Top with second slice of bread. Cut each sandwich diagonally in half.
- Cover and refrigerate until ready to serve. (Note: Hold sandwich at 40°F or colder.)

5 Servings Yield: 5 Sandwiches		25 Servings Yield: 25 Sandwiches	
WEIGHT	VOLUME	WEIGHT	VOLUME
	5 large		25 large
1/2 oz		4 oz	
1 1/2 oz		7 1/2 oz	
	1/4 tsp		1/2 tsp
	1/4 tsp		1/2 tsp
	2 Tbsp 2 1/4 tsp		1/2 cup 2 Tbsp
	1 Tbsp 1 1/4 tsp		1/2 cup
	10 slices		50 slices

Recipe Fraction to Decimal Equivalents

1/4 = 0.125 1/2 = 0.425
1/3 = 0.250 1/4 = 0.666
1/5 = 0.333 1/6 = 0.750
1/8 = 0.375 1/8 = 0.875
1/10 = 0.500

Weight Equivalent Key

16 oz = 1 lb = 3,000 lb
12 oz = 1 lb = 3,750 lb
8 oz = 1 lb = 4,500 lb
4 oz = 1 lb = 5,250 lb
1 oz = 1 lb = 6,000 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
1/2 cup = 2 Tbsp
1/4 cup = 4 Tbsp
1/8 cup = 5 Tbsp + 1 tsp
1/16 cup = 6 Tbsp
1/32 cup = 8 Tbsp
1/64 cup = 10 Tbsp
1/128 cup = 12 Tbsp
1/256 cup = 14 Tbsp
1/512 cup = 16 Tbsp
1 pint = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

(DAHD CACFP MENU TOOLKIT / RECIPES / 40)

Egg Toad-in-the-Hole

Recipe Revised From:
Incredible Edible Egg

RACOP Process:
Same day service

Serving Size:
1 toad & 1 cutout

CACFP Overview

1 toad & 1 cutout
Meat/Meat Alt:
1 oz eq
Grain:
1 oz eq

Serving Size per Age Group

Ages 1-2:
½ toad & ½ cutout
Ages 3-5:
¾ toad & ¾ cutout
Ages 6-12, 13-18:
1 toad & 1 cutout

IDMHO CACFP MENU TOOLKIT / RECIPES / 41

INGREDIENTS

Whole wheat bread
(at least 1 oz per slice)
Cooking spray
Eggs
Salt
Pepper

DIRECTIONS

1. Cut out center of each bread slice using either a round glass or a round shaped cookie cutter (you can also use fun shaped cookie cutters). Reserve cut-outs.
2. Coat large nonstick skillet or griddle with cooking spray.
3. Place bread slice and cut-outs in the skillet/griddle over medium-low heat and break egg into the center of each bread slice.
4. Season eggs lightly with salt and pepper.
5. Break up the egg yolk and let it cook until it is no longer runny.
6. Cook until bread is golden brown, about 5 minutes.
7. Turn bread pieces and egg over and do the same on the other side. Cook until egg reaches 160°F.
8. Serve immediately with the cut-outs.

5 Servings Yield: 5 toads		25 Servings Yield: 25 toads	
WEIGHT	VOLUME	WEIGHT	VOLUME
	5 slices		25 slices
	As needed		As needed
	5 large		25 large
	½ tsp		2 tsp
	½ tsp		½ tsp

Recipe Fraction to Decimal Equivalents

¼ = 0.125 ½ = 0.425
⅓ = 0.250 ⅔ = 0.666
⅖ = 0.333 ¾ = 0.750
⅞ = 0.375 ⅞ = 0.875
⅙ = 0.500

Weight Equivalent Key

16 oz = 1 lb = 3,000 lb
12 oz = ¾ lb = 0.750 lb
8 oz = ½ lb = 0.500 lb
4 oz = ¼ lb = 0.250 lb
1 oz = ⅙ lb = 0.0625 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
½ cup = 2 Tbsp
¾ cup = 4 Tbsp
1 cup = 5 Tbsp + 1 tsp
1 cup = 6 Tbsp
1 cup = 8 Tbsp
¾ cup = 10 Tbsp
½ cup = 10 Tbsp + 2 tsp
¼ cup = 12 Tbsp
¼ cup = 14 Tbsp
1 cup = 16 Tbsp
1 pint = 1 cup
1 pint = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

English Muffin Veggie Pizza

Recipe Revised From:
USDA

RACOP Process:
Same day service

Serving Size:
2 halves

CACFP Overview

2 halves
Meat/Meat Alt:
1 oz eq
Grain:
1 oz eq
Vegetable:
½ cup

Serving Size per Age Group

Ages 1-2:
2 halves
Ages 3-5:
2 halves
Ages 6-12, 13-18:
2 halves

IDMHO CACFP MENU TOOLKIT / RECIPES / 42

INGREDIENTS

Broccoli
Whole grain-rich English muffins
(at least 1 oz each)
Mozzarella Cheese, shredded
Carrots, raw, shredded
Pizza sauce
Parmesan cheese, grated

DIRECTIONS

1. Cut broccoli into florets.
2. Bring water to boil in a saucepan with water. Cook broccoli for 5 minutes.
3. Drain the water from the saucepan. Let the broccoli cool and drain well. Chop broccoli.
4. Cut English muffins in half. Toast the muffin halves.
5. Shred the mozzarella cheese.
6. Peel the carrots and shred.
7. Spoon 2 Tbsp pizza sauce over each English muffin half.
8. Sprinkle ½ oz shredded mozzarella cheese on top of each half.
9. Put 2 Tbsp broccoli and 1 tsp shredded carrots on top of each half.
10. Sprinkle each half with 1 tsp grated Parmesan cheese.
11. Toast in oven for 1-2 minutes, until the cheese melts.

5 Servings Yield: 5 slices		25 Servings Yield: 25 slices	
WEIGHT	VOLUME	WEIGHT	VOLUME
9 ½ oz	1 ¼ cups	3 lbs	1 qt 2 ¼ cups
	5 muffins		25 muffins
5 oz		1 lb 9 oz	
	½ cup 2 Tbsp		2 ½ cups
	1 ¼ cups		1 qt 2 ¼ cups
	1 ¼ tsp		2 Tbsp ¼ tsp

Recipe Fraction to Decimal Equivalents

¼ = 0.125 ½ = 0.425
⅓ = 0.250 ⅔ = 0.666
⅖ = 0.333 ¾ = 0.750
⅞ = 0.375 ⅞ = 0.875
⅙ = 0.500

Weight Equivalent Key

16 oz = 1 lb = 3,000 lb
12 oz = ¾ lb = 0.750 lb
8 oz = ½ lb = 0.500 lb
4 oz = ¼ lb = 0.250 lb
1 oz = ⅙ lb = 0.0625 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
½ cup = 2 Tbsp
¾ cup = 4 Tbsp
1 cup = 5 Tbsp + 1 tsp
1 cup = 6 Tbsp
1 cup = 8 Tbsp
¾ cup = 10 Tbsp
½ cup = 10 Tbsp + 2 tsp
¼ cup = 12 Tbsp
¼ cup = 14 Tbsp
1 cup = 16 Tbsp
1 pint = 1 cup
1 pint = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

Fantabulous French Toast

Recipe Revised From:
USDA

HACCP Process:
Same day service

Serving Size:
1 slice

CACFP Creditability

1 slice

Meat/Meat Alt:
½ oz eq

Grain:
1 oz eq

Serving Size per Age Group

Ages 1-2:
½ slice

Ages 3-5:
½ slice

Ages 6-12, 13-18:
1 slice

INGREDIENTS

Eggs, raw, fresh
Nonfat milk
Vanilla extract
Cooking spray
Whole wheat bread
(at least 1 oz per slice)

DIRECTIONS

1. Preheat the griddle over medium heat, or set an electric frying pan at 375°F.
2. Put eggs, milk, and vanilla in a pie pan or shallow bowl and beat with a fork, or whisk, until well combined.
3. Grease the griddle or pan with a thin layer of oil or cooking spray.
4. Dip both sides of bread, one slice at a time, in the egg mixture and cook on the hot griddle or frying pan.
5. Cook on one side until golden brown. Turn the bread over to cook the other side. It will take about 4 minutes on each side. Cook until temperature reaches 160°F.
6. Serve with syrup and/or fruit slices.

5 Servings Yield: 5 slices		25 Servings Yield: 25 slices	
WEIGHT	VOLUME	WEIGHT	VOLUME
	2 large		8 large
	½ cup 3 ¼ tsp		2 cups 1 Tbsp
	¼ tsp		2 ¼ tsp
	As needed		As needed
	5 slices		25 slices

Recipe Fraction to Decimal Equivalents

¼ = 0.125 ½ = 0.425
⅓ = 0.250 ⅔ = 0.666
⅖ = 0.333 ¾ = 0.750
⅞ = 0.375 ⅞ = 0.875
⅙ = 0.500

Weight Equivalent Key

16 oz = 1 lb = 1,000 lb
12 oz = ¾ lb = 0.750 lb
8 oz = ½ lb = 0.500 lb
4 oz = ¼ lb = 0.250 lb
1 oz = ⅙ lb = 0.063 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
½ cup = 2 Tbsp
⅓ cup = 4 Tbsp
¼ cup = 5 Tbsp + 1 tsp
⅕ cup = 6 Tbsp
⅙ cup = 8 Tbsp
⅙ cup = 10 Tbsp
⅙ cup = 12 Tbsp
⅙ cup = 14 Tbsp
1 cup = 16 Tbsp
1 pint = 1 cup
1 quart = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

(DAHD CACFP MENU TOOLKIT / RECIPES / 42)

Loaded Whole Grain Muffins

Recipe Revised From:
Friends of Children
and Families

HACCP Process:
Same day service

Serving Size:
1 muffin

CACFP Creditability

1 muffin

Grain:
½ oz eq

Serving Size per Age Group

Ages 1-2:
1 muffin

Ages 3-5:
1 muffin

Ages 6-12, 13-18:
2 muffins

INGREDIENTS

Enriched all-purpose flour
Whole wheat pastry flour
Instant nonfat dry milk
Baking powder
Granulated sugar
Brown sugar, packed
Ground cinnamon
Salt
Fresh egg
Vanilla extract
Water
Vegetable oil
Raisins, packed
Fresh carrots, grated
Fresh zucchini, grated
Canned crushed pineapple
Cooking spray

DIRECTIONS

1. Combine flour, dry milk, baking powder, sugar, brown sugar, cinnamon, and salt in a mixing bowl. Mix on low speed for 5 minutes.
2. In a separate bowl, combine eggs, vanilla, water and oil. Slowly add to dry ingredients while mixing on low speed. Mix only until dry ingredients are moistened, about 15-20 seconds. Fold in raisins, carrots, zucchini, and pineapple.
3. DO NOT OVERMIX. Batter will be lumpy.
4. For muffin pans: portion batter with ⅓ cup (2 Tbsp) into muffin pans that have been lightly coated with cooking spray or paper lined.
5. Bake:
Conventional oven: 400°F for 18-20 minutes
Convection oven: 350°F for 12-15 minutes

5 Servings Yield: 5 - 0.5 oz muffins		25 Servings Yield: 25 - 0.5 oz muffins	
WEIGHT	VOLUME	WEIGHT	VOLUME
	3 Tbsp		¾ cup 3 Tbsp
	3 ¼ Tbsp		1 cup 2 Tbsp
	2 ¼ tsp		3 Tbsp 2 tsp
	¼ tsp		1 Tbsp ¼ tsp
	½ Tbsp		2 Tbsp 1 ½ tsp
	½ Tbsp		2 Tbsp, 1 ½ tsp
	¼ tsp		¼ tsp
	¼ tsp		¼ tsp
	1 small		1 large
	½ tsp		¾ tsp
	2 Tbsp 1 ½ tsp		¾ cup
	2 ¼ tsp		3 Tbsp 2 tsp
	1 Tbsp ¼ tsp		½ cup 1 Tbsp
	2 Tbsp		½ cup 2 Tbsp
	2 Tbsp		½ cup 2 Tbsp
	1 Tbsp		¼ cup 1 Tbsp
	As needed		As needed

Recipe Fraction to Decimal Equivalents

¼ = 0.125 ½ = 0.425
⅓ = 0.250 ⅔ = 0.666
⅖ = 0.333 ¾ = 0.750
⅞ = 0.375 ⅞ = 0.875
⅙ = 0.500

Weight Equivalent Key

16 oz = 1 lb = 1,000 lb
12 oz = ¾ lb = 0.750 lb
8 oz = ½ lb = 0.500 lb
4 oz = ¼ lb = 0.250 lb
1 oz = ⅙ lb = 0.063 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
½ cup = 2 Tbsp
⅓ cup = 4 Tbsp
¼ cup = 5 Tbsp + 1 tsp
⅕ cup = 6 Tbsp
⅙ cup = 8 Tbsp
⅙ cup = 10 Tbsp
⅙ cup = 12 Tbsp
⅙ cup = 14 Tbsp
1 cup = 16 Tbsp
1 pint = 1 cup
1 quart = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

(DAHD CACFP MENU TOOLKIT / RECIPES / 50)

Macaroni and Cheese

Recipe Revised From:
USDA

RACOP Process:
Same day service

Serving Size:
1 piece

CACFP Checklist

1 piece
Meat/Meat Alt:
1 1/2 oz eq
Grain:
1 oz eq

Serving Size per Age Group

Ages 1-2:
1 piece
Ages 3-5:
1 piece
Ages 6-12, 13-18:
1 1/2 pieces

INGREDIENTS

Water	2 qts
Salt	1/2 tsp
Enriched elbow macaroni	4 1/2 oz
Margarine or butter	1 1/2 oz
All-purpose flour	1 1/2 oz
Salt	1/2 tsp
Dry mustard	1/4 tsp
Black pepper	1/4 tsp
Paprika	1/4 tsp
Low-fat 1% milk	2 cups
Worcestershire sauce	1/4 tsp
Reduced fat cheddar cheese, shredded	4 oz
Parmesan cheese, grated	1/2 oz
Cooking spray	As needed
Enriched soft white bread crumbs	1/2 oz
Reduced fat cheddar cheese, shredded	1 1/2 oz

DIRECTIONS

1. Add salt to boiling water.
2. Slowly add macaroni until water returns to a boil. Cook uncovered until firm-tender, about 8 minutes. DO NOT OVERCOOK.
3. Drain and rinse with cold water.
4. Melt margarine or butter in a stock pot or sauce pan.
5. Combine flour, salt, dry mustard, pepper, and paprika in a bowl. Add to the melted margarine

5 Servings Yield: 5 pieces		25 Servings Yield: 25 pieces	
WEIGHT	VOLUME	WEIGHT	VOLUME
	2 qts		2 1/2 gallons
	1/2 tsp		2 1/2 tsp
4 1/2 oz	1 cup	1 lb 5 oz	1 qt 1 cup
1 1/2 oz	2 1/2 Tbsp	6 oz	1/2 cup
1 1/2 oz	1/2 cup 1/2 Tbsp	8 oz	1 1/2 cups 2 Tbsp
	1/2 tsp		2 1/2 tsp
	1/4 tsp		1/2 Tbsp
	1/4 tsp		1/2 tsp
	1/4 tsp		1/2 Tbsp
	2 cups		2 qt 2 cups
	1/4 tsp		1 tsp
4 oz	1 1/2 cups	1 lb 12 oz	1 qt 3 cups
1/2 oz	2 1/2 Tbsp	2 oz	1/2 cup
	As needed		As needed
1/2 oz	3 Tbsp 1/4 tsp	3 oz	1 cup
1 1/2 oz	1/2 cup 1 Tbsp	8 oz	2 cups

6. or butter. Cook for 2 minutes over medium heat, stirring continuously. DO NOT BROWN.
7. In a stockpot or sauce pan, heat milk to a simmer. Slowly add heated milk to the flour mixture, stirring continuously. Cook until smooth and thickened.
8. Add Worcestershire sauce, cheddar cheese, and Parmesan cheese to the white sauce. Stir over low heat until cheese melts.
9. Combine macaroni and sauce. Mix well. Place in a (5 servings: loaf pan; 25 servings: 17" x 20" x 2 1/2") pan which has been sprayed with cooking spray. Cover with foil.
10. Bake until internal temperature reaches 165°F. Convection oven: 350°F for 15-25 minutes depending on size of pan.
11. Bake an additional 5 minutes.
12. Cut large pan 5 x 5 for 25 pieces and loaf pan into 5 pieces.

Recipe Fraction to Decimal Equivalents

1/2 = 0.125 1/4 = 0.625
1/3 = 0.250 1/2 = 0.666
2/3 = 0.333 3/4 = 0.750
3/4 = 0.375 1 = 0.875
1 = 0.500

Weight Equivalent Key

16 oz = 1 lb = 1,000 lb
12 oz = 1/2 lb = 0.750 lb
8 oz = 1/2 lb = 0.500 lb
4 oz = 1/4 lb = 0.250 lb
1 oz = 1/16 lb = 0.0625 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
1/2 cup = 2 Tbsp
1/4 cup = 4 Tbsp
1/8 cup = 5 Tbsp + 1 tsp
1/2 cup = 6 Tbsp
1/4 cup = 8 Tbsp
1/8 cup = 10 Tbsp
1/2 cup = 10 Tbsp + 2 tsp
1/4 cup = 12 Tbsp
1/8 cup = 14 Tbsp
1 cup = 16 Tbsp
1/2 pint = 1 cup
1 pint = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

DAHD CACFP MENU TOOLKIT / RECIPES / 31

Patty Cake Pancakes

Recipe Revised From:
USDA

RACOP Process:
Same day service

Serving Size:
1 (4-inch) pancake

CACFP Checklist

1 pancake
Grain:
1 oz eq

Serving Size per Age Group

Ages 1-2:
1/2 pancake
Ages 3-5:
1/2 pancake
Ages 6-12, 13-18:
1 pancake

INGREDIENTS

Whole grain all-purpose flour	3 1/2 oz
Baking powder	1 1/2 tsp
Salt	1/4 tsp
Instant nonfat dry milk	1 Tbsp 1 1/2 tsp
Granulated sugar	1 1/2 tsp
Fresh eggs	1 large
Water	1/2 cup 1 1/4 tsp
Vegetable oil	1 Tbsp 1 1/2 tsp

DIRECTIONS

5 Servings Yield: 5 pancakes		25 Servings Yield: 25 pancakes	
WEIGHT	VOLUME	WEIGHT	VOLUME
3 1/2 oz	1 1/2 cup	1 lb	3 1/2 cups
	1 1/2 tsp		2 Tbsp
	1/4 tsp		1/2 tsp
	1 Tbsp 1 1/2 tsp		1/2 cup
	1 1/2 tsp		2 Tbsp 2 tsp
	1 large		5 large
	1/2 cup 1 1/4 tsp		2 1/2 cups 2 Tbsp
	1 Tbsp 1 1/2 tsp		1/2 cup

1. Blend flour, baking powder, salt, dry milk, and sugar in a mixer for 3 minutes on low speed.
2. In a separate bowl, combine eggs, water, and oil. Add to dry ingredients. Blend for 1 minute on low speed. Scrape down sides of bowl.
3. Blend for 1 minute on low speed. Batter will be lumpy. DO NOT OVERMIX.
4. Lightly coat griddle or heavy frying pan with cooking spray. Portion batter with a level #20 scoop (3 1/4 Tbsp) onto the griddle or heavy frying pan, which has been heated to 375°F.
5. Cook until surface of pancake is covered with bubbles and bottom side is lightly browned, approximately 2 minutes. Turn and cook until lightly browned on the other side, approximately 1 minute.
6. Serve immediately or reheat in covered pan: Convection Oven: 350°F for 10-15 minutes. Convection Oven: 300°F for 8-10 minutes.

Recipe Fraction to Decimal Equivalents

1/2 = 0.125 1/4 = 0.625
1/3 = 0.250 1/2 = 0.666
2/3 = 0.333 3/4 = 0.750
3/4 = 0.375 1 = 0.875
1 = 0.500

Weight Equivalent Key

16 oz = 1 lb = 1,000 lb
12 oz = 1/2 lb = 0.750 lb
8 oz = 1/2 lb = 0.500 lb
4 oz = 1/4 lb = 0.250 lb
1 oz = 1/16 lb = 0.0625 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
1/2 cup = 2 Tbsp
1/4 cup = 4 Tbsp
1/8 cup = 5 Tbsp + 1 tsp
1/2 cup = 6 Tbsp
1/4 cup = 8 Tbsp
1/8 cup = 10 Tbsp
1/2 cup = 10 Tbsp + 2 tsp
1/4 cup = 12 Tbsp
1/8 cup = 14 Tbsp
1 cup = 16 Tbsp
1/2 pint = 1 cup
1 pint = 2 cups
1 quart = 2 pt
1 gallon = 4 qt

DAHD CACFP MENU TOOLKIT / RECIPES / 31

Sweet Potato Fries

Recipe Revised From:
USDA
HACCP Process:
Same day service
Serving Size:
1/4 cup
(6-8 fries per serving)

CAZPF Checklist

1/4 cup
Vegetable:
1/4 cup

Serving Size per Age Group

Ages 1-2:
1/4 cup
Ages 3-5:
1/4 cup
Ages 6-12, 13-18:
1/4 cup

(BMD CAZPF-100) TOOLKIT / RECIPES / 49

INGREDIENTS

Raw sweet potatoes
Paprika
Salt
Black pepper
Canola oil
Cooking spray

DIRECTIONS

1. Preheat oven to 450°F.
2. Scrub and rinse sweet potatoes.
3. Leaving skin on, cut sweet potatoes into thick French fry strips, about 1/2" x 1/4" x 2".
4. In a large bowl, mix paprika, salt, and black pepper. Add oil. Blend with a fork until there are no lumps.
5. Add sweet potato strips to bowl. Toss until they are well coated.
6. Line baking sheet pans with aluminum foil and lightly coat foil with cooking spray.
7. Place sweet potatoes in a single layer in the pans.
8. Bake for 15 minutes. Turn fries over and bake an additional 10-15 minutes, or until fries are tender.

8 Servings Yield: 1 1/4 cups		25 Servings Yield: 1 qt 2 1/4 cups	
WEIGHT	VOLUME	WEIGHT	VOLUME
12 3/4 oz		4 lbs	
	1 1/4 tsp		2 Tbsp
	1/4 tsp		2 tsp
	1/4 tsp		1/2 tsp
	2 1/2 tsp		1/4 cup
	As needed		As needed

Recipe Fraction to Decimal Equivalents

1/4 = 0.25 1/2 = 0.5
1/3 = 0.333 2/3 = 0.666
1/4 = 0.25 3/4 = 0.75
1/2 = 0.5 1 = 1.0

Weight Equivalent Key

16 oz = 1 lb = 1,000 lb
12 oz = 3/4 lb = 0.750 lb
8 oz = 1/2 lb = 0.500 lb
4 oz = 1/4 lb = 0.250 lb
1 oz = 1/16 lb = 0.0625 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
1/4 cup = 2 Tbsp
1/2 cup = 4 Tbsp
3/4 cup = 6 Tbsp
1 cup = 8 Tbsp
1 1/2 cup = 12 Tbsp
2 cups = 16 Tbsp
1 quart = 4 cups
1 gallon = 4 quarts

Tuna and Noodles

Recipe Revised From:
USDA
HACCP Process:
Same day service
Serving Size:
1 cup

CAZPF Checklist

1 cup
Meat/Meat Alt:
2 oz eq
Grain:
1 1/2 oz eq

Serving Size per Age Group

Ages 1-2:
1/4 cup
Ages 3-5:
1/4 cup
Ages 6-12, 13-18:
1 cup

(BMD CAZPF-100) TOOLKIT / RECIPES / 76

INGREDIENTS

Water
Enriched egg noodles, dry
Margarine or butter
Fresh celery, chopped
Fresh onions, chopped OR
Dehydrated onions
Enriched all-purpose flour
Instant nonfat dry milk, reconstituted, hot
Chicken broth, hot
Black pepper
Dried parsley
Salt
Canned chunk style tuna, water packed,
drained and flaked
Frozen lemon juice concentrate,
reconstituted

DIRECTIONS

1. Heat water to boil.
2. Slowly add noodles. Stir constantly, until water boils again. Cook for 6 minutes. Drain well. DO NOT OVERCOOK. Reserve for step 6.
3. Melt margarine or butter in pan. Add celery and onions. Cook over medium heat for 3-5 minutes.
4. Add flour and stir until smooth.
5. Add milk, chicken broth, pepper, parsley, and salt. Cook over medium heat, stirring occasionally until thickened, about 8-10 minutes.
6. Add cooked noodles, tuna, and lemon juice. Stir gently to combine. Cook over medium heat until internal temperature reaches 165°F, about 6-8 minutes.
7. Hold for 30 minutes on 180-190°F to allow sufficient time for mixture to set up properly.
8. Portion with an 8 oz ladle (1 cup).

8 Servings Yield: 1 qt 1 cup		25 Servings Yield: 6 qt 1 cup	
WEIGHT	VOLUME	WEIGHT	VOLUME
	3 1/4 cups 1 Tbsp		1 gal
6 ozs		1 lb 4 oz	
1/4 oz	4 1/4 Tbsp	4 ozs	1 1/4 cups
1 1/4 ozs	4 1/4 Tbsp	8 ozs	1 1/4 cups
1 1/4 ozs OR 1 1/4 oz	4 Tbsp	7 ozs OR 1 1/4 oz	1 1/4 cups
1/4 oz		4 ozs	
	1 1/2 cups 1 1/2 Tbsp		2 qts
	1 1/2 cups 1 1/2 Tbsp		2 qts
	1/4 tsp		1/4 tsp
	2 1/2 tsp		1/4 cup
	1/4 tsp		1/4 tsp
10 1/4 oz	2 cans (6 oz)	3 lbs 3 oz	9 1/4 cans (6 oz)
	1 Tbsp 1/4 tsp		1/4 cup

Recipe Fraction to Decimal Equivalents

1/4 = 0.25 1/2 = 0.5
1/3 = 0.333 2/3 = 0.666
1/4 = 0.25 3/4 = 0.75
1/2 = 0.5 1 = 1.0

Weight Equivalent Key

16 oz = 1 lb = 1,000 lb
12 oz = 3/4 lb = 0.750 lb
8 oz = 1/2 lb = 0.500 lb
4 oz = 1/4 lb = 0.250 lb
1 oz = 1/16 lb = 0.0625 lb



Volume Equivalent Key

60 drops = 1 tsp
1 Tbsp = 3 tsp
1/4 cup = 2 Tbsp
1/2 cup = 4 Tbsp
3/4 cup = 6 Tbsp
1 cup = 8 Tbsp
1 1/2 cup = 12 Tbsp
2 cups = 16 Tbsp
1 quart = 4 cups
1 gallon = 4 quarts



KidKare Start-Up Guide

Welcome to KidKare! These quick instructions should help you get started.

Step 1: Log In

Go to KidKare.com & click **LOG IN**. Enter your login ID & password that has been provided to you by your Sponsor. *If you're on a smartphone or tablet, tap the menu icon (three blue lines at the top right corner) to display the LOG IN screen.*



Step 2: Decide what you would like to do next

You can access all of the KidKare features from the menu icon.

Click the question mark icon to access **Help** online.



Verifying Enrollment– To verify all children are enrolled, go to Home >>My Kids.

- If any children are missing, enroll them by tapping the **Add Child** button on the right.

**You can filter by clicking the settings button (orange gear) on the right hand side.*



Recording Meals

1 Meal at a Time:

- Click on **Meals>>Enter Meal**
- Verify the date is correct & infant/non infant is marked
- Select the meal you are entering
- Enter the meal components or click on the blue **Menus** button on the left side and select a menu number from the list.
- Click on the children that are eating the meal (they will turn **GREEN**)
- Click the **Save** button

Editing Menus

- Click on **Meals>>Add/Edit Menus**
- Click on **My Menus** (you are unable to edit the master list)
- Click on the down arrow attached to the menu you wish to edit
- Click the green **Edit** button
- Make changes & click the **Save** button

(continue on back)

Entering Multiple Menus at Once (Entire day/week etc)

- Click **Calendar** on the left hand side of screen & then on **Schedule Menus**
- Verify if the menu is for infant/non infant
- Click on date you wish to enter
- Enter meal components for meals
- Hit **Save**

If you enter multiple menus at a time you still must mark what children were present for that meal. **Meals>>Enter Meal>>select date>>infant/non infant>>select meal>>Click children (they will turn GREEN)*

◀ **Before You Submit:** Verify that the meals you served are recorded

- Click on **Calendar** on the left hand side of the screen
- Click on **Provider** and **Meals** on the top of the screen
- You should see small boxes within the dates (B, A, L, P, D, E) for the meals that you served that day

◀ **Sending the Claim to Your Sponsor**

At the end of the month when you are ready to submit your claim:

- Click on **Food Program>>Send to Sponsor**
- View your meal totals and information
- Click **I Agree to Terms and Conditions** box on bottom left
- Hit **Send**
- Once the claim has been sent, you can view it in the **View Claims** screen



◀ **Check out the other features of KidKare!**

- Calendar: Review meals, school out days, etc.

**Please note, if you mark that you are closed on your calendar in KidKare, that information does not get transferred to CMA. You are welcome to use that for your reference but you still need to call into the office and let us know you will be closed.*

- Messages: Read important information
- Reports: Generate child enrollment reports, claim reports, etc.

◀ **LEARN MORE!**

The KidKare Knowledge Base has training videos & helpful information to learn more about KidKare. You can even sign up for a free webinar. Just click your name at the top right corner of the screen, and choose the **Get Help** option. That will connect you to help.kidkare.com.



Kidkare.com Helpful Hints and Tricks

1. KidKare is a website. KidKare can be accessed on any electronic device that has internet. Tablet, iPad, Mac, desktop etc.
2. There is a save button, be sure to save.
3. Future meals can only be entered in the calendar tab and then scheduled menus area.
4. Providers can change the language on KidKare.
5. All babies have their own individual menu where providers enter their meal components specific to what they were served.

HOW TO:

6. If you click on My Kids in the upper left corner then all active, pending and withdrawn children will appear. To change who appears in this list click on the orange settings icon on the upper right side of the screen, then click who you want to show.
7. To add a child click on My Kids in the upper left corner, then click add child on the upper left side. This will bring you to a page where the child's information will be entered. All starred * areas must be filled in. After completing all 3 pages, print out the enrollment form and have the parent sign the form. Submit all new enrollment forms to AFC just like before. The enrollment forms look the same as before.
8. To enter a child's attendance click Check In/Out. The children enrolled and pending will appear. Providers can either click on the child's name to make them present or you can click on the down arrow to enter in the child's in time. The same technique can be used to check a child out. If you want to apply all typical times for all the children click apply enrollment times. The children's in and out times will still be accessible to make changes if needed.

TRAINING VIDEOS:

9. Providers can watch videos for free at www.helpkidkare.com. Listed on the right side of the page are several videos you can choose to view. For example: Intro to Kidkare for providers, Withdraw a Child, Record a Meal, Add and Edit Check In and Out Times, and View Pending and Withdrawn Children and much, much more. There is a link to watch a recorded webinar, a place to register for a live one and an area to contact Minute Menu.
10. Alliance for Children has a "test" site you can go to and get familiar with KidKare before you begin. Go to <https://www.kidkare.com/> Login: 214000001 Password: KidMenu1