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
2. Simplify the ingredient list
3. Look at the first ingredient
4. Look at the second grain ingredient
5. Look at the third grain ingredient

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.

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: 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.

More training, menu planning, and nutrition education materials for the CACFP can be found at https://teamnutrition.usda.gov.
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...”

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.

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.*

* 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
- Quinoa
- Quick cooking oats
- Steel cut oats
- Rye groats
- Sorghum
- Sorghum flour
- Spelt berries
- Sprouted brown rice
- Sprouted buckwheat
- Sprouted spelt
- Sprouted whole rye
- Sprouted whole wheat
- 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
- Oat bran
- Rice bran
- Rye bran
- Wheat 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 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.

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 creditable as a whole grain-rich food in the CACFP using the Rule of Three.*

2. **Look for fortification**

   **Is the cereal fortified?**
   
   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.

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FNS-655 February 2019

USDA is an equal opportunity provider, employer, and lender.
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 8 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 1/2 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
- Wheats

**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
- Crisp 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 Bitz

**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

**Danford Bakers:** wheat, multigrain

**Friska:** 100% whole wheat

**Great Grains:** 100% whole wheat

**Nature's Own:** 100% whole wheat with honey, honey, 7 grain

**Rowhouse:** 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, delicious multi-grain, soft and smooth sandwich, home style 100% whole wheat

**Smith's:** 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

**Ronsborg:** 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**

**La Victoria**

**Lee Bender’s**

**Mi Casa**

**Ortega**

**CORN TORTILLAS**

First ingredient must be "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**

- Gruenmacher 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)

<table>
<thead>
<tr>
<th>Breakfast Cereal Sugar Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving Size</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>27-28 grams</td>
</tr>
<tr>
<td>29-32 grams</td>
</tr>
<tr>
<td>33-37 grams</td>
</tr>
<tr>
<td>38-42 grams</td>
</tr>
<tr>
<td>43-47 grams</td>
</tr>
<tr>
<td>48-51 grams</td>
</tr>
<tr>
<td>52-56 grams</td>
</tr>
<tr>
<td>57-60 grams</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yogurt Sugar Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving Size</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>2.25 ounces</td>
</tr>
<tr>
<td>3.5 ounces</td>
</tr>
<tr>
<td>4 ounces</td>
</tr>
<tr>
<td>5.3 ounces</td>
</tr>
<tr>
<td>6 ounces</td>
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<tr>
<td>8 ounces</td>
</tr>
</tbody>
</table>
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

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

**Serving:** 2 pieces provide 1 ½ oz. of cooked poultry

Recipe courtesy of: USDA Recipes for Child Care

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### 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

- On signed company letterhead
- Includes:
  - Product code name
  - Product code number
  - Serving/portion size
- 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
- Provides information to calculate crediting
- Calculations are correct
- Creditable amount never rounded up
- Meat/meal alternate credit cannot exceed the total serving size of the product
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. The chart below identifies some commonly eaten vegetables in each subgroup.

<table>
<thead>
<tr>
<th>DARK GREEN</th>
<th>RED/ORANGE</th>
<th>BEANS AND PEAS (LEGUMES)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>fresh, frozen and canned</td>
<td>fresh, frozen and canned</td>
<td>Canned, frozen or cooked from dry</td>
</tr>
<tr>
<td>arugula</td>
<td>endive</td>
<td>black beans</td>
</tr>
<tr>
<td>beet greens</td>
<td>escarole</td>
<td>black-eyed peas (mature, dry)</td>
</tr>
<tr>
<td>bok choy</td>
<td>fiddle heads</td>
<td>cowpeas</td>
</tr>
<tr>
<td>broccoli</td>
<td>grape leaves</td>
<td>fava beans</td>
</tr>
<tr>
<td>broccoli, stem (rapini)</td>
<td>kale</td>
<td>red beans</td>
</tr>
<tr>
<td>broccoli or stem (rapini)</td>
<td>mesclun</td>
<td>refried beans</td>
</tr>
<tr>
<td>broccoli or stem (rapini)</td>
<td>mustard greens</td>
<td>soy beans/edamame</td>
</tr>
<tr>
<td>butterhead lettuce (Boston, bibb)</td>
<td>parsley</td>
<td>split peas</td>
</tr>
<tr>
<td>cabbage, Chinese or celery</td>
<td>spinach</td>
<td>white beans</td>
</tr>
<tr>
<td>chicory</td>
<td>Swiss chard</td>
<td>* Does not include green peas, green lima beans and green (string) beans</td>
</tr>
<tr>
<td>collard greens</td>
<td>red leaf lettuce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>romaine lettuce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>turnip greens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>watercress</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STARCHY</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>fresh, frozen and canned</td>
<td>fresh, frozen and canned</td>
</tr>
<tr>
<td>black-eyed peas, fresh (not dry)</td>
<td>artichokes</td>
</tr>
<tr>
<td>corn</td>
<td>asparagus</td>
</tr>
<tr>
<td>cassava</td>
<td>avocado</td>
</tr>
<tr>
<td>cowpeas, fresh (not dry)</td>
<td>bamboo shoots</td>
</tr>
<tr>
<td>field peas, fresh (not dry)</td>
<td>bean sprouts (alfalfa, mung)</td>
</tr>
<tr>
<td>green banana</td>
<td>beans, green and yellow</td>
</tr>
<tr>
<td>green peas</td>
<td>beets</td>
</tr>
<tr>
<td>jicama</td>
<td>Brussels sprouts</td>
</tr>
<tr>
<td>lima beans, green (not dry)</td>
<td>cabbage, green and red</td>
</tr>
<tr>
<td>parsnips</td>
<td>cactus (nopales)</td>
</tr>
<tr>
<td>pigeon peas, fresh (not dry)</td>
<td>cauliflower</td>
</tr>
<tr>
<td>plantains</td>
<td>celeriac</td>
</tr>
<tr>
<td>potatoes</td>
<td>celery</td>
</tr>
<tr>
<td>poi</td>
<td>chayote (mirliton)</td>
</tr>
<tr>
<td>taro</td>
<td>chives</td>
</tr>
<tr>
<td>water chestnuts</td>
<td>cucumbers</td>
</tr>
<tr>
<td></td>
<td>daikon (oriental radish)</td>
</tr>
</tbody>
</table>

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| | | |

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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.

**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.
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

**Ingredients**

<table>
<thead>
<tr>
<th>Serving Yield</th>
<th>5 Cups</th>
<th>20 Servings</th>
<th>1 Cup</th>
<th>41 Cups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw beef stew meat, trimmed of fat, 1 lb</td>
<td>3/4 tsp</td>
<td>1 1/2 tbsp</td>
<td>1/4 tsp</td>
<td>3 1/2 tbsp</td>
</tr>
<tr>
<td>Vegetable oil</td>
<td>2 1/4 tsp</td>
<td>1/4 cup</td>
<td>1 1/2 tbsp</td>
<td>1 1/2 tbsp</td>
</tr>
<tr>
<td>Fresh onions or Dehydrated onions</td>
<td>1 1/4 oz</td>
<td>1 1/4 tsp</td>
<td>2 tbsp</td>
<td>1 1/4 tsp</td>
</tr>
<tr>
<td>Enriched all-purpose flour</td>
<td>1 1/4 tsp</td>
<td>1/4 cup</td>
<td>1 1/4 tsp</td>
<td>1 1/4 tsp</td>
</tr>
<tr>
<td>Granulated garlic</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
</tr>
<tr>
<td>Parsley</td>
<td>1 tsp</td>
<td>1 tsp</td>
<td>1 tsp</td>
<td>1 tsp</td>
</tr>
<tr>
<td>Black pepper</td>
<td>1/2 tsp</td>
<td>1/2 tsp</td>
<td>1/2 tsp</td>
<td>1/2 tsp</td>
</tr>
<tr>
<td>Dried thyme</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
</tr>
<tr>
<td>Water or beef broth</td>
<td>2 1/2 cups</td>
<td>1 1/2 tsp</td>
<td>3 qts</td>
<td>3 qts</td>
</tr>
<tr>
<td>Canned sliced carrots, drained</td>
<td>1/2 cup</td>
<td>1 1/2 tsp</td>
<td>1/2 cup</td>
<td>1 1/2 tsp</td>
</tr>
<tr>
<td>Canned whole potatoes, drained</td>
<td>1/2 cup</td>
<td>1 1/2 tsp</td>
<td>1/2 cup</td>
<td>1 1/2 tsp</td>
</tr>
<tr>
<td>Canned green peas, drained</td>
<td>1/2 cup</td>
<td>1 1/2 tsp</td>
<td>1/2 cup</td>
<td>1 1/2 tsp</td>
</tr>
</tbody>
</table>

**Directions**

1. In pan, brown beef cubes in oil. Drain.
2. Add onions, flour, garlic, paprika, pepper, and thyme to beef cubes. Cook 5 minutes.
3. Add water or broth. Bring to a boil. Reduce heat and cover. Simmer for approximately 1 1/2 hours, or until meat is tender.
4. Add carrots, potatoes, and peas. Cook until vegetables are heated through and internal temperature reaches 165°F, approximately 10 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. While flour with 1 1/4 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.

### Chicken Noodle Soup

**Ingredients**

<table>
<thead>
<tr>
<th>Serving Yield</th>
<th>1 qt</th>
<th>20 Servings</th>
<th>1 cup</th>
<th>41 cups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken stock/broth</td>
<td>2 1/2 oz</td>
<td>1 1/2 cups</td>
<td>1/2 cup</td>
<td>3 cups</td>
</tr>
<tr>
<td>Celery, chopped</td>
<td>1/2 cup</td>
<td>1 cup</td>
<td>1 1/2 tbsp</td>
<td>1 1/2 tbsp</td>
</tr>
<tr>
<td>Carrots, chopped</td>
<td>1/2 cup</td>
<td>1 1/2 tbsp</td>
<td>1/2 tsp</td>
<td>1 1/2 tsp</td>
</tr>
<tr>
<td>Onion, chopped OR Dehydrated onions</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
</tr>
<tr>
<td>Dried parsley</td>
<td>1/2 cup</td>
<td>1/2 tsp</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
</tr>
<tr>
<td>Ground pepper</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
</tr>
<tr>
<td>Enriched medium egg noodles</td>
<td>1/2 tsp</td>
<td>1 1/2 cups</td>
<td>1/2 lb</td>
<td>1/2 lb</td>
</tr>
<tr>
<td>Cooked chickens, chopped</td>
<td>3/4 cu</td>
<td>2 tsp</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
</tr>
</tbody>
</table>

**Directions**

1. 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.
2. Add noodles and cooked chickens. Return to simmer. Cover. Simmer for 10 minutes or until noodles are tender and internal temperature of chicken reaches 165°F.
### Chicken Nuggets

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

**Directions:**
1. In a small bowl, combine the bread crumbs, salt, and pepper. Reserve for step 3.
2. In another bowl, coat the chicken with the yogurt OR the low-fat mayonnaise.
3. Cut chicken into 13 oz pieces. Roll the chicken pieces in the bread crumb mixture to coat.
4. Place chicken in a single layer on a half-sheet pan (13" x 18" x 1") which has been lightly coated with cooking spray.
5. Bake until internal temperature reaches 160°F.

Conventional oven: 500°F for 13-17 minutes.

Convection oven: 400°F for 10-15 minutes.

### Egg Salad 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:**
1. Finely chop eggs.
2. In bowl, combine eggs, onions, celery, pepper, dry mustard, mayonnaise OR salad dressing, and pickle relish. Mix lightly until well blended.
3. Cover. Refrigerate until ready to use.
4. Portion with a #10 scoop (1/3 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.
5. Cover and refrigerate until ready to serve. (Note: Hold sandwich at 40°F or colder.)
Egg Toad-in-the-Hole

**INGREDIENTS**

<table>
<thead>
<tr>
<th>Whole-wheat bread (at least 1 oz per slice)</th>
<th>5 Servings Yield: 6 toasts</th>
<th>25 Servings Yield: 30 toasts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WEIGHT</td>
<td>VOLUME</td>
</tr>
<tr>
<td>5 slices</td>
<td>As needed</td>
<td>As needed</td>
</tr>
<tr>
<td>5 large</td>
<td>25 large</td>
<td>25 large</td>
</tr>
<tr>
<td>1 tsp</td>
<td>2 tsp</td>
<td>16 tsp</td>
</tr>
<tr>
<td>Salt</td>
<td>1/4 tsp</td>
<td>1/4 tsp</td>
</tr>
<tr>
<td>Pepper</td>
<td>1/8 tsp</td>
<td>1/8 tsp</td>
</tr>
</tbody>
</table>

**DIRECTIONS**

1. Cut out center of each bread slice using a round glass or a round shaped cookie cutter (you can also use fun-shaped cookie cutters). Reserve cut-outs.
2. Cook 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 yolks and let it cook until it is no longer runny.
6. Cook until bread is golden brown, about 3 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.

---

English Muffin Veggie Pizza

**INGREDIENTS**

<table>
<thead>
<tr>
<th>Broccoli</th>
<th>1 Servings Yield: 5 slices</th>
<th>25 Servings Yield: 25 slices</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 oz</td>
<td>1 1/4 cups</td>
<td>3 lbs</td>
</tr>
<tr>
<td>5 oz</td>
<td>5 muffins</td>
<td>1/2 cup + 2 Tbsp</td>
</tr>
<tr>
<td>1 1/2 cup</td>
<td>1/2 cup + 2 Tbsp</td>
<td></td>
</tr>
<tr>
<td>1 1/2 cup</td>
<td>1/2 cup + 2 Tbsp</td>
<td></td>
</tr>
<tr>
<td>1 1/2 cup</td>
<td>1/2 cup + 2 Tbsp</td>
<td></td>
</tr>
<tr>
<td>1 1/2 cup</td>
<td>1/2 cup + 2 Tbsp</td>
<td></td>
</tr>
</tbody>
</table>

**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 carrot and shred.
7. Spoon 2 Tbsp pizza sauce over each English muffin half.
8. Sprinkle 1 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.
Macaroni and Cheese

INGREDIENTS

- Water: 2 1/2 cups
- Salt: 1/2 tsp
- Enriched elbow macaroni: 4 1/2 oz
- Margarine or butter: 1 1/4 oz
- All-purpose flour: 2 1/4 tsp
- Salt: 1/2 tsp
- Dry mustard: 1/4 tsp
- Black pepper: 1/4 tsp
- Paprika: 1/2 tsp
- Low-fat 1% milk: 2 cups
- Worcestershire sauce: 1/8 tsp
- Reduced fat cheddar cheese, shredded: 4 oz
- Parmesan cheese, grated: 1/2 cup
- Cooking spray: As needed
- Enriched/soft white bread crumbs: 1/2 cup
- Reduced fat cheddar cheese, shredded: 1/4 cup

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 saucepan.
5. Combine flour, salt, dry mustard, pepper, and paprika in a bowl. Add to the melted margarine or butter. Cook for 2 minutes over medium heat, stirring continuously. Do NOT BURN.
6. In a stockpot or saucepan, heat milk to a simmer. Slowly add heated milk to the flour mixture, stirring continuously. Cook until smooth and thickened.
7. Add Worcestershire sauce, cheddar cheese, and Parmesan cheese to the white sauce. Stir over low heat until cheese melts.
8. Combine macaroni and sauce. Mix well. Place in a C 151/2 x 9 x 2 1/2 pan which has been sprayed with cooking spray. Cover with foil.
10. Combine bread crumbs and shredded cheese in a bowl. Sprinkle evenly over pan.
11. Bake an additional 5 minutes.
12. Cut large pan 5 x 1 for 28 pieces and loaf pan into 3 pieces.

Patty Cake Pancakes

INGREDIENTS

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

DIRECTIONS

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. Pour batter with a level 2 1/2 scoop (1 1/2 tbsp) onto the griddle or heavy frying pan, which has been heated to 350°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.

Recipe Fraction to Decimal Equivalents

- 1/2 cup = 0.125
- 1/4 cup = 0.0625
- 1/3 cup = 0.333
- 1/8 cup = 0.125
- 1/6 cup = 0.166
- 1/5 cup = 0.200
- 1/4 = 0.5
- 1/3 = 0.666
- 1/2 = 0.833
- 3/4 = 0.750
- 1 = 1.000

Volume Equivalent Key

- 1 tbsp = 1/3 oz = 1/2 Tbsp
- 1 Tbsp = 0.5 oz = 2 1/2 tsp
- 1 oz = 1/8 cup = 2 Tbsp
- 1/2 cup = 4 Tbsp = 4 oz = 1/2 cup
- 1 cup = 8 oz = 1/2 pt = 2 cups
- 2 cups = 1 pt = 4 cups
- 3 cups = 1 1/2 pt = 6 cups
- 4 cups = 2 pt = 8 cups
- 5 cups = 1 1/2 qt = 10 cups
- 6 cups = 2 qt = 12 cups
- 8 cups = 1 gal = 16 cups
- 10 cups = 2 1/2 qt = 20 cups
- 12 cups = 3 qt = 24 cups
- 16 cups = 4 qt = 32 cups
- 18 cups = 4 1/2 qt = 36 cups
- 20 cups = 5 qt = 40 cups
- 24 cups = 6 qt = 48 cups
- 30 cups = 7 1/2 qt = 60 cups
- 40 cups = 10 qt = 80 cups
- 50 cups = 12 1/2 qt = 100 cups
- 60 cups = 15 qt = 120 cups
- 80 cups = 20 qt = 160 cups
- 100 cups = 25 qt = 200 cups
- 120 cups = 30 qt = 240 cups
- 160 cups = 40 qt = 320 cups
- 200 cups = 50 qt = 400 cups
- 240 cups = 60 qt = 480 cups
Sweet Potato Fries

**Recipe Revised From:** USDA

**HACCP Process:** Same day service

**Serving Size:** 1/4 cup

**INGREDIENTS**

<table>
<thead>
<tr>
<th>Serving Size: Yield 1 1/4 cups</th>
<th>20 Servings: Yield 1 cup 1/2 cups</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEIGHT</strong></td>
<td><strong>VOLUME</strong></td>
</tr>
<tr>
<td>Raw sweet potatoes</td>
<td>12 1/2 oz</td>
</tr>
<tr>
<td>Paprika</td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td>1/4 tsp</td>
</tr>
<tr>
<td>Black pepper</td>
<td>1/8 tsp</td>
</tr>
<tr>
<td>Canola oil</td>
<td>2 1/2 tbsp</td>
</tr>
<tr>
<td>Looking spray</td>
<td>As needed</td>
</tr>
</tbody>
</table>

**DIRECTIONS**

1. Preheat oven to 400°F.
2. Scrub and rinse sweet potatoes.
3. Leave skin on, cut sweet potatoes into thick French fry strips, about 1/2 x 1/2 x 1/4.
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.

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Tuna and Noodles

**Recipe Revised From:** USDA

**HACCP Process:** Same day service

**Serving Size:** 1 oz

**INGREDIENTS**

<table>
<thead>
<tr>
<th>Serving Size: Yield 1 oz</th>
<th>20 Servings: Yield 6 oz</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEIGHT</strong></td>
<td><strong>VOLUME</strong></td>
</tr>
<tr>
<td>Water</td>
<td>4 oz</td>
</tr>
<tr>
<td>Enriched egg noodles, dry</td>
<td></td>
</tr>
<tr>
<td>Margarine or butter</td>
<td>1/4 oz</td>
</tr>
<tr>
<td>Fresh celery, chopped</td>
<td></td>
</tr>
<tr>
<td>Fresh onions, chopped OR Dehydrated onions</td>
<td></td>
</tr>
<tr>
<td>Enriched all-purpose flour</td>
<td>1/4 oz</td>
</tr>
<tr>
<td>Instant nonfat dry milk, reconstituted, hot</td>
<td></td>
</tr>
<tr>
<td>Chicken broth, hot</td>
<td></td>
</tr>
<tr>
<td>Black pepper</td>
<td>1/8 tsp</td>
</tr>
<tr>
<td>Dried parsley</td>
<td>1/8 tsp</td>
</tr>
<tr>
<td>Salt</td>
<td>1/8 tsp</td>
</tr>
<tr>
<td>Canned chunk style tuna, water packed, drained and flaked</td>
<td>1/16 oz</td>
</tr>
<tr>
<td>Frozen/dried lemon juice concentrate, reconstituted</td>
<td>1 1/8 tsp</td>
</tr>
</tbody>
</table>

**DIRECTIONS**

1. Heat water to boil.
2. Slowly add noodles. Stir constantly, until water boils again. Cook for 5 minutes. Drain well. DO NOT OVERCOOK. Reserve for step b.
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 160°F, about 6-8 minutes.
7. Hold for 30 minutes on 180-185°F to allow sufficient time for mixture to set up properly.
8. Portion with and oz of salad (1 cup).
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