

PROVIDERS  
CHOICE



2022  
Food Program Training  
Participant Packet



USDA Child and Adult Care Food Program Sponsor  
P.O. Box 390813, Minneapolis, MN 55439-0813  
952-944-7010; Toll free 800-356-5983  
www.providerschoice.com  
e-mail: provider@providerschoice.com

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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**For more CACFP resources check out:**

**[www.providerschoice.com](http://www.providerschoice.com)**

# CACFP Required Training

## Meal Patterns

The meal pattern for infants and children are in place to ensure that children get the nutrition they need for healthy growth and development. **The Child and Infant Meal Patterns can be found in the back of this packet as QR Codes.**

**The required meal components for children aged 1 – 12 include:**

Breakfast	Lunch/ Supper	Snack (2 of 5 must be served)
Milk* Fruit/Vegetable Grain**	Milk* Meat/Meat Alternate Vegetable Fruit or 2nd Vegetable Grain	Milk* Meat/Meat Alternate Vegetable Fruit Grain

\* Children over 2 years offer unflavored skim or 1% milk. Children 12-23 months offer whole milk.

\*\* A meat/meat alternate may replace the grain component at breakfast a maximum of three times per week.

**At least one serving of grains each day must be whole grain-rich for children 1-12 years.**

**The required meal components for infants (0-11 months) include:**

Breakfast/Lunch/Supper	Snack
Breastmilk/ Iron Fortified Infant Formula Fruit/Vegetable*** Iron fortified infant cereal, meat, cheese, fish, egg, beans, yogurt or cottage cheese***	Breastmilk/ Iron Fortified Infant Formula Fruit/Vegetable*** Crackers, bread, iron fortified infant cereal or ready to eat breakfast cereal***

\*\*\* Starting around 6 months of age when an infant is developmentally ready for solid foods.

Childcare providers must offer at least one type of iron fortified infant formula. The formula brand AND type must be included in all formula documentation. Infants requiring specialty formulas require a Special Diet Statement.

## Recordkeeping

- **Menu and meal count records must be completed daily, by the end of each day.** Menus may be planned in advance but meal counts cannot be recorded until after the meal is served. Providers Choice cannot reimburse for any meals which have been served and not recorded prior to the date of the visit.
- **Menu and meal count records must be in the day care home and available for review** by representatives of Providers Choice Inc, the Minnesota Department of Education (MDE) and the United States Department of Agriculture (USDA) during the hours of operation.
- **Menu and meal count records must accurately represent the names of children present for each meal and the meal components served.** Providers using preplanned menus must record the date the menu was served as well as any changes or substitutions made to the menus by the end of each day. Menu and meal count records submitted to Providers Choice must match the menus and names of children present at the meal observed by representatives of Providers Choice during a home visit. Meals will be disallowed if records do not match.
- **Providers Choice needs a copy of your updated childcare license every time a new one is issued.**

## Child Enrollments

**A completed child enrollment form must include:** the child's name; date of birth; racial and ethnic identity; first day in care; typical days and hours in care; typical meals eaten in care; parent or guardian contact information and signature. CACFP regulations require that child enrollments be updated annually. Meals are not reimbursable until a completed child enrollment form is on file in the Providers Choice office. Child enrollment forms for newly enrolled children must be received in the office prior to the last business day of the month in which the child begins care. **Make sure to keep a copy of each child enrollment form prior to sending to the Providers Choice Office.**

# CACFP Required Training

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## Meal Service

- **To be claimed for a meal a child must participate in the meal service.** Participating in the meal service means sitting down with the food available either on a plate in front of him/her or passed around the table on a serving platter. Asking a child if he/she wants food does not constitute participation in the meal.
- **All meal components must be served at the same time.** If serving meals pre-plated, all components must be served with the minimum portion sizes at the beginning of the meal. If serving meals family style, serving bowls must go around the table at least two more times after the initial serving.

## Prior Notification

If you plan to be away from your child care home with the children during a meal service time you must notify Providers Choice in advance. You may notify PCI by updating your calendar in KidKare, emailing or calling your Field Representative or the main PCI office.

## Claims

- A claim is a promise that you served a reimbursable meal to an eligible and enrolled child. If you send your claim in by 3:00 on Thursday of any week, your reimbursement will be initiated on Friday of the next week.
- There are many steps that we take to review your claim to ensure the amount of reimbursement we request from MDE reflects an accurate claim. Ex: license capacity, diet statement on file, meal observed during visit matches the meal submitted.

## Homes Reimbursement

The amount you receive is based on a two-tier reimbursement scale. Whether you qualify for Tier I rates or Tier II rates is based on a variety of factors (such as the demographics of the area you live in, your personal income, or the income of the families you serve). Rates payable for each meal are adjusted by the USDA every July.

Child Care Homes		
Reimbursement Rates 7/1/21 - 6/30/22		
	Tier I	Tier II
Breakfast	\$1.40	\$0.51
Lunch	\$2.63	\$1.59
Snack	\$0.78	\$0.21

You can be reimbursed a maximum:  
2 meals and 1 snack **OR**  
2 snacks and 1 meal per child, per day

## Income Eligibility Guidelines

For Family Child Care Home Income Eligibility Guidelines please visit Providers Choice Website at [www.providerschoice.com](http://www.providerschoice.com) or contact the office at 800-356-5983 or 952-944-7010 (Metro).

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## Notes:

# Nine Areas of Civil Rights Compliance for Family Day Care Home Providers

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Child and Adult Care Food Program (CACFP) family child care providers must be annually trained on the Nine Areas of Civil Rights Compliance. The goals of civil rights guidelines in CACFP are:

- Equal treatment for all applicants and participants.
- Knowledge of rights and responsibilities.
- Elimination of illegal barriers that prevent or deter people from receiving benefits.
- Dignity and respect for all.

## 1. Collection and use of data:

- Ask parents to complete racial/ethnic data for each enrolled child.
- If parent refuses, record for parent, based on your observation.
- Keep confidential.

## 2. Effective public notification systems:

- Inform potentially eligible and current participants of benefits of CACFP.
- Provide appropriate information in alternative formats for persons with disabilities (contact Providers Choice for assistance).
- Use other languages and graphics as needed.

## 3. Complaint procedures:

- Complaints may be filed on the basis of: race, color, national origin, age, sex or disability.
- Never discourage individuals from filing complaints or voicing allegations of discrimination.
- To file a complaint refer to the USDA Nondiscrimination and Complaint Procedure on the front cover.

## 4. Compliance review techniques:

Providers Choice will ensure all participants have received training on the Nine Areas of Civil Rights Compliance.

## 5. Resolution of noncompliance:

- Stop inappropriate actions.
- Failure/refusal can result in termination from CACFP.

## 6. Reasonable accommodation of people with disabilities:

- Supply food substitutions as required by program regulation.
- Follow the Department of Human Services (DHS) and the Americans with Disabilities Act (ADA) requirements for other accommodations to ensure access for all.

## 7. Language assistance:

- People with limited English proficiency (LEP) need to be served in familiar languages.
- Outreach in other languages is important.
- How language assistance is provided depends on number and proportion of LEP persons served, frequency of contact, nature of services, and available resources.
- Do not use children as interpreters.
- Interpreters may be volunteers but must respect confidentiality and understand interpreter ethics.
- View the Limited English Proficiency website for resources. (<http://www.lep.gov/>)

## 8. Conflict resolution:

- Remain calm.
- Explain situation.
- Get help, especially if you feel threatened.
- Use alternative dispute resolution techniques, such as mediation, when necessary.

## 9. Customer service:

- Be patient.
- Be polite.
- Avoid sarcasm.
- Don't be afraid to apologize.
- "Treat others the way they want to be treated (or at least be aware of what that is)."

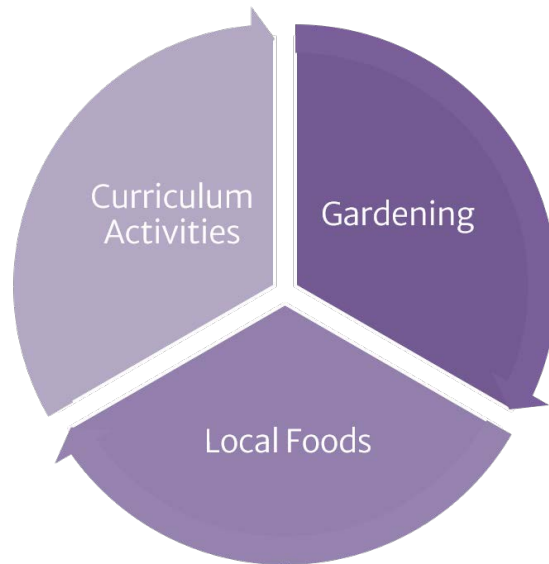
### USDA Nondiscrimination Statement

The USDA Nondiscrimination Statement can be found on the inside front cover of this booklet.

# Dishing Up Local Foods

Farm to CACFP (also called “Farm to the Food Program”) is all about connecting young children with local foods and nutrition activities while in child care. There are lots of ways to do Farm to Food Program activities in your home, and you are probably doing many of them already! Farm to CACFP is based on three core elements:

1. **SERVING LOCAL FOODS IN FOOD PROGRAM MEALS AND SNACKS**
2. **FOOD AND NUTRITION ACTIVITIES**
3. **GARDENING**



Farm to Food Program activities are great for kids, families, farmers and communities! Kids are exposed to a variety of seasonal fruits and vegetables, which increases their **willingness to try new foods** and the **number of fruits and veggies they consume!** Local farmers benefit from **purchases of their products**, and communities grow stronger by **connecting people with local foods.**

## **DID YOU KNOW?**

Food neophobia is a completely normal developmental stage for most children. One of the best ways to handle food neophobia is to continue to expose children to new or unfamiliar foods. So, Farm to CACFP is a great strategy to introduce kids to a variety of local fruits and veggies as their taste preferences are being formed!

**FOOD NEOPHOBIA:**  
*A RELUCTANCE TO EAT,  
OR THE AVOIDANCE OF  
NEW FOODS*

# Child Friendly Gardening Activities

2 year olds	3 year olds	4-5 year olds
Pushing child-sized wheelbarrow	Planting large seeds	Raking soil to prepare garden beds
Watering plants with assistance	Filling up watering cans	Harvesting ripe produce
Pushing larger seeds into soil	Watering plants	Identifying garden insects
Observing insects	Pulling weeds	Comparing shapes and sizes of produce
Observing plant growth	Harvest produce (with assistance)	Drawing garden scenes or items
Digging in dirt	Describing appearance of fruits and vegetables	Count produce and measure plant/produce height



## Connecting with Families

### Why? Farm to CACFP can enhance parent/provider connections:







- Reinforces Farm to CACFP lessons at home
- Families love knowing that their children are learning about local food and nutrition
- Great way to connect families with farmers and growers in their community
- Children can introduce healthier habits to the rest of the family
- Sets your child care program apart; you are going above and beyond!

### How? Use drop-off and pick-up times to easily communicate with families:

- Send home a sample of a local food you served that day
- Pass out recipe cards featuring a favorite food
- Poll parents about their favorite fruit or vegetable and have children graph the results
- Share a food-themed song to sing on the way home
- Monthly newsletters with recipes and photos are a great way to keep parents in the loop

# Local Food Lesson Plan

Create your own “lesson plan” featuring locally grown carrots! Brainstorm curriculum activities and recipes to use in your child care.

<b>FOR THE WEEK OF:</b>		
<b>Featured Local Food:</b> Carrots		
<b><u>Day 1</u></b>	<b><u>Day 2</u></b>	<b><u>Day 3</u></b>
Curriculum Activity: 	Curriculum Activity: 	Curriculum Activity: 
Local Menu Item/Recipe: 	Local Menu Item/Recipe: 	Local Menu Item/Recipe: 

## Farm to Food Program Recipe: Yogurt Dip

### Ingredients

- 1 quart (4 cups) plain Greek yogurt
- 1/3 cup olive oil
- 6 Tablespoons fresh herbs (ex. chives, dill, parsley, basil)
- 3 Tablespoons lemon juice
- Salt to Taste (optional)



### Directions

Mix all ingredients together in a bowl and serve with sliced local vegetables such as carrots, cucumbers, snap peas or peppers.

### Crediting

**Ages 1-5:** 1/4 cup dip (2 oz.) and 1/2 cup sliced vegetables is 0.5 oz. MMA and 1/2 cup VEG  
**Ages 6-12:** 1/2 cup dip (4 oz.) and 3/4 cup sliced vegetables is 1 oz. MMA and 3/4 cup VEG

*Recipe courtesy of the North Carolina Department of Health and Human Services*



# Farm to CACFP Resources - FREE

## Curricula, Activities and Recipes

- [Renewing the Countryside](#) – Minnesota-based organization with lots of links to activities, recipes and resources for Finding local foods
- [Farm to Child Care](#) - A curriculum package from the Institute for Agriculture and Trade Policy
- [Grow It, Try It, Like It](#) – Fun hands on curriculum for Family Child Care from the USDA
- [Pint Size Produce](#) – Local Farm to Early Care Activities arranged by food from Renewing the Countryside
- [Got Veggies?](#) Garden Vegetable-Based Nutrition Toolkit - Wisconsin Dept. of Health Services
- [Vegetable Coloring Pages](#) - Easy Peasy and Fun

## Gardening

- [Got Dirt?](#) – Garden-Based Nutrition Toolkit - Wisconsin Dept. of Health Services
- [Kids Gardening](#) – Grant opportunities and Garden Toolkits

## Videos

- [What is Farm to Preschool?](#) – Georgia Organics
- [Farm to Child Care in Minnesota](#) – Institute for Agriculture and Trade Policy

LOOKING FOR **FREE** SEEDS FOR YOUR EDIBLE GARDEN? SEARCH FOR LOCAL SEED LIBRARIES IN YOUR AREA. THEY'RE A GREAT WAY TO ACCESS LOTS OF DIFFERENCE VARIETIES OF LOCAL ITEMS!

## QR Codes

Use these QR codes to access the resources mentioned during training. Take your phone and open your camera. Hold the camera over a QR code and a link will appear. Click the link to take you to the resource!



**Minnesota Fruit and Vegetable Seasonality Chart**



**Providers Choice Ounce Equivalent Calculator**



**Local Food Directory**



**USDA Grow It, Try It, Like It Curriculum Order Form**

# CACFP Review

## Ounce Equivalents

Grain foods are now required to be listed in Ounce Equivalents instead of Servings. Providers Choice has several resources on our website to help you meet this new requirement, including an **Ounce Equivalent Calculator** and recipes.

### STEP ONE:

What type of food is it?

Tortillas (wheat or corn)

### STEP TWO:

How many units are in a serving size?

1

(Hint: you will find that information on the Nutrition Facts Panel at the very top after serving size.)

### STEP THREE:

What is the weight of a serving size in grams?

32

(See the Nutrition Facts Panel next to serving size.)

**CALCULATE # OF UNITS TO SERVE**

### STEP THREE:

32 gm = weight of a serving size

Nutrition Facts	
20 servings per container	
<b>Serving Size</b>	<b>1 tortilla (32g)</b>
<b>Amount per serving</b>	
<b>Calories</b>	<b>90</b>
<small>% Daily Value*</small>	
<b>Total Fat</b> 2g	<b>3%</b>
Saturated Fat 0.5g	<b>3%</b>

### Grain Ounce Equivalent Calculation

Age Group	How many units do you need to serve?
1 - 5 years	0.5
6 - 12 years	1

## Don't Leave Money on the Kitchen Table!

**Claim Summary and Error Report** - Review this report monthly after you have submitted your claim and the claim has been processed.

This report will tell you:

- Your claim amount
- Number of meals/snacks claimed.
- Any errors and disallows on your claim



**IMPORTANT:** Call the Providers Choice office right away with any questions or discrepancies that you have. We want to be sure you are paid correctly.

[Reports](#) > [Claims Statements](#) > [Claimed Summary and Error](#) > [Select Month](#) > [Run](#)

# Seed Matching Game



# Seed Matching Game

