# Food For KIDS Inc

Food for Kids, Inc welcomes you to CACFP, and our team. As a team, we will help maintain the integrity of the food program.

Please send all mail to: 5909 W. Loop South
STE# 230
Bellaire, TX 77449

Phone number: 713-669-9302 ext. ____
Fax number: 713-669-0022

Your office representative is: _____

Email address: _____

## Helpful reminders:

### Meal Times (beginning and ending):

Breakfast_____ AM snack_____ Lunch _____ PM snack_____ Supper _____Eve. snack_____

### Enrollment paperwork:

- All new enrollment forms are due by the last working day of the 25th of the month in which the child started.

### Due date if filing claim on paper:

- Your menus, attendance, and summary sheet are due by the last working day on or before the 4th day of the following month that you claimed (the Friday before if the 4th is on a Saturday, Sunday, or holiday)

### Due date if filing claim electronically:

- You must review your claim to assure everything is correct and submit it by the 2nd of the following month that you claim (the Friday before if the 2nd is on a Saturday, Sunday or holiday).

### Menus:

- We recommend that you plan your menus in advance; however, you may record them daily, but no later than the end of the day in which you served that menu.
- If you make a correction on your menu; draw a line through the food that you did not or will not serve; and write down the new food (must be from same food group) next to that food item and initial.
- Name all foods, be specific. i.e. beef wiener, wheat bread, corn

## Attendance form:

- You must never record attendance in advance or after the day in which you served the meals! You may mark attendance at point of service (recommended), or at the end of the day.
- If a child came in after meal service, didn't eat what menu shows or does not eat in group, you cannot claim the meal.

## Meal service:

- Serve at meal service times, (exactly at the time you have on your agreement).
- Serve all required components,
- Serve all the required amounts,
- Serve all components at the same time,
- Serve all children the same food (except for infants),
- Make sure you make correction on your menu if necessary,

## CN Labels:

- Legible copies of any food combination product that requires a CN label must be in the office before you submit your claim. You only need to send the CN label once, unless you change brands of products.

## Monitoring visits reminders:

We will conduct the first monitoring visit, within the first 28 days that you start participation in the food program, during all visits, we will check:

- Your meal service times are at the time agreed on your agreement,
- All children present are enrolled in the food program,
- Your menus are up to date, from the 1st day of the month until the day we come to monitor (changes are to be noted and initialed; missing menus prior to day of visit will be disallowed),
- All records are kept on approved forms (supplied by Food for Kids), or approved Minute Menu forms,
- CN label are kept on file.

## Meal time changes:

- If you wish to change a meal time, you must send us a written request with beginning and ending times to do so, remember the time change will start the first day of the following month in which we received your request.

## Call or email the office when:

- Your day care will be closed,
- You will not be serving a meal at the time on your agreement,
- You will be out of your home, either for personal matter or daycare matter; and therefore, you will not be at home during meal time.
- No non-residential children in care.

# Table of Content

# Help Maintain the Integrity of the Food Program

Welcome & Instructions

Food for Kids welcomes you to CACFP and our team. As a team we will help maintain the integrity of the food program.

The state regulations require that you are trained before you may participate in the food program. This workbook is to help you meet that requirement and is intended to provide you with the information and procedures that will enable you to perform the duties and requirement of CACFP.

**You will receive an email link from Mind Flash. Please follow those instructions to access the training. The training must be completed by the deadline in order to start participating in the program. If you have any problems, or questions, feel free to call the office at 1-866-803-KIDS**

**These procedures are in place to ensure that your center maintains the integrity of the "Food Program"**

Contact Food for Kids for any additional training or technical assistance as needed at 713-6969-9302 or www.foodforkidstexas.org

@FoodForKidsInc

# Food For KIDS, Inc

**Your Reimbursement**

Food For Kids, Inc. is financially responsible for all your paperwork, and your monthly claims. Your day home will operate under our sponsorship with the State of Texas and USDA. You may choose to have a check mailed or receive direct deposit.

## CIVIL RIGHTS STATEMENT

Your provider's childcare facility is available to all persons regardless of race, color, national origin, sex, age, and handicap. If you feel you have been discriminated against on any of these grounds, you may lodge a complaint against the facility to USDA, Director, Office of civil rights, 1400 Independence Ave. SW Washington, DC20250 or call 800-795-3272

## COMPLAINT PREOCEDURE

Give TDHS) your name, address, and telephone. 2) The provider's name, address and telephone number. 3) The nature of the incident. 4) The basis on which the parent feels discrimination existed. 5) The names, titles, and business addresses of persons who may have knowledge of the discriminatory act. 60) The date during which the alleged act occurred. You must file within 180 days.



## Requirements of the Food Program
## Piece #1

**Requirements of monitoring visits**

1. Meals served within the meal service indicated on agreement.
2. Children present must be enrolled.
3. All records must be available for review (this includes but not limited to: attendance sheets, menus from the first of the month until the date and meal service of the review {i.e. the date of your visit is the 22nd of the month, you must have ALL menus and attendance available from the 1st to the 21st.
4. All records must be recorded daily and meal count at the time of meal service or no later than the end of the day.
5. CN labels for processed and/or combination foods served.

**Enrollment Form**

- ✓ All children must be enrolled (including infants, drop-ins, etc.)
- ✓ All enrollment forms are due by the last working day on or before the 25th of the month that the children started.

**Daily Meal Count & Attendance Record (paper claim)**

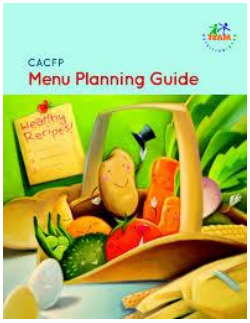
1. List children's name in alphabetical order, with their age.
2. Print legible.
3. You are to use a pen.
4. You must sign and date this form
5. You may make a copy and mail us the **original**.
6. All records must be available for review (this includes but not limited to: attendance sheets, menus from the first of the month until the date and meal service of the review {i.e. the date of your visit is the 22nd of the month, you must have ALL menus and attendance available from the 1st to the 21st on approved forms provided during your preapproval .
   *Minute Menu users: mark meal count/attendance daily in Minute Menu* if your computer and/or internet is not working you must continue to record information on approved forms provided during your preapproval.

**Forms**: you may go to www.foodforkidstexas.org; click on Day Homes to print any forms you may need

**Meal Service Schedule**

Your meal times are a contractual agreement; you must service the meals within the times that you have agreed. You may change your times by writing a request on the monthly summary sheet or by email our office by the deadline. The new time will become effective the 1st of the following month. Please remember:

a. Three hours must elapse between the beginning of breakfast and the beginning of lunch
b. Four hours must elapse between the beginning of lunch and the beginning super, when there is not a snack served in between.
c. Two hours must elapse between the beginning of a snack and a meal.
d. You may use a different schedule for infants 11 months old and younger.




**Meals Service Styles**

Providers may serve meals

- As unit (cafeteria style), or
- Family style.

In either type of meal service, the provider must ensure that the minimum quantities of each meal component are available to each child. At lunch or supper, the minimum quantity of the vegetable and fruit component is the combined amount each of the two or more fruit or vegetable items that

are served. In cafeteria style meal service, each child must be served at least the minimum amount of each component.
In family style meal service:

- A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table, and to accommodate adults if they eat with children;
- Children should initially be offered the full required portion of each meal component. The family style meal service allows children to make choices in selecting foods and the size of initial servings
- It is the responsibility of the provider; during the course of the meal, to actively encourage each child to accept service of the full required portion for each food component of the meal patter, e.g. if a child initially refuses a food component, or initially does accept the full required portion of a meal component, the provider should offer the food component to the child again; and

Although we encourage allowing children to serve themselves in a family style meal service, it is not required.

**Retention Period**

You must keep the any CACFP documents for at least three years and 90 days from the end of your final program year. You must retain all documents relating to your participation in the program, such as claims and supporting documents that are specific to a particular program year, for at least three years and 90 days from the end of the program year.

**Tier I Providers**

Providers qualify as Tier I if:

- Their homes are located in geographic areas shown to be low-income by school data or by census data, or
- They are determined to be low-income based on income information obtained from the provider, or
- Food stamp eligibility from provider

**Tier II Providers**

Providers will claim Tier II reimbursement if they do not qualify as Tier I.

**Training During the First Program Year**

Providers must complete New Day Home Training prior to their participation in the food program. You must also have “Civil Rights” by the end of the year.

**Training**

Providers must complete new day home training. Providers must also complete annual required training. Additional training may be required.

# Facsimile and Email Policy

Each center is eligible to fax and/or email if the following criteria's are met:

- ✓ All information must be legible (including but not limited to clarity, visibility, etc.)
- ✓ All information must be in one document (you cannot fax/email one page or sheet at a time, etc.)
- ✓ Must be 30 pages or less a month (you may not fax/email several times each consisting of 30 pages or less)
- ✓ Must include your day care center's complete name
- ✓ Must include a coversheet (for ALL documents)
- ✓ NO pictures of documents (ie with camera phones, tablets, etc.) must convert document
- ✓ All emails must be converted a pdf file before emailing

# Food for KIDS, Inc

## 2015 Reminders

(Addendum to Daycare home handbook)


## DO'S:

- Always write down **your name** on all paperwork send to office.
- Send in any new children's enrollment forms by the last working day on or before the 25th of each month. **Use only new enrollment form.**
- Make sure all enrollment forms are completely filled out and signed by parent (the infant information must be also filled out if the child is 11 months or under).
- Must drop children that no longer attend your care; send in a written notice (you may use the summary sheet) with the child's name and last day they attended your daycare; Sign all your paperwork when required (attendance forms, menus, etc); Please make sure your unique signature is legible
- Submit your claim in a timely manner. Paper claims must be in our office by 5pm on the 4th day of the following month (or the last working day before the 4th if the 4th is on a weekend or holiday). Minute Menu claims must be submitted by midnight on the 2nd day.
- Make copies of all food program records. **You must keep these records for 4 years.**
- Mark your attendance/meal count forms, and menus clearly dark and legible, so if you make copies or fax the forms, we will be able to see your claim.
- Mark your meal counts accurately and daily; preferably at point of service.
- When sending a fax, always include a cover page, which states your name, and how many pages you are faxing (that way we will be able to notify you if a page was missing).
- Send in CN labels for any combination product you serve by the end of the month in which you first served the food.
- Write down **HM** in front of any combination food you serve and was prepared at home (we will then, not expect to find a CN label in your binder.
- Serve your meals on time (as agreed on agreement)

- Send in any meal time changes (beginning and ending times) in a timely manner (remember the new times will be effective the 1st of the following month).
- Have your records (menus and attendance) available for review at all times and up to date.
- Serve all required components and quantities.
- Inform the office **every time** you will be closed or not serving a meal ahead of time.
- Notify the office if you plan to move, **before you move!**
- Send copy of proof of payment to licensing when requested.
- Read all emails and correspondence from Food for Kids, Inc.
- Review your disallowance letter every monthly.
- Respond to any Corrective Action Plans by the deadline.
- When you call the office and leave a voicemail; leave your **full** name, phone number **(including area code)**, and a brief message. We will return your phone call as soon as we can. (Leaving 10 messages **will not** make us call you back any sooner).
- Attend all required training!!

## DON'TS:

- Don't write down your business name **instead** of your name on food program paperwork.
- Don't wait to send in new enrollment forms after you have submitted your claim. The meals for those children (new children) will be disallowed.
- Don't send in any incomplete enrollment forms. It will delay the proper enrollment of the child.
- Don't fail to drop children that are no longer in your care.
- Don't send in any paperwork to the office that requires your signature **without** your signature.
- Don't mail/submit your claim late. Your claim may be denied if it's submitted late.

- Don't fax any paperwork that is too light or not legible.
- Don't fax any paperwork without a proper cover page.
- Don't fax or email the same paperwork several times
- Don't fax <u>one page at a time</u>. All pages of your claim (menus, attendance forms, enrollment forms, summary sheets) must be faxed together at once.
- Don't mark your meal counts in advance!!
- Don't mark your meal counts past the day in which you served them!!
- Don't mark a child's meal count if the child was not present or did not eat with the other children (because he/she was asleep at the meal time or arrived late at the daycare).
- Don't serve a combination food (chicken nuggets, fish sticks, pizza, etc) if you don't have a CN label in file for that particular food.
- Don't serve your meals at a different time from what's on your contract.
- Don't start new meal time changes **before notifying FFK**.
- Don't forget to write down your menus (what you serve the children) at the end of the day (at the latest; we recommend you plan them in advance).
- Don't forget to keep a copy of all food program paperwork. This **is not** optional!!!!
- Don't forget that your menus and attendance must be available for review at all times.
- Don't forget to serve all required components **and** to serve them at the same time.
- Don't have more children than allowed by the Texas Department of Family and Protective Services. We must notify DFPS if you are overcapacity more than once.
- Don't forget to notify the office (you may call and leave a message if we are not there; or email us) if you are going to be closed, or not serving a meal. **This must be done in advance, and not once the meal time has passed!!!**
- Don't forget to inform us if you will be moving before you move.
- Don't delete emails or throw away correspondence from Food for Kids, Inc before reading it (we actually encourage to save all emails and correspondence from us).

- Don't delay responding to any Corrective Action Plans given to you. Doing so may make you seriously deficient.
- Don't call the office and hung up several times when we don't answer. Please leave a message and will return your phone call as soon as we can.
- Don't miss any required training.
- Don't wait 6 months to inform the director, Ms Vickie Keys, if you had any problems or issues with a monitor or a Food for Kids staff member.

## CORRECTIVE ACTION PLAN VS DECLARATION OF SERIOUSLY DEFICIENT PROCESS FOR DAYCARE HOME PROVIDERS


A Corrective Action Plan- means that there is a non-compliance that must be corrected. You will receive a "corrective action plan" in writing (by mail or in person). The Plan will detail the items that need to be corrected. The provider must indicate **in writing** how and when the problem will be corrected. The corrective action plan states that the problem must not occur again. If the plan is acceptable, the incident is considered complete. If the provider does not respond to the Corrective Action Plan, or does not respond in a timely manner, the next step is to declare the provider "Seriously Deficient". In addition, if the provider ever repeats the incident mentioned in the original Corrective Action Plan, he/she will also be declared "Seriously Deficient".

Seriously Deficient- means the provider has demonstrated and inability or unwillingness to perform the requirement of the program. **A declaration of Seriously Deficient is not "appealable".** The provider will receive a letter of seriously deficient and given a time frame to respond. The sponsor has to follow up until the plan is completed and closed out. If the provider resigns from the program while the seriously deficient is open, the sponsor must continue with the declaration. If the provider responds to the seriously deficient letter and the sponsor follows up with the provider, and the problem is corrected, the provider will receive another letter that states the seriously deficient declaration has been rescinded. If the provider doesn't respond or the conclusion of the sponsor is that the problem is not corrected, the sponsor will send a letter of "Intent to Terminate for Cause" which will give the provider the right to appeal. The decision of the "Appeal Committee" is final. If the appeal committee does not uphold the action of the sponsor, the provider may continue to participate in the program. If the appeal committee does not uphold the action of the sponsor the provider is terminated for cause and the information is sent to the state office for consideration of placing the provider on the Adverse List or Nation Disqualified List. (**The provider may continue to participate in the food program until the committee rules).

*For the sake and the future of our children, Help Maintain the Integrity of the Program- Do it Right!*

Revised 021015YK

# Child Nutrition (CN) LABELS

**What Products Can Be CN Labeled?** To carry CN labels, eligible products must adhere to the following guidance:

- Be produced under Federal inspection by USDA or USDC, per the CN Labeling Memorandum of Understanding.
- Have the contribution toward meal pattern requirements determined using yields in the USDA Food Buying Guide for Child Nutrition Programs.

**CN Labeling**

The CN Labeling Program is responsible for reviewing a product formulation to determine the contribution that a single serving of that product makes toward the meal pattern requirements. The existence of a CN label on a product provides schools and other SNP operators with a guarantee that the product contributes to the meal pattern requirements as printed on the label.
This label carries a USDA warranty against audit claims if used according to the manufacturer's directions. This warranty applies to the CN labeled product portion and not the entire meal.
A CN label is

*a product label that contains a statement that clearly identifies the contribution that the product makes toward the meal pattern requirements*.

CN labels are used for the following types of foods:

- Main dish products which contribute to the meat/meat alternate component of the meal pattern requirements—Examples of these products include but are not limited to beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions.
- Juice and juice products which contain at least 100 percent full-strength juice by volume—This includes such products as grape drink, fruit punch, and juice bars.

**Label Statement.** The CN label statement must be an integral part of the product label and include the following information:

- The CN logo, which is a distinct border around the CN statement.
- A six-digit product identification number assigned by FNS, which will appear in the upper right hand corner of the CN label statement.
- The statement of the product's contribution toward meal pattern requirements. This identifies the contribution of a specific portion of a meat/meat alternate product toward the meats/meat alternates, grains and/or vegetable and/or fruit component of the meal pattern requirements.
- Statement specifying the use of the logo and CN label statement is authorized by FNS.
- The month and year the label was approved by FNS.

*Texas Department of Agriculture—February 2013* Child Nutrition Labeling and Product Documentation, 24.4

**Advantages of Using CN Labeled Products.** A CE is not required to use a CN label. However, all CN labeled products have labels that have been federally reviewed and approved. If a CE purchases such a product and uses it according to the manufacturer's directions, the CE will not have an audit claim filed against it for that CN labeled product, for noncompliance with the meal pattern requirements.

The CN label statement tells how the labeled product can be credited or counted toward meeting the meal pattern requirements.

A CN label statement does not

- Assure that a product is *good for children*
- Assure that a product is *acceptable to children*.
- Suggest that products without CN labels are inferior
- Cost more
- Assure that a product meets NSLP and SBP meal pattern requirements.

**Authorized Manufacturers of CN Labeled Products.** AMS has published a list of manufacturers that have met the FNS Quality Control Program requirements for the CN Labeling Program. Additionally, AMS provides a list of authorized CN labels issued to these manufacturers. The information in these lists is provided in PDF format and contains the following information:

- CN Identification Number
- Federal or Equal to Federal (ETF) Establishment (EST) Number
- Product description
- Label approval expiration date
- Company name (on a separate directory list)

**Determining If CN Label Is Current.** USDA updates the list of valid labels monthly. These lists are updated monthly and can be accessed at the FNS CN Labeling Program website at *http://www.fns.usda.gov/cnd/cnlabeling/authorized.htm*. CE should check the status of the label before using the product.
*(**NOTE:** Some labels are dated; others are not. If a date is present, the date is for FNS purposes and represents the date the label was originally approved.)*

The *Sample CN Label Chart* provides an illustration of an acceptable CN Label that provides the information needed for CEs to determine if the product will meet meal pattern requirements

**Sample CN Label Chart**

**Chicken Stir-Fry Bowl**
Ingredient Statement
Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

CN
099135
Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 oz. eq. Grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ⅛ cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Found and Nutrition Service, USDA, XX/XX
CN
*Net Wt: 18 pounds*

Chicken Wok Company
1234 Kluck Street, Poultry, PA 12345

As can be seen in this label, the manufacturer provides the information needed to determine if this product meets the meal pattern requirements as well as displays the information required for USDA Approved Product Labels. It has the following information:

- CN label statement
- Product name
- Ingredient listing in descending order of predominance by weight for all ingredients
- Establishment number (meat, poultry and seafood items only)
- Manufacturer's or distributor's name and address

***NOTE:** Each product package will also display the appropriate inspection stamp/s. See the Federal*

*Inspections Label Chart in this section for more information on inspections.)*

**CN Labels for the New Meal Pattern Requirements.** Manufacturers may apply for a CN Label for qualifying product to meet the new meal pattern requirements related to meats/meat alternates and grains. CN labels will also be revised by FNS to document the creditable amounts of the vegetable subgroups—dark green, red/orange, beans/peas (legumes), starchy, and other.

CN labels

- indicate the number of oz. eq. grains that meet the whole grain-rich criteria,
- use the term *oz. eq. grains* on the CN Label to indicate that the product meets the whole grain-rich criteria, and
- use the terms *bread* or *bread alternate* on the CN Label to indicate that the product meets previous requirements for grains or breads requirements in place prior to SY 2012-2013

**Penalty for Misuse of CN Logo.** USDA has developed a logo to protect the integrity of the CN Labeling Program to avoid possible abuse and to make the CN label statement easy to identify. The logo is a distinctive border design that surrounds the label statement. Companies will not be allowed to use the logo or statement without permission.
Manufacturers are not authorized, under any circumstances, to place the CN Logo and contribution statement on fact sheets or any other product information. Manufacturers are only authorized to use and distribute the CN Label on actual product manufactured following a Federally-Approved Quality Control Program.
If a company uses the CN logo inappropriately, USDA will notify the company and give it 30 days to discontinue use of the logo. If the company continues to use the label, its name will be put on a list that will be circulated to the states. In addition, other actions may be taken.
**CE Responsibility for Use of CN Labeling.** USDA monitors manufacturer documentation for accuracy of information, but the CE is responsible for interpreting the information presented on the labels and determining if the product meets the meal pattern requirements.

## Product Analysis Sheet or Product Formulation Statement

If the product does not have a CN label, the CE must obtain a product analysis sheet or product formulation statements. The product analysis sheet and product formulation statement

> *are documents that provide pertinent information related to the product's potential contribution toward meal pattern requirements*

However, the manufacturer's certified product analysis sheet or product formulation statement should not be confused with a CN label statement which is reviewed and approved by USDA.[2] There is no requirement that manufacturers send product analysis sheets or product formulation statements for

USDA review or approval. Product analysis sheets and product formulation statements are written, designed, and distributed by the individual manufacturer.
Moreover, CN Labeled products are warranted against audit claims, when the product is used according to the manufacturer's instructions. A product analysis sheet or product formulation statement does not provide any warranty against audit claims.

**Responsibility for Use of Product Analysis Sheet or Product Formulation Statement.**

Although an officer of the company signs these sheets to attest to the information, CEs have to trust that company officials are providing accurate nutritional information. USDA has become increasingly aware of misleading and inaccurate information on product analysis sheets and product formulation statements. USDA encourages program operators to review product literature carefully since they are responsible for assuring that the menus they serve meet meal pattern requirements. Any crediting information received from a manufacturer, other than a valid CN label, should be checked by the CE or other program operator for accuracy prior to the food item being included in the reimbursable meal.

### Contents of Product Analysis Sheet or Product Formulation Statement

A product analysis sheet or product formulation statement contains a description that clearly identifies the contribution that the product makes toward the meal pattern requirements. CEs should use the *Sample Statement: Product Analysis Sheet/Product Formulation Statement for Meats/Meat Alternates (M/MA) Products*[3] developed by TDA for processed M/MA products that are not in the *Food Buying Guide for Child Nutrition Programs* and do not have a CN label. The process described on this template helps to provide the required documentation necessary to determine the product's contribution toward meeting meal pattern requirements.

> ***What to Avoid.*** On occasion product analysis sheets or product formulation statements contain phrases like *to the best of our knowledge* and/or c*ontribution of the product is approximately*. A CE should not accept a product analysis sheet or product formulation statement containing such language. Only product analysis sheets or product formulation statements that certify the contribution of the product to the meal pattern requirements should be accepted.

If the formulation of a product changes, a product analysis sheet or product formulation statement must be obtained from the manufacturer.

**Signing Official.** A product analysis sheet or product formulation statement should meet the following specifications related to the signing official:

- Signed by a company official
- Written on the manufacturer's letterhead
- Contain contact information for the official signing the statement

## Federal Inspection

All CN labeled products must be produced under an appropriate USDA or U.S. Department of Commerce (USDC) federal inspection program to ensure that the label statement accurately reflects

the amount of each ingredient used in the product. This will help protect local foodservice directors from misinformation and will ensure that manufacturers with CN labeled products are competing for sales on a common basis.

Federal agencies inspecting these products include the following agencies:[7]

- Food Safety and Inspection Service (FSIS) of USDA
- Agricultural Marketing Service (AMS) of USDA
- National Marine Fisheries Services (NMFS) of the U.S. Department of Commerce (USDC)


Yield data from the *Food Buying Guide for Child Nutrition Programs* is used for calculating a CN labeled product's contribution toward meal pattern requirements. Using yields from the *Food Buying Guide for Child Nutrition Programs* will help ensure that various meats/meat alternates items, regardless of cooking methods used or the addition of other ingredients, will be nutritionally equivalent.

## SAMPLE LABEL

The CN label will be found on the actual product produced. Manufacturers are not allowed to place the CN label on a fact sheet or any other product information.

CN

000000*

This 5.00 oz. Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ½ cup serving of vegetable, and 1 ½ servings of bread alternate for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 00/98**)

CN CN

CN

CN

081832

Each 4.00 oz. (Raw) Pigburger Patty when cooked provides 2.25 oz. equivalent meat for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 12/11.)

CN

CN




**Piece #2**

Revised 021015YK

# Child Enrollment Form

**Purpose:** All children for whom meals are claimed in the CACFP must have a valid Food for Kids' enrollment form.
**When to prepare:** This form is to be filled out when the child is first enrolled. This form must be renewed annually, and we will notify you when it is time to renew this form.
**Submittal:** all enrollment forms must be received by the last working day on/or before the 25th of the month to be eligible for reimbursement meals. Keep one copy for yourself. The child is not eligible for reimbursable meals until we have received a completed form. The forms will not be retroactive when the forms are incomplete, or for forms received after claim has been processed.

There are several critical elements to this form:

1. Enter your complete name (do not use your business name)
2. Enter the date the child/children is/are to be added to the food program.
3. The parent is to enter:
    a. The child/children's first and last name
    b. Date of Birth
    c. Hours the child/children will normally be in care beginning and ending time
    d. The days of the week the child is expected to be in attendance
    e. Check if related to provider and/or residential child.
    f. The meals the child/children is/are expected to eat
    g. Time school age child/children leave and return from school
    h. Ethic Category
    i. Racial Category
    j. Infant information
    k. Print parents complete name
    l. Signature of parent with date
    m. Their address, with city, and zip code
    n. Email address
    o. Their contact telephone number for home, work, cell or alternative number

**Re-enrollment process**
At the beginning of each year Food for Kids will notify you in writing when it is time to renew all of your child enrollment forms.


Piece #3

# Summary Sheet for Paper Claims

Purpose: 1.To drop children who are no longer enrolled in the day care center
2. Advise FFK of special instructions and holidays
3. Inform FFK when you will be closed and/or not serving meals
4. Request to change meal service times

Transmittal: Send one copy to your FFK along with claim.

When to use: Each time you drop children in the day home. You may also use the form when you have information that you need to share with us.

The Summary Sheet has critical elements to be completed:

1. Month and year the form is submitted to your sponsor
2. Complete name of the Provider (not business name)
3. Month and year the form is submitted to your sponsor
4. School holidays
5. When you will be closed and/or not serving meals
6. Change or add to meal service times
7. Child's name in alphabetical order and include the date the child should be dropped from the program
8. Additional information not listed above

School Holidays: must notify Food for Kids by the end of the month of any days school age children were served during school hours.
Closed and/or not serving meals: must notify Food For Kids ahead of time when you will not be serving a meal and/or closed
Chang in Meal Serve Times: must notify in written of the time change (beginning and ending times).

Forms: you may go to www.foodforkidstexas.org; click on Day Homes to print any forms you may need

***Electronic claiming- please use claim notes***



## Piece #4

# Daily attendance Form

Purpose: record daily attendance and meals served to enrolled children of CACFP.

When to prepare: Complete this daily at (we recommend that you record the attendance before the child leaves the table or before the plates are removed from the child) the time the meal is served.

Transmittal: send to the sponsor to be received by the last workday before the 4th of the following month for paper claims. Electronic claims (MM) submit by the 2nd of the following month.

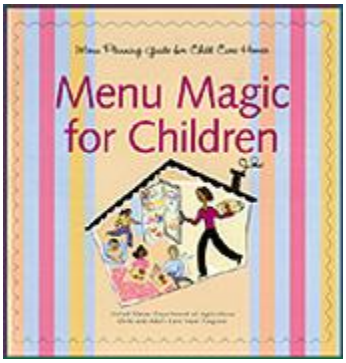
Instructions:

- ✓ Enter your complete name
- ✓ Enter your *license/registration number*
- ✓ Enter Food For Kids Inc as your *Sponsoring Organization*
- ✓ Enter Food For Kids Inc *Program Number 02371*
- ✓ Enter the current month and year which attendance, meal counts, and menus are being recorded
- ✓ Enter all children first and last names enrolled in the day care
- ✓ Enter each child's age at his/her last birthday. **Ages for children under the age of 12 months are listed as numbers of months *ie. 11months***
- ✓ Enter the day of the week (ie. Monday, Tuesday, etc.)
- ✓ Enter the calendar date and year
- ✓ **AT** (attendance) – enter an "X" to indicate that the child was in attendance
- ✓ **BALP/ES** - B = Breakfast, A = AM snack, L = Lunch, P = PM snack, E = Evening snack, S = Supper. Place an "X" in the box to indicate each meal served to each child on that day.
- ✓ Certification – sign in the space labeled "day home provider" to certify that the information completed is true and correct to the best of your knowledge. Enter the date you signed the form

## Piece #5

### Creditable Meals, Quantities, and Meal Patterns

For this portion of the lesson you click on the following link, and review the CACFP Meal Patterns; etc www.hhsc.state.tx.us/programs/snp/resources/menu_magic.pdf




**INFANT MEAL PATTERN:**

| Meal Type | Birth *through* 3 Months | 4 Months *through* 7 Months | 8 Months *through* 11 Months |
|---|---|---|---|
| |  |  |  |
| **BREAKFAST** | • 4-6 fluid ounces (fl oz) of formula [1] or breastmilk [2,3]. | • 4-8 fl oz of formula [1] or breastmilk [2,3] ;<br>**and**<br>• 0-3 tablespoons (Tbsp) of infant cereal [1,4]. | • 6-8 fl oz of formula [1] or breastmilk [2,3] ;<br>**and**<br>• 2-4 Tbsp of infant cereal [1] ;<br>**and**<br>• 1-4 Tbsp of fruit or vegetable or both. |
| **LUNCH OR SUPPER** | • 4-6 fl oz of formula [1] or breastmilk [2,3]. | • 4-8 fl oz of formula [1] or breastmilk [2,3] ;<br>**and**<br>• 0-3 Tbsp of infant cereal [1,4] ;<br>**and**<br>• 0-3 Tbsp of fruit or vegetable or both [4]. | • 6-8 fl oz of formula [1] or breastmilk [2,3] ;<br>**and**<br>• 1-4 Tbsp of fruit or vegetable or both ;<br>**and**<br>• 2-4 Tbsp of infant cereal [1] ;<br>**and/or**<br>• 1-4 Tbsp of meat, fish, poultry, egg yolk, cooked dry beans or peas; or<br>• 1/2-2 oz. of cheese; or<br>• 1-4 oz. (volume) of cottage cheese; or<br>• 1-4 oz. (weight) of cheese food, or cheese spread. |
| **SNACK** | • 4-6 fl oz of formula [1] or breastmilk [2,3]. | • 4-6 fl oz of formula [1] or breastmilk [2,3]. | • 2-4 fl oz of formula [1] or breastmilk [2,3], or fruit juice [5] ;<br>**and**<br>• 0-1/2 slice of bread [4,6] or 0-2 crackers [4,6]. |

[1] Infant formula and dry infant cereal must be iron-fortified.

[2] Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.

[3] For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered if the infant is still hungry.

[4] A serving of this component is required only when the infant is developmentally ready to accept it.

[5] Fruit juice must be full-strength.

[6] A serving of this component must be made from whole-grain or enriched meal or flour.

(See your Food Buying Guide for more details.) Chart Revised by TDA FND – June 2007

**NOTE:** Meal component substitutions to any component of the infant meal pattern due to an infant's disability, or medical or special dietary need must be supported by a medical statement.

Providers must offer at least one infant formula that meets the infant meal pattern requirements. A parent (or guardian) may decline the infant formula that is offered by the provider and supply an

alternate infant formula. The provider must have a statement from the parent (or guardian) declining the infant formula offered by the provider in order to claim the meal.

According to CACFP requirements, in order to claim meals for reimbursement for infants 4 through 7 months, the provider is **required** to serve infant cereal and other foods when the infant is developmentally ready to accept them.

Providers must include in their program documentation the following elements in order to claim reimbursement for meals that are served to infants:

- Infant's name;
- Infant's date of birth;
- Name of provider;
- The name and type of infant formula the provider will provide;
- Whether the parent (or guardian):
  - Will bring the breastmilk;
  - Will bring the infant formula (Adequate information must be provided by the parent (or guardian) about the alternate infant formula to determine whether the infant formula meets infant meal pattern requirements (e.g., the name brand of the infant formula and whether the infant formula is iron-fortified);
  - Will bring solid foods that the infant is developmentally ready to accept;
  - Wants the provider to provide the infant formula;
  - Wants the provider to provide infant cereal and other food items that the infant is developmentally ready to accept according to the Infant Meal Pattern;
- Parent's (or guardian's) signature; and
- Date of signature.

**NOTE:** As situations change, such as a physician or recognized medical authority changing the infant's formula, the provider must update the information in the infant's file. The provider must update the information within one month of the infant moving from one age category to the next.

An infant formula is considered to meet program requirements when it:

- Meets requirements of the infant meal pattern; or
- Does not meet the infant meal pattern requirements, but you maintain a medical statement to support the substitution.

**BIRTH THROUGH THREE MONTHS**

| If the… | Then the provider may claim reimbursement when the provider … |
|---|---|
| Provider provides the infant formula, | Provides the infant formula/breastmilk[1] in the minimum quantity specified in the infant meal pattern. |
| Parent (or guardian) provides the infant formula/breastmilk[1], | • Has a statement from the parent (or guardian) declining the infant formula offered by the provider;<br>• Provides the infant formula/breastmilk[1] in the minimum quantity specified in the infant meal pattern; and<br>• Feeds the infant. |

**FOUR THROUGH SEVEN MONTHS**

| If the… | Then the provider may claim reimbursement when the provider … |
|---|---|
| Provider provides all of the meal components, | Provides the infant a complete meal (including required[2] meal components) in the minimum quantity specified in the infant meal pattern. |
| Provider provides the infant formula, | Provides the infant a complete meal (including required[2] meal components) in the minimum quantity specified in the infant meal pattern. |
| Parent (or guardian) provides the infant formula/breastmilk[1], | • Has a statement from the parent (or guardian) declining the infant formula offered by the provider; and<br>• Provides the infant a complete meal (including required[2] meal components) in the minimum quantity specified in the infant meal pattern. |
| Parent (or guardian) provides some of the meal components, | • Has a statement from the parent (or guardian) declining specific meal components (e.g., infant formula or solid food) offered by the provider; and<br>• Provides at least **one** of the required[2] meal components in the minimum quantity specified in the infant meal pattern. |

[1] This includes breastmilk provided to the parent (or guardian) by a wet nurse.

[2] If the infant is developmentally ready for solid foods, then the optional meal component(s) are **required** and no longer considered as options and must be served on a gradual basis to the infant. The determination to be developmentally ready should be made by the infant's parent (or guardian).

## EIGHT THROUGH 11 MONTHS

| If the… | Then the provider may claim reimbursement when the provider … |
|---|---|
| Provider provides all of the meal components, | Provides the infant a complete meal (including required[2] meal components) in the minimum quantity specified in the infant meal pattern. |
| Provider provides the infant formula, | Provides all other required[2] meal components in the minimum quantity specified in the infant meal pattern. |
| Parent (or guardian) provides the infant formula/breastmilk[1], | • Has a statement from the parent (or guardian) declining the infant formula offered by the provider; and<br>• Provides all other required[2] meal components in the minimum quantity specified in the infant meal pattern. |
| Parent (or guardian) provides some of the meal components, | • Has a statement from the parent (or guardian) declining specific meal components (e.g., infant formula or solid food) offered by the provider; and<br>• Provides at least one of the required[2] meal components in the minimum quantity specified in the infant meal pattern. |

| **BREAKFAST FOOD COMPONENTS**<br>**Serve All Three Components for a Reimbursable Meal** | | **Age 1 - 2** | **Age 3 - 5** | **Age 6 - 12[1]** |
|---|---|---|---|---|
| **Milk** | • Milk, fluid | 1/2 cup (4 fl oz) | 3/4 cup (6 fl oz) | 1 cup (8 fl oz) |
| **Vegetables/ Fruits[2]** | • Vegetable(s) and/or fruit(s) or | 1/4 cup | 1/2 cup | 1/2 cup |
| | • Full strength vegetable or fruit juice[2], or | 1/4 cup | 1/2 cup | 1/2 cup |
| | • An equivalent quantity of any combination of vegetable(s), fruit(s) and juice[2] | | | |
| **Grains/Breads[3]** | • Bread[3], or | 1/2 slice | 1/2 slice | 1 slice |
| | • Cornbread, biscuits, rolls, muffins, etc.[3], or | 1/2 serving | 1/2 serving | 1 serving |
| | • Cold dry cereal[3,4], or | 1/4 cup or 1/3 oz[4] | 1/3 cup or 1/2 oz[4] | 3/4 cup or 1 oz[4] |
| | • Cooked cereal[3], or | 1/4 cup | 1/4 cup | 1/2 cup |
| | • Cooked pasta or noodle products[3], or | 1/4 cup | 1/4 cup | 1/2 cup |
| | • Cooked cereal grains[3], or | 1/4 cup | 1/4 cup | 1/2 cup |
| | • An equivalent quantity of any combination of Grains/Breads | | | |

[2] Fruit or vegetable juice must be full-strength. You may serve an equivalent quantity of any combination of vegetable(s) or fruit(s), and juice.

[3] Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

[4] Either volume (cup) or weight (oz), whichever is less.

| **LUNCH or SUPPER FOOD COMPONENTS**<br>**Serve All Four Components for a Reimbursable Meal** | | **Age 1 - 2** | **Age 3 - 5** | **Age 6 - 12**[1] |
|---|---|---|---|---|
| **Milk** | • Milk, fluid | 1/2 cup (4 fl oz) | 3/4 cup (6 fl oz) | 1 cup (8 fl oz) |
| **Vegetables/ Fruits**[2]<br>**(2 or more)** | • Vegetable(s) and/or fruit(s) | 1/4 cup total | 1/2 cup total | 3/4 cup total |
| **Grains/Breads**[3] | • Bread[3], or | 1/2 slice | 1/2 slice | 1 slice |
| | • Cornbread, biscuits, rolls, muffins, etc.[3], or | 1/2 serving | 1/2 serving | 1 serving |
| | • Cooked pasta or noodle products[3], or | 1/4 cup | 1/4 cup | 1/2 cup |
| | • Cooked cereal grains[3], or | 1/4 cup | 1/4 cup | 1/2 cup |
| | • An equivalent quantity of any combination of Grains/Breads | | | |
| **Meat/ Meat Alternates**[4,5,6,7] | • Lean meat or poultry or fish[4], or | 1 oz | 1 1/2 oz | 2 oz |
| | • Alternate protein products[5], or | 1 oz | 1 1/2 oz | 2 oz |
| | • Cheese, or | 1 oz | 1 1/2 oz | 2 oz |
| | • Egg (large), or | 1/2 large egg | 3/4 large egg | 1 large egg |
| | • Cooked dry beans or peas, or | 1/4 cup | 3/8 cup | 1/2 cup |
| | • Peanut butter or soynut butter, or other nut or seed butters, or | 2 Tbsp | 3 Tbsp | 4 Tbsp |
| | • Peanuts or soynuts or tree nuts or seeds[6,7], or | 1/2 oz = 50%[6] | 3/4 oz = 50%[6] | 1 oz = 50%[6] |
| | • Yogurt - plain or flavored, unsweetened or sweetened, or | 4 oz or 1/2 cup | 6 oz or 3/4 cup | 8 oz or 1 cup |
| | • An equivalent quantity of any combination of the above Meat /Meat Alternates | | | |

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[2]Serve two or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

[3]Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

[4]A serving consists of the edible portion of cooked lean meat or poultry or fish.

[5]Alternate protein products must meet requirements in Appendix A of 7 CFR Part 226.

[6]Nuts and seeds may meet only one-half of the total Meat/Meat Alternate serving and must be combined with another Meat/Meat Alternate to fulfill the lunch or supper requirement. 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.

[7]Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

| **SNACKS**<br>**Select Two of the Four Components** | | **Age 1 - 2** | **Age 3 - 5** | **Age 6 - 12**[1] |
|---|---|---|---|---|
| **Milk** | • Milk, fluid | 1/2 cup (4 fl oz) | 1/2 cup (4 fl oz) | 1 cup (8 fl oz) |

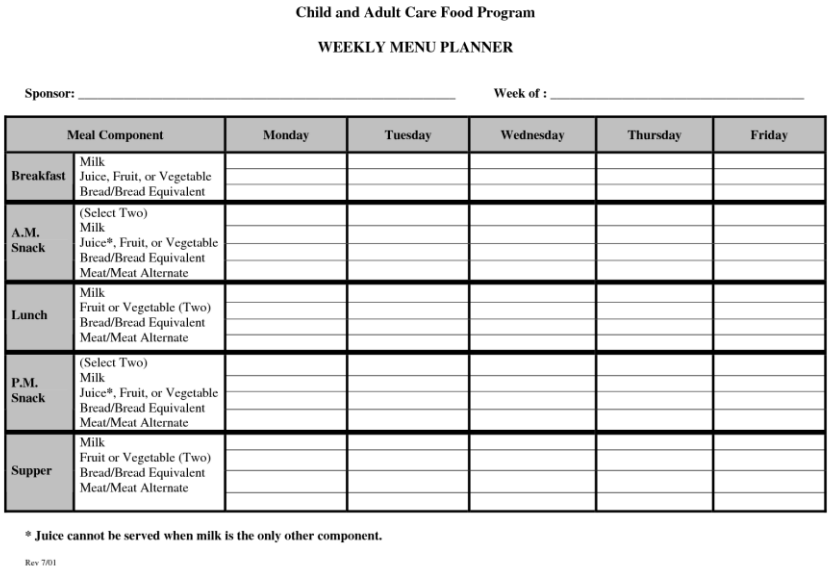
| | | | | |
|---|---|---|---|---|
| **Vegetables/ Fruits**[2,3] | • Vegetable(s) and/or fruit(s), or | 1/2 cup | 1/2 cup | 3/4 cup |
| | • Full strength vegetable or fruit juice[2], or | 1/2 cup | 1/2 cup | 3/4 cup |
| | • An equivalent quantity of any combination of vegetable(s), fruit(s) and juice[2] | | | |
| **Grains/Breads**[4] | • Bread[4], or | 1/2 slice | 1/2 slice | 1 slice |
| | • Cornbread, biscuits, rolls, muffins, etc.[4], or | 1/2 serving | 1/2 serving | 1 serving |
| | • Cold dry cereal[4], or | 1/4 cup or 1/3 oz[5] | 1/3 cup or 1/2 oz[5] | 3/4 cup or 1 oz[5] |
| | • Cooked cereal[4], or | 1/4 cup | 1/4 cup | 1/2 cup |
| | • Cooked pasta or noodle products[4], or | 1/4 cup | 1/4 cup | 1/2 cup |
| | • Cooked cereal grains[4], or | 1/4 cup | 1/4 cup | 1/2 cup |
| | • An equivalent quantity of any combination of Grains/Breads | | | |
| **Meat/ Meat Alternates**[6,7,8,9] | • Lean meat or poultry or fish[6], or | 1/2 oz | 1/2 oz | 1 oz |
| | • Alternate protein products[7], or | 1/2 oz | 1/2 oz | 1 oz |
| | • Cheese, or | 1/2 oz | 1/2 oz | 1 oz |
| | • Egg (large), or | 1/2 large egg | 1/2 large egg | 1/2 large egg |
| | • Cooked dry beans or peas, or | 1/8 cup | 1/8 cup | 1/4 cup |
| | • Peanut butter or soynut butter, or other nut or seed butters, or | 1 Tbsp | 1 Tbsp | 2 Tbsp |
| | • Peanuts or soynuts or tree nuts or seeds[8,9], or | 1/2 oz = 50%[8] | 1/2 oz = 50%[8] | 1 oz = 50%[8] |
| | • Yogurt - plain or flavored, unsweetened or sweetened, or | 2 oz or 1/4 cup | 2 oz or 1/4 cup | 4 oz or 1/2 cup |
| | • An equivalent quantity of any combination of the above Meat/Meat Alternates | | | |

## Piece #6
## Menu Planner or Meal Production Form

Purpose: To record meals served daily for CACFP reimbursement.

When to prepare: Food for Kids recommends that you plan **daily**

Transmittal: send to be received by the last workday before the 4th of the following month for paper claim. Electronic claims (MM) must be received by the 2nd of the following month



**Child and Adult Care Food Program**

**WEEKLY MENU PLANNER**

**Sponsor:** _____ **Week of :** _____

| Meal Component | | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| **Breakfast** | Milk<br>Juice, Fruit, or Vegetable<br>Bread/Bread Equivalent | | | | | |
| **A.M. Snack** | (Select Two)<br>Milk<br>Juice*, Fruit, or Vegetable<br>Bread/Bread Equivalent<br>Meat/Meat Alternate | | | | | |
| **Lunch** | Milk<br>Fruit or Vegetable (Two)<br>Bread/Bread Equivalent<br>Meat/Meat Alternate | | | | | |
| **P.M. Snack** | (Select Two)<br>Milk<br>Juice*, Fruit, or Vegetable<br>Bread/Bread Equivalent<br>Meat/Meat Alternate | | | | | |
| **Supper** | Milk<br>Fruit or Vegetable (Two)<br>Bread/Bread Equivalent<br>Meat/Meat Alternate | | | | | |

*** Juice cannot be served when milk is the only other component.**

Rev 7/01

<u>The Menu Planner or Meal Production Form has critical elements that are required on a completed form.</u>

1. Date – enter the date meals are to be served
2. required Food Components – corresponds with the approved meal pattern for CACFP
3. Menu – enter the food on menu to be prepared at each meal by end of each day
4. You must sign and date this form

*Quantities are not required to be written on the menu form.*

Now you may plan for the other 4 days of this week.

## Piece #7 Frequently Asked Questions

1. Will you come to visit my home?
   Yes, we will do announced visits to observe the meal service.

2. Do we have to enroll all the children (infants) even if we will not claim them?
   Yes, you must enroll all the children. If you don't claim them, you are to show them in attendance, but meals not claimed.

3. If I am using Minute Menu when should I enter my claim into the computer?
   a. You should enter you attendance on a daily basis (perhaps at the end of the day);
   b. Enter menu daily, we recommend you plan in advance
   c. Your claim must be completed and submitted no later 12 midnight on the 2nd of the following month.
   d. It is required to make changes to your menu (on MM) when necessary to reflect what was served.
   e. And remember we will not call if your claim is missing or incomplete.
   f. Claim notes- enter all information to be relayed to Food for Kids office for current claim.

4. Do we qualify for the food program if the monitor disallowed my meals?
   Yes you qualify for the program; however you will be disallowed for the meals that were disallowed.

5. When will I receive my reimbursement?
   A home may normally expect to receive your reimbursement between the 18th and the end of the month.

6. How much is my reimbursement?
   Your reimbursement is your tier rate times the number of eligible meals for the claim month

7. Why can't I use the old forms?
   We are required to only process the approved form of the state of Texas.

8. How do I change my time?
   You may email or mail us your time changes (beginning and ending times) on your summary form and the time changes will become affective the following month.

9. What if a child is arrives after the meal is served and still eats?
   You may feed the child, however the child may not be claimed for the meal outside of your meal service times.

10. Why can't I fix my enrollment forms once I have submitted them to Food For Kids?
    All forms must be complete and reviewed before submission to Food For Kids Inc.

11. What if the 4th is a weekend or holiday, what do I do?
    You must take necessary steps to ensure that we receive your paperwork on the last workday before the 4th. You may visit our website and the calendar to see when the office will be closed.

12. I forgot to mail or submit my paperwork, what's going to happen?
    You will not receive reimbursement for that month.

13. Why didn't I get my reimbursement this month?
    There may be several reasons:
    You failed to attend required training
    You failed to send your license renewal as requested
    You have not responded to the corrective action plan.
    Other reasons that may not be common (please call/email the office)

14. What if the parent brings the meal for their child?
    You may not claim the meal.

15. When do I send in a CN label?
    You are to submit CN labels when you serve any food items that are not homemade, processed and/or combination foods.

16. Why did I get disallowed for the menu because the menus weren't here during the visit?
    It is required that CACFP records remain in the home.

17. What's going to happen, because I wasn't there and my worker was new and forgot where the forms were? They were at the home.
    All meals affected will be disallowed.

18. What's going to happen if I miss training?
    You will not receive reimbursement until training requirements are met. (There is no retroactive reimbursement)

19. I got a letter and I did not understand it? I don't have it in front of me.
    Please have the letter in front of you when you call the office.

20. What do you have to do to set up direct deposit?
    Fill out the direct deposit form and return it to the office with a voided check or a letter from the bank with all the account information on it.

21. How come you can't fix it? I thought we were so suppose to fix things. Can I come fix it?
    You have been misinformed. You must check all forms and records prior to sending them to the office.

22. Can I have special meal service times on holidays?
    Your mealtimes are to be the same each day.

23. What date should I write on the enrollment form?
    The enrollment date is the date you first enroll the child in the food program. If you are renewing enrollment, the date is the 1st date of the month you are renewing.

24. How should I drop a child?
    A child may be dropped by entering the child's name and the date to be dropped on the Summary Sheet or dropping in Minute Menu.

25. What do I do, I got a notice, but I have been to training, do I still have to come?
    If you receive a notice of training you must attend.

26. I wasn't at training, so I didn't know, so I should not be held accountable, should I?
    You are still accountable, and you must read correspondence that is mailed to you.

27. I have hired a new person, can you come and train them or can I send them to training?
    You are responsible for training your new staff.

28. What happens when I don't send in my renewal on time?
    You are not eligible to participate, because all your children have been dropped.

29. How will I know you have done the direct deposit? (How do I recognize it in the bank?)
You will receive an email. The direct deposit will say “meal service account”..

# What is Minute Menu Kids?

- If you operate a family child care business, Minute Menu Pro has been built to make your life easier.
- It’s used by about 30,000 family child care providers across the U.S.to record menus, attendance, manage child information, etc.
- Using it, you can:
    - Build CACFP approved menus and foods
    - Easy attendance and meal count
    - Submit claim electronically to sponsor
    - Use Tax Planning Feature
    - Invoice Parents
    - Track child information
    - Collect money from parents electronically
    - Keep detailed files on children, including immunizations and waiting lists
    - Plan lessons & activities
    - Get recipe ideas and plan menus
    - Print charts & certificates for your families
    - And much more!

You can go to our website www.foodforkidstexas.org to download the program and for a quick demonstration (once on our website, click the Homes tab and then Minute Menu presentation). You will still need to contact us to obtain your username and password.

If you already are using Minute Menu but need assistance using it, click the Help button from the main page; there, you will find answers to every task in Minute Menu.

Thanks for choosing Food for Kids, Inc.