



Food Program Frequently Asked Questions,

Part Two

Navigating the CACFP is a bit confusing at times for new and even veteran providers. Following are a list of commonly asked questions that can affect your reimbursement. Just remember, if you have any questions do not hesitate to call your program representative or your claims coordinator.

I know I need to have a current license on file with Wildwood but what happens when I move? May I continue to claim at my new address?

Proof of licensing at your new address is required. Contact state licensing for a move packet as soon as you know that a move is in your future. Six weeks is recommended. Your licensing worker will need to do an inspection of your new home before a license can be issued. Proof of licensing at the new address must be issued before food program participation can be resumed. Also, as soon as you know you are moving, call your Claims Coordinator at the Wildwood office. She will mail out a "food program" moving packet and notify your field rep. This packet will include a new provider agreement, a planning to move form that shows your old address, your new address, along with information that must be completed, giving us your move date, a school verification sheet for your new address that asks for the elementary, middle and high school serving the area in which you are moving. This paper work must be completed and mailed back to the Wildwood office accompanied by your new license. All paper work must be returned to the Wildwood office for approval prior to the first of the month when you mail your claim. This means your paperwork would be due in the Wildwood office at the beginning of March in order to be able to process your February claim. Your coordinator will keep you informed of the deadlines as you work through the process, so keep in touch with her.

My son and his family have moved in with me. May I claim my grandchildren on the CACFP?

Maybe. First it must be determined if you are providing financial support for your son and his family or if the two families are considered to be separate economic units (SEU). For the two families to be considered as SEU's the expenses of the household must be prorated with each family paying a portion. In other words, you may determine your son is to pay 25% of the rent or house payment, utilities and food costs. You then are responsible for the other 75%. This is a prorating of expenses. If your son and family are only paying their own bills such as car payments, cell phones, but are not sharing in some portion/part of proration of the household expenses, the families are considered one household/economic unit.

Now that we have that part figured out, let us explore if (and when) you may claim your grandchildren in each circumstance. If the two families are truly SEU's, your grandchildren may be claimed on the CACFP when the parents are not in the home and you are providing childcare, just as you may have been before the family moved in. Of course, as with anything related to the food program, there is a form that must be

completed by both the provider and her son indicating the SEU status. Proof of the proration of expenses is required. This can be as simple as a copy of the check for your son's portion of the household expenses. An enrollment form must be completed for each child showing the typical hours in care and meals to be served while the parents are out of the home.

The second scenario reflects your son's family as being part of your household. When expenses are not prorated in order to claim your grandchildren for reimbursement, your total household income for all parties residing in the home must be taken into consideration and compared to the guidelines set forth by the USDA in determining income eligibility for households. If your income is such that you do qualify for meal reimbursement for your grandchildren on the CACFP there is a form for that too. An enrollment form would again be completed for each child with typical days and meals claimed and the typical hours the children would be participating in the CACFP.

In either scenario it is important to remember that the residential children do count as part of the license capacity for the home as determined by the state licensing worker. The example above is that of related individuals but the situation may also be incurred by non-relative residential persons. Again, your Claims Coordinator is the best point of contact to determine what is needed and when.

What is a Child Household Income Eligibility Form (CHIEF) and what do I need to know about this form?

A CHIEF form is used when a provider that is receiving the lower Tier II reimbursement rates would like to qualify to receive the higher Tier I rate for individual families in care. This is especially useful for CCAP children as most are low income and may be receiving benefits from other government programs that will automatically qualify the family as Tier I. The form is given to all parents who have children in care to complete and may be returned directly to the provider for mailing to the Wildwood office, though the parents may choose to mail the form directly to the Wildwood office. Be sure both the front and the back of the form have been completed and the form is returned to the Wildwood office within the month the parent signs and dates the form. Your Program Rep or Claims Coordinator can provide you with the needed forms and answer any additional question you may have.

May foster children be claimed on the CACFP?

Absolutely, if the foster child resides in your home you just send a copy of the placement agreement from the foster agency. A Child Enrollment Form must be completed and sent to the office. The child may be claimed when other daycare children are in care and claimed for meals. The foster child may also be counted as a member of your household when applying to receive the higher Tier I rates for your home. When the foster child is a daycare child, the same paper work would apply only the information would reflect the child's foster care placement in the residence of the adult that completes the enrollment process for childcare.



What should I know about Child Enrollment Form(CEF)?

A CEF must be on file before reimbursement can be made for each child. The form must be completed by the parent. All possible days, hours and meals to be offered while the child is in care should be included. The enrollment form is good for 12 months. In other words, the CEF for a child that is effective 1/2019 is good through 12/2019. During the month the form expires, the parent should be given a new form to complete so that reimbursement will continue for that child. The parent must provide a valid phone number and address on the form as well as the race and ethnicity of the child.

All infants in care must be enrolled and claimed for meals. The enrollment form for each infant should indicate whether the infant is on Mother's Milk or formula. If formula is used, the parent needs to indicate who is providing the formula and write the name of the formula being served on the enrollment form.



I'm Confused on the New Meal Pattern? What Components are needed on each meal?

1 Breakfast:

- Milk; Vegetable, Fruit or Both; Grains.
Meat or Meat Alternates may be served to substitute the entire grain component a maximum of three (3) times per week
 - Milk must be low-fat or fat-free for children over 2 years old.
Children 1-2 must have whole milk
 - Yogurt is considered a meat alternate (sugar: no more than 23 grams per 6 oz)
Tofu is a meat alternate
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2 Lunch/Dinner:

- Milk; Meat or Meat Alternate; Vegetable; Fruit, Grain
 - Vegetables and Fruits are separate components and each must be served. (you can serve two (2) different vegetables at one meal, but Not two fruits)
 - Grain based desserts are no longer creditable (These have too much sugar added)
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3 Snack:

- Milk; Meat or Meat Alternate; Vegetable; Fruit; Grain (select 2 of the 5 Food groups for snack)
 - Do not serve two fruits or two vegetables for snack. One of each would be creditable
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* Water must be available and offered to children upon request throughout the day.

**Whole Grain Rich must be served at least once a day

How do you identify whole-grain rich foods? If a whole grain is listed as the first ingredient on the product's ingredient list or second, after water, and the other grain ingredients are enriched, then the product is whole-grain rich.

If a different group of participants is at lunch than at breakfast, both meals do not have to contain a whole-grain rich component. The whole-grain rich requirement is for daycare homes, it is not specific to each participant.

Breakfast cereals may not contain more than 6 grams of sugar per dry ounce. Infants 6 months-11 months (if developmentally ready), may have ready-to-eat cereals at snack time.

Infants do not need to eat at specific meal times. They should be fed when hungry and can be claimed for 2 meals/1 snack or 1 meal/2 snacks per day.

There are two groups for infants, 0-5 months and 6-11 months.

Juice is not creditable for infants under 1 year old. Juice must be 100% vegetable or fruit juice and only served once per day. Colorado Healthier Initiative still suggest juice no more than twice a week.

Homemade granola bars are Not creditable

Homemade yogurt, frozen yogurt, yogurt drinks, and yogurt bars are Not creditable.

Be sure to keep up with your training:

Wildwood offers free online training for our providers. It's easy to access. Go to wildwoodonline.org; go to CACFP; click on Childcare Homes; then go to Online Training. This is password protected. The password is milk2014. Any problems, feel free to contact our office at 303 730-0460 or 800 359-9453

Participating in CACFP benefits the children (nutritious food) and you (financial reimbursement). It's easy, and rewarding. Healthy children, makes happy children!



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WILDWOOD
Child and Adult Care Food Program

Food Program Frequently Asked Questions; Part 1



WILDWOOD
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