



Wildwood Child and Adult Care Food Program Correspondence Course for Training of Key Staff

The goal of the USDA's Child and Adult Care Food Program (CACFP) is to improve the health and nutrition of children and adults in care, while promoting the development of good eating habits. As a sponsor of the CACFP, Wildwood is required to train providers and their key staff on program requirements on a yearly basis. This correspondence course has been developed to give key staff an overview of the program, as well as provide information on how to complete the necessary CACFP forms in the provider's absence. Please read through the information and complete the enclosed correspondence course.

Here are a few important facts you should know about the CACFP:

- ◆ You must follow the CACFP meal patterns when serving a meal or snack to children in care. You will note that there are two meal patterns, one for children over 1 year of age and one for infants.
- ◆ Each child may only be claimed 3 times per day. This is to include 2 meals and 1 snack, or 2 snacks and 1 meal.
- ◆ Restaurant and/or fast food meals are not creditable.
- ◆ At each meal or snack, it will be necessary for you to accurately record the foods served and the children who were present at the meal. Fruit and Vegetables are two separate categories.
- ◆ Meals must be served within the meal times set up by the provider and approved by Wildwood. If times need to be changed you must contact your Field Representative.

CACFP Meal Pattern

When serving meals or snacks to the children in care, you must follow the CACFP meal patterns. For example, if you were planning on serving breakfast to children over the age of 1, you would be required to serve three components:

- 1) milk
- 2) juice, fruit or a vegetable
- 3) a bread or bread alternate
- 4) meat/meat alternate allowed 3 x's a week

You will note that serving sizes vary depending on the age of the child. For example, you would be required to serve 1/2 cup of milk at breakfast to 1-2 year old children, while 3-5 year old children would need to be served 3/4 cup of milk. 6-13 year old children would be served 1 cup of milk.

The infant meal pattern is very similar to the one designed for older children. Babies age 0-1 year of age must be fed following the requirements on the infant meal pattern. You will note that the infant meal pattern is divided up into 2 sections: birth- 5 months, and 6-11 months. Infants are offered foods as they are developmentally ready to accept them. No infant should be forced to eat. Babies eat when hungry and are not required to eat within the meal times.

Marking menus and attendance

Since the person serving the meal to the children in care must be the one to fill out the menus and mark the children in attendance, it is important that you know how to do this in the provider's absence. The method you use will depend on which type of menu is being used in the home.

Manual claimers must write each child in attendance including infants.



Make sure you write each child's name who is in attendance for each meal being served. Write each component for each meal that was served daily. For Breakfast there must be at least 3 components (milk, veggie or fruit and grain, note: 3 times per week-meat/meat alternate may be served in place of grain), for Snacks there must be at least 2 components (meat/meat alternate, veggie, fruit, milk, grain) and for Lunch and/or Dinner there must be at least 5 components (meat/meat alternate, milk, veggie, fruit and grain)

Record on KidKare (online claimers)

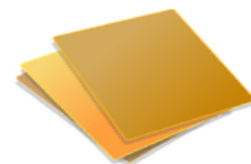
You need to login to record menus and attendance at each meal service. (KidKare.com; enter your username and password) You enter children in attendance (non-infants, if applicable, or infants) When entering, be sure to pick the correct date, and which meal you are entering. Make sure all components are entered or your meal will not be creditable and will be deducted. Make sure all children being served are selected.



You may also record the meals served and children in attendance at the meal on paper. If you choose to record in this way, you must be sure to write down all of the foods served at each meal and all children who were present and were served the meal. This must be done accurately each day and this information must be available should a Wildwood, CDPHE, or USDA representative do an unannounced visit. In addition, the provider should record this information on the forms she/he uses for claiming by the end of each day.

Records and paperwork

You must be able to show the following records to a Wildwood, CDPHE, or USDA representative performing an unannounced visit:



- a) Current Child Enrollment Forms (CEFs) for each child. Children can not be claimed without current enrollment forms.
- b) Current claim (menus and attendance) plus claims from the two previous months.
- c) Copies of the two most recent Home Visit Reports (from Wildwood).

If you don't know where these items are kept, please ask so you will know where to find them should you need to present them!



When you have completed this course,
click [HERE](#) to take the test.

(or you can type this address into your browser: <http://tinyurl.com/KeyStaffTraining>)

Be sure to read and answer each field carefully to ensure
that you receive an accurate certificate.

**Thank you for choosing us for
your training needs:**

Wildwood CACFP

...for those who care for children

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**Visit us online for more
great tips and information:**

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