

# Nutrition Policies and Guidance for the Child and Adult Care Food Program (CACFP)



## Meal Pattern Requirements FOR CACFP ADULT DAY CARE CENTERS

Applicable Through September 30, 2017



July 2016

Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education  
25 Industrial Park Road  
Middletown, CT 06457

# MEAL PATTERN REQUIREMENTS FOR CACFP ADULT DAY CARE CENTERS

Connecticut State Department of Education • July 2016

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# ABOUT THIS GUIDE

*Meal Pattern Requirements for CACFP Adult Day Care Centers* contains information on planning menus to meet the CACFP meal pattern for adults, based on U.S. Department of Agriculture (USDA) regulations and policies. This guide applies to CACFP adult day care centers.

Each section of the guide contains links to other sections when appropriate, and to Web sites with relevant information and resources. These can be accessed by clicking on the blue highlighted text throughout the guide.

The mention of trade names, commercial products or organizations does not imply approval or endorsement by the Connecticut State Department of Education (CSDE) or the USDA.

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*Meal Pattern Requirements for CACFP Adult Day Care Centers* is part of a series of five guides that comprise the CSDE's *Nutrition Policies and Guidance for CACFP Adult Centers*. These guides assist adult day care centers with meeting CACFP requirements. The complete set of guides is available on the CSDE's Nutrition Policies and Guidance for Adult Day Care Centers Web page at [www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694).

- Meal Pattern Requirements
- Crediting Foods
- Accommodating Special Diets
- Sanitation and Food Safety
- Planning Healthy Meals

**The contents of this guide are subject to change.** The CSDE will update this guide as the USDA issues additional policies and guidance for the CACFP. Please check the CSDE's [Nutrition Policies and Guidance for CACFP Adult Day Care Centers](#) Web page for the most current version.

For more information on *Nutrition Policies and Guidance for the CACFP*, contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator,

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**Current Revision Date:** July 2016

# CSDE CONTACT INFORMATION

For questions regarding the CACFP meal pattern for adults, please contact the CACFP staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education.

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## ABBREVIATIONS AND ACRONYMS

APP	alternate protein products
CACFP	Child and Adult Care Food Program
CFR	Code of Federal Regulations
CN	Child Nutrition
CNP	Child Nutrition Programs
CSDE	Connecticut State Department of Education
FDA	Food and Drug Administration
FNS	Food and Nutrition Service, U.S. Department of Agriculture
ICN	Institute of Child Nutrition (formerly National Food Service Management Institute)
PFS	product formulation statement
POS	point of service
USDA	United States Department of Agriculture
VPP	vegetable protein products
WGR	whole grain-rich



## 1 — CACFP Meal Pattern for Adults

The goal of the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) is to improve and maintain participants' health and nutrition. The CACFP adult meal pattern is designed to meet adult participants' needs for calories and key nutrients. To receive reimbursement for meals and snacks served to adult participants, CACFP facilities must provide all required meal pattern components in the appropriate serving size.

On April 25, 2016, the USDA issued the final rule, *Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010*. This rule updates the CACFP meal pattern requirements to better align with the *Dietary Guidelines for Americans*, as required by the Healthy, Hunger-Free Kids Act of 2010. The final rule takes effect on October 1, 2017.

The new CACFP meal patterns require CACFP adult day care centers to serve more whole grains and a greater variety of vegetables and fruits, and reduce the amount of added sugars and solid fats in meals. They also better align the CACFP with other Child Nutrition Programs. For more information, see the USDA's [Nutrition Standards for CACFP Meals and Snacks](#) Web page.

This guide assists CACFP adult day care staff with planning menus to meet the **current CACFP meal pattern requirements** that remain in effect through September 30, 2017. It also highlights the key changes in the new CACFP meal pattern for adults.

The Connecticut State Department of Education (CSDE) will be developing additional guidance for the new CACFP meal pattern requirements that take effect on October 1, 2017. In the meantime, the current CACFP meal pattern for adults still applies. All CACFP facilities must comply with the USDA meal pattern requirements in CACFP regulations ([7 CFR 226](#)).



## FOOD COMPONENTS

The CACFP meal pattern for adults consists of minimum serving sizes of food components for each meal. A food component is one of the four food groups that comprise the reimbursable meal, including milk, meat/meat alternates, vegetables/fruits, and grains/breads. Table 1 indicates the required servings of each component for breakfast, lunch, supper, and snack.

*Effective October 1, 2017, there are five meal pattern components. The final rule separates the combined vegetables/fruits component into two separate components (vegetables component and fruits component).*

Menu items contribute to the food components. A menu item is any planned main dish, vegetable, fruit, bread, grain or milk. For example, a lunch menu item of a 2-ounce hamburger on a 2-ounce whole-grain bun credits as the meat/meat alternates and grains/breads components. A 2-ounce whole-grain bagel contains two servings of grains/breads.

Table 1. Required Servings for CACFP Adult Meals			
Breakfast	Lunch	Supper	Snack *
Four Food Servings **	Six Food Servings **	Five Food Servings **	Two Food Servings **
<ul style="list-style-type: none"> <li>One serving of fluid milk</li> <li>One serving of vegetables/fruits</li> <li>Two servings of grains/breads</li> </ul> 	<ul style="list-style-type: none"> <li>One serving of fluid milk</li> <li>Two servings of vegetables/fruits</li> <li>Two servings of grains/breads</li> <li>One serving of meat/meat alternates</li> </ul> 	<ul style="list-style-type: none"> <li>Two servings of vegetables/fruits</li> <li>Two servings of grains/breads</li> <li>One serving of meat/meat alternates</li> </ul> 	<ul style="list-style-type: none"> <li>One serving of fluid milk</li> <li>One serving of vegetables/fruits</li> <li>One serving of grains/breads</li> <li>One serving of meat/meat alternates</li> </ul> 
<p>* Choose any <b>two</b> of the four food components (two <b>different</b> components) for a reimbursable snack.</p> <p>** One serving of milk equals 1 cup. Milk is required for breakfast and lunch, and can be served at snack. One serving of vegetables/fruits equals ½ cup. One serving of grains/breads is the amount specified in <i>Serving Sizes for Grains/Breads in the CACFP</i>, e.g., 1 slice of bread or ½ cup of cooked cereal, pasta or grains. One serving of meat/meat alternates equals 2 ounces for lunch and supper, and 1 ounce for snack. meat/meat alternates are not required at breakfast.</p>			

The following pages include the CACFP adult meal patterns for breakfast (table 2), lunch (table 3), supper (table 4), and snack (table 5). A CACFP meal pattern handout is available in the Meal Pattern Requirements section of the CSDE's [Nutrition Policies and Guidance for Adult Day Care Centers](#) Web page.

Table 2. CACFP Breakfast Meal Pattern for Adults <sup>1</sup>

Food Component	Amount
<b>MILK, FLUID</b> <sup>2</sup> Low-fat (1%) or fat-free milk	1 cup
<b>VEGETABLES AND FRUITS</b> Vegetables and/or fruits or full-strength juice (fruit, vegetable or combination)	½ cup
<b>GRAINS AND BREADS</b> <sup>3</sup> Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal <sup>4</sup> or Cooked cereal or Cooked pasta or noodles or grains or An equivalent quantity of any combination of the above grains and breads	2 slices 2 servings 1 ½ cups or 2 ounces 1 cup 1 cup

## Menu Planning Notes for Breakfast

- <sup>1</sup> The meal pattern shows the minimum amounts of each component that that the CACFP facility must make available to each participant to claim reimbursement for the meal. Participants may be served larger portions but not less than the minimum quantities specified.
- <sup>2</sup> Fluid low-fat (1%) or fat-free milk must be provided as a beverage. Whole and reduced-fat (2%) milk cannot be served.
- <sup>3</sup> Breads and grains must be whole grain or enriched. Breakfast cereals must be whole grain, enriched or fortified. All products must meet the minimum serving sizes in *Serving Sizes for Grains/Breads in the CACFP*.
- <sup>4</sup> One serving of cold dry cereal must measure ¾ cup or weigh 1 ounce, whichever is less.



Table 3. CACFP Lunch Meal Pattern for Adults <sup>1</sup>

Food Component	Amount
<b>MILK, FLUID <sup>2</sup></b> Low-fat (1%) or fat-free milk	1 cup
<b>VEGETABLES AND FRUITS <sup>3</sup></b> Vegetables and/or fruits or full-strength juice (fruit, vegetable or combination) <i>Two or more different servings</i>	1 cup
<b>GRAINS AND BREADS <sup>4</sup></b> Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal <sup>5</sup> or Cooked cereal or Cooked pasta or noodles or grains or An equivalent quantity of any combination of the above grains and breads	2 slices 2 servings 1 ½ cups 1 cup 1 cup
<b>MEAT AND MEAT ALTERNATES</b> Lean meat or poultry or fish <sup>6</sup> or Alternate protein products <sup>7</sup> or Cheese or Cottage cheese or Egg, large or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds <sup>8</sup> or Yogurt, plain or flavored, unsweetened or sweetened or An equivalent quantity of any combination of the above meat and meat alternates	2 ounces 2 ounces 2 ounces ¼ cup 1 ½ cup 4 tablespoons 1 ounce = 50 percent 8 ounces or 1 cup

◀ See next page for important menu planning notes ▶

Table 3. CACFP Lunch Meal Pattern for Adults <sup>1</sup>, continued

## Menu Planning Notes for Lunch

- <sup>1</sup> The meal pattern shows the minimum amounts of each component that the CACFP facility must make available to each participant to claim reimbursement for the meal. Participants may be served larger portions but not less than the minimum quantities specified.
- <sup>2</sup> Fluid low-fat (1%) or fat-free milk must be provided as a beverage. Whole and reduced-fat (2%) milk cannot be served.
- <sup>3</sup> Serve two or more different kinds of vegetables and/or fruits to total 1 cup, e.g., two different vegetables, two different fruits, or one vegetable and one fruit. Full-strength 100 percent vegetable or fruit juice cannot meet more than half of this requirement, i.e., counts as one of the two required servings.
- <sup>4</sup> Breads and grains must be whole grain or enriched. Breakfast cereals must be whole grain, enriched or fortified. All products must meet the minimum serving sizes in *Serving Sizes for Grains/Breads in the CACFP*.
- <sup>5</sup> One serving of cold dry cereal must measure  $\frac{3}{4}$  cup or weigh 1 ounce, whichever is less. Breakfast cereals may be served at meals other than breakfast.
- <sup>6</sup> The serving size refers to the edible portion of cooked lean meat, poultry, or fish as served, e.g., cooked lean meat without bone.
- <sup>7</sup> Alternate protein products must meet the USDA requirements. For more information, see the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.
- <sup>8</sup> Nuts and seeds can provide only half (1 ounce) of the required 2-ounce serving of meat/meat alternates at lunch. They must be combined with another meat/meat alternate to meet the total requirement. One ounce of nuts or seeds equals 1 ounce of cooked lean meat, poultry, or fish. Tree nuts and seeds that credit as meat alternates include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios, and soynuts.



Table 4. CACFP Supper Meal Pattern for Adults <sup>1</sup>

Food Component	Amount
<b>MILK, FLUID</b> Low-fat (1%) or fat-free milk	None
<b>VEGETABLES AND FRUITS <sup>2</sup></b> Vegetables and/or fruits or full-strength juice (fruit, vegetable or combination) <i>Two or more different servings</i>	1 cup
<b>GRAINS AND BREADS <sup>3</sup></b> Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal <sup>4</sup> or Cooked cereal or Pasta or noodles or grains or An equivalent quantity of any combination of the above grains and breads	2 slices 2 servings 1 ½ cups 1 cup 1 cup
<b>MEAT AND MEAT ALTERNATES</b> Lean meat or poultry or fish <sup>5</sup> or Alternate protein products <sup>6</sup> or Cheese or Cottage cheese or Egg, large or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds <sup>7</sup> or Yogurt, plain or flavored, unsweetened or sweetened or An equivalent quantity of any combination of the above meat and meat alternates	2 ounces 2 ounces 2 ounces ¼ cup 1 ½ cup 4 tablespoons 1 ounce = 50 percent 8 ounces or 1 cup

◀ See next page for important menu planning notes ▶

Table 4. CACFP Supper Meal Pattern for Adults <sup>1</sup>, continued

## Menu Planning Notes for Supper

- <sup>1</sup> The meal pattern shows the minimum amounts of each component that the CACFP facility must make available to each participant to claim reimbursement for the meal. Participants may be served larger portions but not less than the minimum quantities specified.
- <sup>2</sup> Serve two or more different kinds of vegetables and/or fruits to total 1 cup, e.g., two different vegetables, two different fruits, or one vegetable and one fruit. Full-strength 100 percent vegetable or fruit juice cannot meet more than half of this requirement, i.e., counts as one of the two required servings.
- <sup>3</sup> Breads and grains must be whole grain or enriched. Breakfast cereals must be whole grain, enriched, or fortified. All products must meet the minimum serving sizes in *Serving Sizes for Grains/Breads in the CACFP*.
- <sup>4</sup> One serving of cold dry cereal must measure  $\frac{3}{4}$  cup or weigh 1 ounce, whichever is less. Breakfast cereals may be served at meals other than breakfast.
- <sup>5</sup> The serving size refers to the edible portion of cooked lean meat, poultry, or fish as served, e.g., cooked lean meat without bone.
- <sup>6</sup> Alternate protein products must meet the USDA requirements. For more information, see the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.
- <sup>7</sup> Nuts and seeds can provide only half (1 ounce) of the required 2-ounce serving of meat/meat alternates at lunch. They must be combined with another meat/meat alternate to meet the total requirement. One ounce of nuts or seeds equals 1 ounce of cooked lean meat, poultry, or fish. Tree nuts and seeds that credit as meat alternates include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios, and soynuts.



Table 5. CACFP Snack Meal Pattern for Adults <sup>1</sup>

*Serve any two of the following four components (must be two different components) <sup>2</sup>*

Food Component	Amount
<b>MILK, FLUID <sup>2</sup></b> Low-fat (1%) or fat-free milk	1 cup
<b>VEGETABLES AND FRUITS</b> Vegetables and/or fruits or full-strength juice (fruit, vegetable or combination)	½ cup
<b>GRAINS AND BREADS <sup>4</sup></b> Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal <sup>5</sup> or Cooked cereal or Cooked pasta or noodles or grains or An equivalent quantity of any combination of the above grains and breads	1 slice 1 serving ¾ cup or 1 ounce ½ cup ½ cup
<b>MEAT AND MEAT ALTERNATES</b> Lean meat or poultry or fish <sup>6</sup> or Alternate protein products <sup>7</sup> or Cheese or Cottage cheese or Egg, large or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds <sup>8</sup> or Yogurt <sup>9</sup> , plain or flavored, unsweetened or sweetened or An equivalent quantity of any combination of the above meat and meat alternates	1 ounce 1 ounce 1 ounce ¼ cup ½ ¼ cup 2 tablespoons 1 ounce 4 ounces or ½ cup

◀ See next page for important menu planning notes ▶

Table 5. CACFP Snack Meal Pattern for Adults <sup>1</sup>, continued

## Menu Planning Notes for Snack

- <sup>1</sup> The meal pattern shows the minimum amounts of each component that the CACFP facility must make available to each participant to claim reimbursement for the meal. Participants may be served larger portions but not less than the minimum quantities specified.
- <sup>2</sup> Snack must consist of two food items, each from a different food component. For example, fruit juice and carrot sticks are not a reimbursable snack because both items are from the vegetables/fruits component. Juice cannot be served when milk is the only other snack component.
- <sup>3</sup> Fluid low-fat (1%) or fat-free milk must be provided as a beverage. Whole and reduced-fat (2%) milk cannot be served.
- <sup>4</sup> Breads and grains must be whole grain or enriched. Breakfast cereals must be whole grain, enriched, or fortified. All products must meet the minimum serving sizes in *Serving Sizes for Grains/Breads in the CACFP*.
- <sup>5</sup> One serving of cold dry cereal must measure  $\frac{3}{4}$  cup or weigh 1 ounce, whichever is less. Breakfast cereals may be served at meals other than breakfast.
- <sup>6</sup> The serving size refers to the edible portion of cooked lean meat, poultry, or fish as served, e.g., cooked lean meat without bone.
- <sup>7</sup> Alternate protein products must meet the USDA requirements. For more information, see the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.
- <sup>8</sup> One ounce of nuts or seeds equals 1 ounce of cooked lean meat, poultry, or fish. Tree nuts and seeds that credit as meat alternates include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios, and soynuts.
- <sup>9</sup> To increase nutrient variety, yogurt should not be served when milk is the only other snack component.



## EARLY IMPLEMENTATION OF NEW CACFP ADULT MEAL PATTERN

Some provisions of the updated adult meal pattern requirements are consistent with the current CACFP adult meal pattern requirements, and can be implemented whenever feasible for the CACFP facility. These include:

- serving fat-free flavored milk;
- serving whole grain-rich foods;
- eliminating grain-based desserts;
- serving breakfast cereals with no more than 6 grams of sugar per dry ounce;
- serving yogurt with no more than 23 grams of sugar per 6 ounces;
- limiting juice to no more than one meal per day, including snack; and
- not deep-fat frying foods on-site, i.e., cooking by submerging food in hot oil or other fat.



CACFP facilities may begin to implement these provisions as part of reimbursable CACFP meals and snacks at any time, as long as they are in place by October 1, 2017.

Other provisions of the updated adult meal patterns are not allowed under the current CACFP adult meal patterns. The CSDE will be issuing future guidance regarding the early implementation of these provisions. In the meantime, provisions that are inconsistent with the current CACFP adult meal pattern requirements cannot be implemented as part of reimbursable meals.

The USDA's [CACFP Nutrition Standards for CACFP Meals and Snacks](#) Web page includes more information on the new CACFP meal pattern requirements.

- *New Child and Adult Care Food Program Meal Patterns: Child and Adult Meals* (USDA): [www.fns.usda.gov/sites/default/files/cacfp/CACFP\\_childadultmealstandards.pdf](http://www.fns.usda.gov/sites/default/files/cacfp/CACFP_childadultmealstandards.pdf)
- *Adult Meal Pattern* (USDA): [www.fns.usda.gov/sites/default/files/cacfp/CACFP\\_adultmealpattern.pdf](http://www.fns.usda.gov/sites/default/files/cacfp/CACFP_adultmealpattern.pdf)
- *Child and Adult Care Food Program Meal Pattern Revision: Best Practices* (USDA): [www.fns.usda.gov/sites/default/files/cacfp/CACFP\\_bestpractices.pdf](http://www.fns.usda.gov/sites/default/files/cacfp/CACFP_bestpractices.pdf)
- *Final Rule: Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010* (USDA): <https://www.gpo.gov/fdsys/pkg/FR-2016-04-25/pdf/2016-09412.pdf>

## 2 — Menu Planning

A written menu is critical for documenting compliance with the CACFP meal pattern requirements. Each CACFP facility must have a “menu of record” on file to document the specific meal pattern components served to all enrolled participants each day. The CACFP facility must maintain all menus on file with other required CACFP records in accordance with Section 226.10(d) of the CACFP regulations.

### WRITING MENUS FOR COMPLIANCE

Adult day care centers claiming meals for CACFP reimbursement must ensure that all menus comply with the USDA meal pattern requirements. The CSDE will disallow reimbursement for any meals that do not meet the CACFP meal pattern requirements for food components (meat/meat alternates, grains/breads, vegetables/fruits and milk) and serving sizes.



All CACFP facilities must develop menus that represent the actual food components served for each meal type (breakfast, lunch, supper, and snack) claimed for reimbursement. The menu must identify the date of the meal service and all food items served. Cycle menus or menus developed in advance of service must specify the month and day, and indicate any menu substitutions that occur. For more information on cycle menus, see “[Using Cycle Menus](#)” in this section.

### MENU FORMS

The menu form is an important tool to help CACFP facilities comply with the CACFP meal pattern requirements. Using an appropriate menu form makes it easier to ensure that all meals and snacks include the required food components in the proper portion sizes. When reviewing CACFP adult day care menus for meal pattern compliance, CSDE staff cannot assume meal components are offered if they are not specifically indicated on the menu.

The menu form should be easy to read, and should assist menu planners with including all required food components and portion sizes. The CSDE strongly discourages the use of blank calendars as menu forms because meal pattern components are often omitted or serving sizes may be insufficient. This may result in menus that do not comply with CACFP requirements. Meals with missing food components or insufficient portion sizes are not reimbursable in the CACFP.

The CSDE’s sample CACFP weekly menu forms help menu planners include all required CACFP meal pattern components in the appropriate portion size. The sample menu forms include the three forms below.

- Menu Form 1 – Breakfast, Lunch and Snack
- Menu Form 2 – AM Snack, Lunch and PM Snack
- Menu Form 3 – Lunch and Snack

These menu forms are available in the Meal Pattern Requirements section of the CSDE's [Nutrition Policies and Guidance for Adult Day Care Centers](#) Web page. CACFP facilities may adapt these forms to fit individual program needs. If a CACFP facility chooses to use a different menu format, it should contain guidance regarding the required food components and portion sizes for each meal served (breakfast, lunch, supper, and snack).

For sample adult day care menus, see the ICN's *Adult Day Care Resource Manual for the USDA Child and Adult Care Food Program*.

## USING CYCLE MENUS

The CSDE strongly encourages CACFP facilities to use cycle menus for meals and snacks. A cycle menu is a series of menus planned for a specific period of time, with a different menu for each day. Cycle menus can help CACFP facilities to increase variety, control food cost and save time.

The CSDE recommends a period of at least four weeks for cycle menus. This time period increases the variety of meals offered and ensures that participants are not served the same combination of foods too often. The resources below contain additional information on cycle menus.

- *Adult Day Care Using Cycle Menus: Lesson 8* (ICN):  
[www.nfsmi.org/documentlibraryfiles/PDF/20071128010746.pdf](http://www.nfsmi.org/documentlibraryfiles/PDF/20071128010746.pdf)
- *Using Cycle Menus* (ICN):  
[www.nfsmi.org/documentlibraryfiles/PDF/20080609043900.pdf](http://www.nfsmi.org/documentlibraryfiles/PDF/20080609043900.pdf)
- *Using Cycle Menus to Control Food Costs* (ICN):  
[www.childnutritioninstitute.org/documentlibraryfiles/PDF/20131105115523.pdf](http://www.childnutritioninstitute.org/documentlibraryfiles/PDF/20131105115523.pdf)

For more resources, see the CSDE's *Menu Planning and Food Production* resources list. For more information on cycle menus, see the ICN's *Adult Day Care Resource Manual for the USDA Child and Adult Care Food Program*.

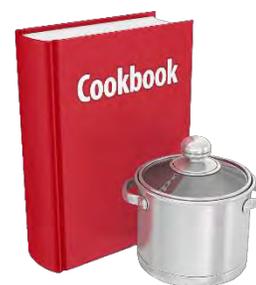


## DOCUMENTING SERVING SIZES

Meals with inadequate portion sizes are not reimbursable. CACFP facilities must be able to document that all meals and snacks comply with the required serving sizes of the CACFP adult meal pattern. CACFP facilities should use the USDA's *Food Buying Guide for Child Nutrition Programs* to determine the correct amount of food to meet the serving sizes of the CACFP adult meal pattern. For more information, see "Using the Food Buying Guide" in the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.

In addition to using an appropriate menu planning form, the CSDE recommends developing a system to document the actual serving sizes provided for each meal. Examples include maintaining a list of serving sizes for common items, indicating serving sizes for each menu item on a production record, and using standardized recipes.

When CACFP facilities prepare food on site from scratch, recipes must document that a serving provides the appropriate portion size of each meal component being credited. For example, if the CACFP facility counts macaroni and cheese as the meat/meat alternates and grains/breads components at lunch, the recipe must indicate that each serving contains 2 ounces of cheese and 1 cup of pasta. For more information, see "Determining Servings of Meal Pattern Components" in the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.



### Production Records

The USDA regulations require that CACFP facilities must document compliance with the adult meal pattern, and maintain records of food purchases. Production records are not required in the CACFP. However, using a production record enables CACFP facilities to provide the appropriate documentation that daily meals and snacks comply with the meal pattern requirements.

A production record is a working tool that outlines the type and quantity of foods that need to be purchased and available for the meal service. A production record form should include the:

- name of site;
- meal date;
- meal type (breakfast, lunch, snack or supper);
- food components and other items, including substitutions and condiments;
- recipe or food product used;
- planned number of portions and serving sizes;
- total amount of food prepared;
- actual number of reimbursable meals or snacks served;
- actual number of nonreimbursable meals or snacks served; and
- amount of leftover food.

The CSDE's sample CACFP production records help menu planners document compliance with the adult meal pattern. The sample production records include the four forms below.

- Production Record 1 – Any Meal
- Production Record 2 – Breakfast, Lunch and Snack
- Production Record 3 – AM Snack, Lunch and PM Snack
- Production Record 4 – Lunch and Snack

These forms are available in the Meal Pattern Requirements section of the CSDE's [Nutrition Policies and Guidance for Adult Day Care Centers](#) Web page. CACFP facilities may adapt these forms to fit individual program needs.

The resources below provide more information on production records.

- *Adult Day Care Resource Manual for the USDA Child and Adult Care Food Program* (ICN): [www.nfsmi.org/documentlibraryfiles/PDF/20071128104309.pdf](http://www.nfsmi.org/documentlibraryfiles/PDF/20071128104309.pdf)
- *Production Records: A Tool to Use* (ICN): [www.nfsmi.org/DocumentDownload.aspx?id=1839](http://www.nfsmi.org/DocumentDownload.aspx?id=1839)
- *Sample Menu Production Record* (USDA): [www.fns.usda.gov/sites/default/files/appendk.pdf](http://www.fns.usda.gov/sites/default/files/appendk.pdf)

### Standardized Recipes

The CSDE strongly encourages the use of standardized recipes to ensure that menus provide the correct CACFP meal pattern components and portion sizes. Standardized recipes are tested and adapted for use by the food service operation. They produce the same good results and yield every time when the exact procedures are used with the same type of equipment, and the same quantity and quality of ingredients.

CACFP facilities can use existing standardized recipes such as USDA recipes, or standardize their own local recipes. For more information on standardized recipes, see the Institute of Child Nutrition's (ICN) *Adult Day Care Resource Manual for the USDA Child and Adult Care Food Program* and *Measuring Success with Standardized Recipes*.



## MENU PLANNING RESOURCES

The resources below can assist CACFP facilities with planning meals and snacks to meet the CACFP requirements.

- *Adult Day Care Resource Manual for the USDA Child and Adult Care Food Program* (ICN):  
[www.nfsmi.org/documentlibraryfiles/PDF/20071128104309.pdf](http://www.nfsmi.org/documentlibraryfiles/PDF/20071128104309.pdf)
- *Food Buying Guide for Child Nutrition Programs* (USDA):  
[www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs](http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)
- Food Buying Guide Online Calculator (USDA)  
<http://fbg.nfsmi.org/>
- Healthy Meals Resource System (USDA):  
<http://healthymeals.nal.usda.gov/>
- Institute of Child Nutrition (ICN):  
[www.nfsmi.org/](http://www.nfsmi.org/)
- Nutrition Resource Library (USDA):  
[www.fns.usda.gov/tn/resource-library](http://www.fns.usda.gov/tn/resource-library)
- USDA Standardized Recipes (USDA):  
[www.fns.usda.gov/usda-standardized-recipe](http://www.fns.usda.gov/usda-standardized-recipe)
- What's Cooking? USDA Mixing Bowl (USDA):  
[www.whatscooking.fns.usda.gov/](http://www.whatscooking.fns.usda.gov/)



## RECOMMENDATIONS FOR MENU PLANNING

The CSDE strongly encourages CACFP facilities to consider the *Dietary Guidelines for Americans* when planning CACFP menus. The *Dietary Guidelines* contains recommendations that help Americans make healthy food and beverage choices. It focuses on choosing a variety of nutrient-dense foods (vegetables, fruits, whole grains, low-fat and nonfat milk products, lean meats, fish, poultry, and dry beans), while limiting added sugars, saturated fats, and sodium. For more information, see the CSDE's *Planning Healthy Meals in CACFP Adult Day Care Centers*.

*Effective October 1, 2017, the final rule better aligns the CACFP meal pattern with the Dietary Guidelines. It requires CACFP adult day care centers to serve more whole grains and a greater variety of vegetables and fruits, and reduce the amount of added sugars and solid fats in meals.*

## MENU PLANNING CONSIDERATIONS

The guidance below assists CACFP facilities with planning menus to meet the meal pattern requirements. For additional guidance on crediting foods, see the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.

### Milk

- Milk must be pasteurized, meet all state and local requirements and contain vitamins A and D at levels specified by the Food and Drug Administration (FDA).
- The adult meal pattern requires low-fat (1%) or fat-free milk. Lactose-free or lactose-reduced milk credit the same as regular milk.



*Effective October 1, 2017, the final rule requires unflavored low-fat (1%) or unflavored or flavored fat-free (skim) milk. The CSDE encourages CACFP facilities to serve only unflavored milk. The final rule also allows adult day care centers to serve yogurt in place of milk once per day.*

- Reduced-fat (2%) milk and whole milk cannot be served to participants without a disability. If a participant has a disability that requires reduced-fat or whole milk, the CACFP facility can make the substitution prescribed in the medical statement signed by a recognized medical authority. For more information, see the CSDE's *Accommodating Special Diets in CACFP Adult Day Care Programs*.
- Any nondairy milk substitutes, such as soy milk, must meet the USDA nutrition standards for fluid milk substitutes. For more information, see the CSDE's handout, *Allowable Milk Substitutions for Participants with Disabilities in the CACFP*, and the CSDE's *Accommodating Special Diets in CACFP Adult Day Care Programs*.
- Milk cannot be served when juice is the only other snack component.

## Grains/Breads

- All grain products must be whole grain or enriched. Breakfast cereals must be whole grain, enriched or fortified. Bran and germ credit the same as enriched or whole-grain meal or flour.
- For best nutrition, serve whole grains most often (see [table 6](#)), and substitute whole grain-rich (WGR) products for enriched products.
  - Whole grains consist of the entire grain kernel, including the starchy endosperm, fiber-rich bran and nutrient-rich germ.
  - WGR products contain at least 50 percent whole grains, any other grain ingredients are enriched, and any noncreditable grains are less than two percent of the product formula. Examples of noncreditable grains include fiber, bran, germ and modified food starch (including potato, legume, and other vegetable flours).

*Effective October 1, 2017, the final rule requires that grains must be WGR, or contain enriched meal or flour. Bran and germ no longer credit toward the grains component. In addition, at least one serving per day, across all eating occasions, must be WGR.*



- Menu planners should consult the USDA's [Food Buying Guide for Child Nutrition Programs](#) to determine the crediting information for specific grains/breads.
- All purchased grains/breads must meet the minimum serving sizes in [Serving Sizes for Grains/Breads in the CACFP](#). CACFP facilities can determine the appropriate serving size for purchased grains/breads using the CSDE's [Worksheet 1: Crediting Purchased Grains/Breads in CACFP Adult Centers](#).
- Breakfast cereals must meet the serving size requirements for either measure (cups) or weight (ounces), whichever is less. CACFP facilities can determine the appropriate serving size for cereals using the CSDE's [Worksheet 2: Crediting Breakfast Cereals in CACFP Adult Centers](#). Breakfast cereals may be served in meals other than breakfast.
- Recipes for grains/breads made on site from scratch in the adult day care center must be evaluated for CACFP crediting information. For family-size recipes, use the CSDE's [Worksheet 3: Crediting Family-size Recipes for Grains/Breads in CACFP Adult Centers](#). For quantity recipes, use the CSDE's [Worksheet 4: Crediting Quantity Recipes for Grains/Breads in CACFP Adult Centers](#).

For more information on crediting grain products, see the Grains/Bread section of the CSDE's [Crediting Foods in CACFP Adult Day Care Centers](#).

Table 6. Whole-grain Products and Ingredients

Barley	Rye	Wheat (white) <sup>4</sup>
Dehulled barley	Whole rye	Whole white wheat
Dehulled-barley flour	Rye berries	Whole white wheat flour
Hulled or hull-less barley	Whole-rye flour	
Whole barley	Whole-rye flakes	Wild rice
Whole-barley flakes		Wild rice
Whole-barley flour	Wheat (red) <sup>2</sup>	Wild rice flour
Whole-grain barley	Bulgur (cracked wheat)	
Whole-grain barley flour	Bromated whole-wheat flour	Less common grains
	Cracked wheat	Amaranth
Brown rice	Crushed wheat	Buckwheat,
Brown rice	Entire-wheat flour	buckwheat groats
Brown rice flour	Graham flour	Einkorn
	Sprouted wheat	Emmer (farro)
Corn	Sprouted wheat berries	Kamut®
Masa (whole corn treated with lime) <sup>1</sup>	Stone ground whole-wheat flour <sup>3</sup>	Millet
Whole corn	Toasted crushed whole wheat	Quinoa
Whole-corn flour	Wheat berries	Sorghum (milo)
Whole cornmeal	Whole bulgur	Spelt
Whole-grain corn flour	Whole durum flour	Teff
Whole-grain grits	Whole durum wheat flour	Triticale
Whole-ground corn	Whole-grain bulgur	
	Whole-grain wheat	
Oats	Whole wheat	
Oat groats	Whole-wheat flour	
Oatmeal, including old-fashioned, quick-cooking and instant	Whole-wheat pastry flour	
Rolled oats	Whole-wheat flakes	
Whole oats		
Whole-oat flour		



<sup>1</sup> Masa (often used in tortilla products) is a whole grain only if the manufacturer provides documentation that the manufacturing process used to prepare the corn with lime retains the pericarp (bran layer).

<sup>2</sup> Red wheat is the most common kind of wheat in the United States.

<sup>3</sup> “Stone ground” describes the process used for making the flour or meal and does not necessarily mean that the product is whole grain. Look for “whole” in combination with “stone ground” in the ingredients statement.

<sup>4</sup> White whole-wheat products are lighter in color and lack the slightly bitter taste associated with the bran in red wheat. Read labels carefully to be sure products are “white whole wheat” and not “white wheat,” which is not a whole grain.

## Meat and Meat Alternates

- Meat/meat alternates include cooked lean meat, poultry, or fish, cheese, cottage cheese, beans and peas (legumes), eggs, nut and seed butters, nuts, seeds, yogurt, and alternate protein products (APPs). Legumes can credit as either a meat/meat alternate or vegetable, but not both in the same meal.

*Effective October 1, 2017, the final rule allows tofu and other soy products to credit as meat/meat alternates. It also requires that yogurt contains no more than 23 grams of sugar per 6 ounces.*

- Menu planners should consult the USDA's *Food Buying Guide for Child Nutrition Programs* to determine the crediting information for specific meat/meat alternates. A 1-ounce serving of meat/meat alternate equals:

- 1 ounce of lean meat, poultry, or fish;
- 1 ounce of cheese (reduced-fat or low-fat recommended);
- ¼ cup of cottage cheese (reduced-fat or low-fat recommended);
- 2 ounces of cheese food/spread or cheese substitute (reduced-fat or low-fat recommended);
- ¼ cup of cooked beans and peas (legumes), e.g., kidney beans, chick peas (garbanzo beans), lentils, and split peas;
- ½ large egg;
- 2 tablespoons of nut or seed butters, e.g., peanut butter, almond butter, cashew butter and sunflower seed butter;
- 1 ounce of nuts or seeds, e.g., almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, pine nuts, pistachios, soynuts, and walnuts;
- ½ cup of yogurt (plain or flavored); and
- 1 ounce of APP that meets the USDA requirements for APP. For information on determining if an APP is creditable, see the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.

- Amounts in the meat/meat alternate component refer to the edible portion, i.e., cooked, lean meat without bone. All serving sizes of meat/meat alternate must contain the appropriate size edible portion before any other ingredients are added. For example, tuna salad at lunch or supper must contain 2 ounces of tuna before added ingredients such as mayonnaise, celery, and seasonings.



- When CACFP menus include commercially prepared foods such as beef stew and breaded chicken patties, menu planners must ensure that these products provide the actual amount of the meal component being credited. For example, to credit a commercially prepared burrito as 2 ounces of meat/meat alternates, the product must have a Child Nutrition (CN) label or a product formulation statement (PFS) that indicates the amount of meat, beans and cheese in one serving. For more information, see the CSDE’s handouts, *Using Child Nutrition (CN) Labels in the CACFP* and *Using Product Formulation Statements in the CACFP*.
- The serving size of cooked legumes does not include any liquid added to the product, such as the sauce in baked beans. For example, if the menu planner credits ½ cup of baked beans as 2 ounces of meat/meat alternate, the serving must contain ½ cup of beans, not including any sauce.
- Bacon and cream cheese do not credit as a meat/meat alternate. They are low in protein and high in fat. For more information, see “[Noncreditable Foods](#)” in this section.
- Meat products without binders and extenders credit based on the actual serving weight, e.g., 1 ounce of meat provides 1 ounce of meat/meat alternate. Table 7 shows some examples of binders and extenders.
- Meat products with binders and extenders (see table 7) cannot credit based on the amount served. For example, 1 ounce of deli turkey that contains modified food starch cannot credit as 1 ounce of meat/meat alternate. This product credits based on the actual percentage of turkey in the product formula, which must be documented by the PFS.



Table 7. Examples of Binders and Extenders \*

Agar-agar	Dried milk	Reduced minerals
Algin (a mixture of sodium alginate, calcium carbonate and calcium gluconate/lactic acid)	Dry or dried whey	Sodium caseinate
Bread	Enzyme (rennet) treated	Soy flour (APP) **
Calcium-reduced dried skim milk	calcium-reduced dried skim milk and calcium lactate	Soy protein concentrate (APP) **
Carrageenan	Gums, vegetable	Starchy vegetable flour
Carboxymethyl cellulose (cellulose gum)	Isolated soy protein (APP) **	Tapioca dextrin
Cereal	Locust bean gum	Vegetable starch
	Methyl cellulose	Wheat gluten
	Modified food starch	Whey
	Reduced lactose whey	Whey protein concentrate (APP) **
		Xanthan gum

\* Binders and extenders are defined by the USDA Food Safety and Inspection Service (FSIS) Regulations, [9 CFR 318.7](#).

\*\* Products can contain these ingredients if they meet the USDA requirements for APPs. For more information on APPs, see the CSDE’s *Crediting Foods in CACFP Adult Day Care Centers*.

For more information on crediting meat and meat alternate products, see the Meat/Meat Alternates section of the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*, and the CSDE's handout, *Accepting Processed Product Documentation in the CACFP*.

## Vegetables and Fruits

- Menu planners should consult the USDA's *Food Buying Guide for Child Nutrition Programs* to determine the crediting information for specific fruits and vegetables. The CACFP meal pattern serving size of all fruits and vegetables is based on volume (cups).
- Vegetables include fresh, frozen, and canned. A serving of cooked vegetables must be drained. For example, a serving of canned corn cannot include the water in which it is packed.
- Legumes (cooked dry beans and peas) credit as either a vegetable or a meat/meat alternate, but not both in the same meal.
- Fruits include fresh, frozen, dried, and canned. Choose canned fruits in water, fruit juice, or light syrup. A serving of canned fruit may include the 100 percent juice in which the fruit is packed, but cannot include water or syrup.
- Juice must be pasteurized 100 percent full-strength fruit juice, vegetable juice, or a combination of fruit and vegetable juice. It can be fresh, frozen, or made from concentrate. Juice may be served liquid or frozen, e.g., full-strength frozen juice pops.
  - Juice cannot be served when milk is the only other snack component.
- The CSDE encourages CACFP facilities to offer a vegetable or fruit as one of the daily snack components.

*Effective October 1, 2017, the final rule requires that the serving size of all fruits and vegetables is based on their volume as served, except that 1/4 cup of dried fruit credits as 1/2 cup of fruit and 1 cup of leafy greens (e.g., lettuce and spinach) credits as 1/2 cup of vegetables.*



*Effective October 1, 2017, the final rule allows pasteurized full-strength juice to meet the vegetables or fruits component at only one meal per day, including snack. Only one snack component can be a beverage.*



## Noncreditable Foods

- Noncreditable foods cannot credit toward the CACFP meal pattern. Examples include popcorn, potato chips, pudding, ice cream, gelatin, cream cheese, bacon, and condiments (e.g., syrup, jam, ketchup, mustard, mayonnaise, and butter). Noncreditable foods are generally high in fat, sugars and sodium, and contain few nutrients.
- A snack menu that includes a noncreditable food must also include the minimum required serving size of at least two meal pattern components. For example, a snack of strawberry gelatin (noncreditable food), graham crackers (grains/breads component), and low-fat milk (milk component) is only reimbursable if the milk and graham crackers provide the minimum serving.
- Examples of noncreditable grains/breads include products that are not whole grain or enriched.
- Examples of noncreditable vegetables include pickle relish, tomato catsup, chili sauce, dehydrated vegetables used for seasoning, and snack-type foods made from vegetables, such as potato chips and popcorn.
- Examples of noncreditable fruits include fruit snacks (e.g., roll-ups, wrinkles, twists and yogurt-covered fruit snacks), banana chips, 100 percent fruit strips (e.g., fruit leathers), jam or jelly, and juice drinks that are not 100 percent juice such as grape juice drink, orange juice drink, pineapple-grapefruit drink, cranberry juice cocktail, and lemonade.
- Examples of noncreditable meat/meat alternates include bacon, cream cheese, and dried meat or poultry snacks such as smoked meat snack sticks, pepperoni sticks, and beef or turkey jerky.

For more information, see the CSDE's handout, [Noncreditable Foods in CACFP Adult Day Care Centers](#), and the CSDE's [Crediting Foods in CACFP Adult Day Care Centers](#).



## USDA BEST PRACTICES

In addition to modifying the meal pattern requirements, the USDA final rule includes optional best practices to provide the healthiest environment for participants, and ensure they are getting the optimal benefit from CACFP meals. The CSDE strongly encourages CACFP facilities to follow these recommendations.

### Milk

- Serve only unflavored milk to all participants.
- If serving flavored milk, use the Nutrition Facts Label to select flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces. If flavored milk within this sugar limit is not available, choose the flavored milk with the lowest amount of sugar.



*Effective October 1, 2017, the final rule requires unflavored low-fat (1%) or unflavored or flavored fat-free (skim) milk. The CSDE encourages CACFP adult day care centers to serve only unflavored milk.*

### Grains

- Provide at least two servings of WGR grains per day. WGR foods contain at least 50 percent whole grains, any other grain ingredients are enriched, and any noncreditable grains such as bran, germ, and modified food starch are less than two percent of the product formula. For information on whole grains, see [table 6](#) in this section.

*Effective October 1, 2017, the final rule requires at least one serving of WGR grains per day. Beginning October 1, 2019, serving sizes must comply with ounce equivalents for creditable grains.*

### Meat and Meat Alternates

- Serve only lean meats, nuts and legumes.
- Limit processed meats to no more than one serving per week.
- Serve only natural cheeses and choose low-fat or reduced-fat cheeses. Natural cheese is cheese that is produced directly from milk, such as cheddar, Colby, Monterey Jack, mozzarella, muenster, provolone, Swiss, feta, and brie.



## Vegetables and Fruits

- Make at least one of the two required snack components a vegetable or a fruit.
- Serve a variety of fruits and choose whole fruits (fresh, canned, frozen, or dried) more often than juice.
- Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables each week. These are the five vegetable subgroups recommended by the *Dietary Guidelines for Americans* and the vegetables group of Choose MyPlate. Table 8 identifies some commonly eaten vegetables in each of the five subgroups.

*Effective October 1, 2017, the final rule allows pasteurized full-strength juice to meet the vegetables or fruits component at only one meal per day, including snack.*



## Additional Best Practices

- Incorporate seasonal and locally produced foods into meals. For more information, see the USDA's [Farm to School](#) Web page, and the CSDE's [Farm to School](#) Web page.
- Limit purchased pre-fried foods to no more than one serving per week. Pre-fried foods are commercially prepared foods such as meats, poultry, fish, and vegetables that are fried by the manufacturer during preparation. They are usually cooked by the food service operation in the oven or microwave. Pre-fried foods include refrigerated or frozen items that are breaded or battered, most frozen potato products, and most frozen products described as "crispy" or "crunchy." Examples include chicken nuggets, chicken patties, fish sticks, french fries, tater tots, hash browns, and onion rings.

*Effective October 1, 2017, the final rule prohibits deep-fat frying foods on site, i.e., cooking by submerging food in hot oil or other fat.*



- Avoid serving noncreditable foods that are sources of added sugars. Examples include sweet toppings (e.g., honey, jam and syrup), mix-in ingredients sold with yogurt (e.g., honey, candy or cookie pieces), and sugar-sweetened beverages (e.g., fruit drinks or sodas). For more information, see the CSDE's handout, [Noncreditable Foods in CACFP Adult Day Care Centers](#), and the CSDE's [Crediting Foods in CACFP Adult Day Care Centers](#).

For more information on planning healthy menus to meet the *Dietary Guidelines for Americans*, see the CSDE's [Healthy Meals in CACFP Adult Day Care Centers](#).

Table 8. Vegetable Subgroups

DARK GREEN fresh, frozen and canned		RED/ORANGE fresh, frozen and canned	BEANS AND PEAS (LEGUMES)* Canned, frozen or cooked from dry	
<ul style="list-style-type: none"> <li>■ arugula</li> <li>■ beet greens</li> <li>■ bok choy</li> <li>■ broccoli</li> <li>■ broccoli rabe (rapini)</li> <li>■ broccolini</li> <li>■ butterhead lettuce</li> <li>■ chicory</li> <li>■ cilantro</li> <li>■ collard greens</li> <li>■ endive</li> <li>■ escarole</li> <li>■ fiddle heads</li> <li>■ grape leaves</li> <li>■ kale</li> <li>■ mesclun</li> <li>■ mustard greens</li> <li>■ parsley</li> <li>■ spinach</li> <li>■ Swiss chard</li> <li>■ red leaf lettuce</li> <li>■ romaine lettuce</li> <li>■ turnip greens</li> <li>■ watercress</li> </ul>	<ul style="list-style-type: none"> <li>■ acorn squash</li> <li>■ butternut squash</li> <li>■ carrots</li> <li>■ cherry peppers</li> <li>■ Hubbard squash</li> <li>■ orange peppers</li> <li>■ pimientos</li> <li>■ pumpkin</li> <li>■ red chili peppers</li> <li>■ red peppers</li> <li>■ salsa (all vegetables)</li> <li>■ sweet potatoes/yams</li> <li>■ tomatoes</li> <li>■ tomato juice</li> <li>■ winter squash</li> </ul>	<ul style="list-style-type: none"> <li>■ black beans</li> <li>■ black-eyed peas (mature, dry)</li> <li>■ cowpeas</li> <li>■ edamame</li> <li>■ fava beans</li> <li>■ garbanzo beans (chickpeas)</li> <li>■ Great Northern beans</li> <li>■ kidney beans</li> <li>■ lentils</li> <li>■ lima beans, (mature, dry)</li> <li>■ mung beans</li> <li>■ navy beans</li> <li>■ pink beans</li> <li>■ pinto beans</li> <li>■ red beans</li> <li>■ refried beans</li> <li>■ soy beans (mature, dry)</li> <li>■ split peas</li> <li>■ white beans</li> </ul>	<p>* Does not include green peas, green lima beans and green (string) beans</p>	
STARCHY fresh, frozen and canned		OTHER fresh, frozen and canned		
<ul style="list-style-type: none"> <li>■ black-eyed peas, fresh (not dry)</li> <li>■ corn</li> <li>■ cassava</li> <li>■ cowpeas, fresh (not dry)</li> <li>■ field peas, fresh (not dry)</li> <li>■ green bananas</li> <li>■ green peas</li> <li>■ jicama</li> <li>■ lima beans, green (not dry)</li> <li>■ parsnips</li> <li>■ pigeon peas, fresh (not dry)</li> <li>■ plantains</li> <li>■ potatoes</li> <li>■ poi</li> <li>■ taro</li> <li>■ water chestnuts</li> <li>■ yautia (tannier)</li> </ul>	<ul style="list-style-type: none"> <li>■ artichokes</li> <li>■ asparagus</li> <li>■ avocado</li> <li>■ bamboo shoots</li> <li>■ bean sprouts, cooked only (for food safety), e.g., alfalfa, mung</li> <li>■ beans, green and yellow</li> <li>■ beets</li> <li>■ breadfruit</li> <li>■ Brussels sprouts</li> <li>■ cabbage (green, red, celery, Napa)</li> <li>■ cactus (nopales)</li> <li>■ cauliflower</li> <li>■ celeriac</li> <li>■ celery</li> <li>■ chayote (mirliton)</li> <li>■ chives</li> <li>■ cucumbers</li> <li>■ daikon (oriental radish)</li> </ul>	<ul style="list-style-type: none"> <li>■ eggplant</li> <li>■ fennel</li> <li>■ garlic</li> <li>■ green chili peppers</li> <li>■ green onions (scallions)</li> <li>■ green peppers</li> <li>■ horseradish</li> <li>■ iceberg lettuce</li> <li>■ kohlrabi</li> <li>■ leeks</li> <li>■ mushrooms</li> <li>■ okra</li> <li>■ olives</li> <li>■ onions (white, yellow, red)</li> <li>■ peas in pod, e.g., snap peas, snow peas</li> <li>■ pepperoncini</li> <li>■ pickles (cucumber)</li> </ul>	<ul style="list-style-type: none"> <li>■ purple peppers</li> <li>■ radishes</li> <li>■ rhubarb</li> <li>■ rutabagas</li> <li>■ shallots</li> <li>■ sauerkraut</li> <li>■ seaweed</li> <li>■ snap peas</li> <li>■ snow peas</li> <li>■ spaghetti squash</li> <li>■ tomatillo</li> <li>■ turnips</li> <li>■ wax beans</li> <li>■ yellow peppers</li> <li>■ yellow summer squash</li> <li>■ zucchini squash</li> </ul>	

## AVOIDING COMMON MENU PROBLEMS

Each CACFP adult day care center must have a written menu documenting that all meals and snacks contain the required components and appropriate portion sizes in the CACFP adult meal pattern. The milk component must be provided as one full serving of fluid milk. The minimum creditable amounts for the other meal pattern components are 1/8 cup for vegetables/fruits, 1/4 ounce for grains/breads, and 1/4 ounce for meat/meat alternates. If a food item provides less than one full serving of a component, the menu must include additional foods to meet the minimum required serving of each component at each meal.

Menu planners can avoid common menu compliance issues by using the CSDE menu forms, and checking the CACFP meal pattern requirements. The guidance below helps CACFP facilities meet the CACFP meal pattern requirements for breakfast, lunch, supper, and snack.

### Breakfast

Breakfast must include two servings of grains/breads, one serving of vegetables/fruits, and one serving of milk.

- If the menu indicates “juice” or “fruit,” the specific varieties of juice and fruit offered must be listed on the menu or daily production record. All juice must be pasteurized full-strength juice. For more information, see “Crediting Fruit and Juices” in the CSDE’s *Crediting Foods in CACFP Adult Day Care Centers*.
- Fruit juice and fruit are both from the vegetables/fruits component, and count as only one of the three required breakfast components. For example, a breakfast menu of two servings of whole-grain cereal, one serving of orange juice, and one serving of strawberries does not comply with the CACFP breakfast meal pattern because it contains only two components (vegetables/fruits and grains/breads). For a reimbursable meal, this breakfast menu must also include one serving of milk.
- The meat/meat alternates component is optional at breakfast, e.g., eggs, cheese, sausage, peanut butter, and yogurt. Meat/meat alternates may be offered in addition to, but not in place of, the three required components.

*Effective October 1, 2017, the final rule separates the combined vegetables/fruits component into two separate components (vegetables component and fruits component). It allows pasteurized full-strength juice to meet the vegetables or fruits component at only one meal per day, including snack.*



*Effective October 1, 2017, the final rule allows meat and meat alternates to meet the entire grains component at breakfast up to three times per week. It also requires that yogurt contains no more than 23 grams of sugar per 6 ounces.*

- Grains must be enriched or whole grain, or made from enriched or whole-grain meal or flour, including bran and germ. For best nutrition, choose whole grains most often.
- If the menu indicates “cereal,” the CACFP facility must list the specific varieties (type and brand) of hot and cold cereals on the menu or daily production record. For example, “General Mills Cheerios” or “Quaker Oatmeal.”
  - Ready-to-eat breakfast cereals must be enriched or whole grain, or made from enriched or whole-grain meal or flour, including bran and germ.
  - Cereal grains (e.g., oats, barley, cornmeal and bulgur) must be whole grain, enriched, or fortified.
  - All breakfast cereals must meet the minimum serving sizes indicated in *Serving Sizes for Grains/Breads in the CACFP*. Menu planners can determine the correct serving size for cereals using the CSDE’s *Worksheet 2: Crediting Breakfast Cereals in CACFP Adult Day Care Centers*. For more information, see the CSDE’s *Crediting Foods in CACFP Adult Day Care Centers*.
- “Cereal with milk” does not indicate that the CACFP adult day care center is serving an appropriate amount of breakfast cereal or an appropriate amount or type of milk. The menu must list the specific type of cereal as one component, and the specific type of fluid milk (e.g., whole, low-fat, or fat-free) as another.
- The CSDE does not recommend dessert-type items for breakfast in the CACFP. Examples include doughnuts, pastries, sweet rolls, cakes, and toaster pastries. These foods are generally high in fat, sugars and sodium, and contain few nutrients.
- Water cannot be offered as a choice instead of milk. Only fluid milk counts as the CACFP meal pattern component for milk.

*Effective October 1, 2017, the final rule requires that grains must be whole grain-rich, or contain enriched meal or flour. Bran and germ no longer credit toward the grains component. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce. Menus must include at least one serving of WGR grains per day. Effective October 1, 2019, the final rule requires serving sizes of ready-to-eat breakfast cereals to comply with ounce equivalents for creditable grains. One ounce equivalent of cereal equals 1 cup of flakes and rounds, 1 ¼ cups of puffed cereal and ¼ cup of granola.*



*Effective October 1, 2017, the final rule requires that CACFP menus must document the type of milk served, including fat content (e.g., whole, low-fat (1%), and fat-free), and if the milk is flavored.*

*Effective October 1, 2017, the final rule eliminates grain-based desserts from the grains component.*

## Lunch and Supper

Lunch must include two servings of grains/breads, one serving of meat/meat alternates, two servings of vegetables/fruits, and one serving of milk. Supper must include two servings of grains/breads, one serving of meat/meat alternates, and two servings of vegetables/fruits. Milk is not required at supper.

*Effective October 1, 2017, the final rule requires five components for lunch and supper: milk, meat/meat alternates, vegetables, fruits, and grains.*

- Double check menus for the second serving of the vegetables/fruits component so that each lunch and supper contains either two different fruits, two different vegetables, or one fruit and one vegetable.



- If the menu includes “salad,” the CACFP facility must provide a specific description of the type of salad on the menu or production record. Examples include carrot-raisin salad, garden salad with lettuce, cucumbers, carrots and tomatoes, and fresh fruit salad with apples, oranges, bananas, and strawberries.



- The CSDE strongly recommends serving two sources of whole vegetables/fruits instead of juice. The *Dietary Guidelines for Americans* recommends that most fruits and vegetables come from whole food instead of juice. Whole fruits and vegetables provide more nutrients and fiber.

*Effective October 1, 2017, the final rule allows pasteurized full-strength juice to meet the vegetables or fruits component at only one meal per day, including snack.*

- Fruit must be from an alternate source when 100 percent juice is served. For example, a lunch menu can include apple juice and an orange, but not apple juice and an apple. Mixed juices should also meet this requirement, e.g., 100 percent cranapple juice cannot be served with an apple; 100 percent orange-pineapple juice cannot be served with an orange or with pineapple chunks.



- The Nutrition Facts label and ingredients statement on commercially prepared entrees do not provide sufficient information to document compliance with the CACFP meal pattern requirements. For commercial entree products such as breaded chicken patties, beef stew, and cheese or meat stuffed pasta (e.g., ravioli, tortellini and shells), CACFP facilities must obtain manufacturer documentation to indicate that the product contains the required amount of the meal components being counted. For example, a serving of commercial breaded chicken must provide 2 ounces of cooked chicken to credit as a meat/meat alternate at lunch or supper. This documentation must be a CN label or manufacturer’s PFS. For more information, see the CSDE’s handouts, [Using Child Nutrition \(CN\) Labels in](#)

*the CACFP* and *Using Product Formulation Statements in the CACFP*, and the Meat/Meat Alternates section of the CSDE’s *Crediting Foods in CACFP Adult Day Care Centers*.

- For combination entrees made on site from scratch in the adult day care center (e.g., lasagna, macaroni and cheese, stir-fry dishes, soups, stews, and casseroles), CACFP facilities must maintain documentation indicating that the serving size provides a sufficient quantity of each meal component being counted. For example, a stir-fry beef recipe must provide 2 ounces of cooked beef per serving to credit as a meat/meat alternate at lunch or supper. CACFP facilities can use standardized recipes and production records to document that menu items include an appropriate portion size of each meal pattern component. For more information, see “[Documenting Serving Sizes](#)” in this section.

- Bacon and cream cheese do not credit as a meat/meat alternate in the CACFP adult meal pattern. For more information, see the CSDE’s handout, *Noncreditable Foods in CACFP Adult Day Care Centers*, and the CSDE’s *Crediting Foods in CACFP Adult Day Care Centers*.



- Only certain types of commercial vegetable soups credit toward the vegetables component. Allowable commercial soups include tomato, vegetable, clam chowder with potatoes, corn chowder, minestrone, lentil, pea or bean (legumes).

- A 1-cup serving of lentil, pea, or bean soup credits as  $\frac{1}{2}$  cup of vegetables. At lunch or supper, the menu must include additional fruits or vegetables to meet the minimum required 1-cup serving of vegetables/fruits.



- A 1-cup serving of all other allowable commercial vegetable soups credits as  $\frac{1}{4}$  cup of vegetables. At lunch or supper, the menu must include additional fruits or vegetables to meet the minimum required 1-cup serving of vegetables/fruits.
- Commercial beef barley, chicken/turkey noodle, and chicken/turkey rice soup are “other” foods and do not credit toward any meal pattern component.
- Soups made on site from scratch credit based on the amount of vegetables they contain, as documented by the standardized recipe. For more information on crediting soups, see the CSDE’s *Crediting Foods in CACFP Adult Day Care Centers*.

- Fruited gelatin (gelatin with added fruit) and fruit crisps or cobblers can count as one of the two required servings of vegetables/fruits at lunch or supper, if a serving contains at least  $\frac{1}{4}$  cup fruit, as documented by the standardized recipe. The menu must include other fruits or vegetables to meet the minimum required 1-cup serving of vegetables/fruits.



- Water, coffee, tea, soda, liquid nutrition supplements, and other beverages cannot be offered as a choice instead of milk. Only fluid milk counts as the CACFP meal pattern component for milk.

## Snack

Snack must include any two of the four required components (grains/breads, meat/meat alternates, vegetables/fruits, and milk).

- Snack menus must include two **different** components. A snack cannot include only two servings of vegetables, two servings of fruits, or one serving of vegetables and one serving of fruits. For example, a snack of 1 cup of orange juice and 1 cup of fruit salad contains two food items but only one food component (vegetables/fruits). This snack would only be reimbursable if the menu also includes the minimum required serving of either grains/breads or meat/meat alternates, since milk cannot be served with juice at snack.
- Juice cannot be served when milk is the only other snack component.

- To increase nutrient variety, the CSDE recommends not serving yogurt when milk is the only other snack component.



- Consult the *Food Buying Guide* to determine the proper crediting information for an individual piece of whole fresh fruit. For example, the *Food Buying Guide* indicates that one 150-count banana, one 150-count pear, one 80-count peach, one 138-count orange, and one 2-inch diameter plum each credit as  $\frac{1}{2}$  cup of fruit.

A few whole fruits listed in the *Food Buying Guide* provide a  $\frac{3}{4}$ -cup serving in one piece of fruit. These include size 56-64 nectarines, size 56 peaches, and 120-count pears. One 125 to 138-count apple provides 1 cup of fruit.

*Effective October 1, 2017, the final rule requires that snacks must consist of any two of the five components (milk, meat/meat alternates, vegetables, fruits and grains), but only one component may be a beverage. Pasteurized full-strength juice can meet the vegetables or fruits component at only one meal per day, including snack.*

*Effective October 1, 2017, the final rule requires that yogurt contains no more than 23 grams of sugar per 6 ounces.*



- If a snack menu includes three or more different food items, at least two food items must meet the CACFP meal pattern components and serving sizes. The menu must clearly indicate which items contribute to the CACFP meal pattern, and if an appropriate serving size is provided.

- A snack menu that includes only two vegetable/fruit items (e.g., apple juice and carrot sticks) meets only one snack component (vegetable/fruit). Snack must contain two different components. To be reimbursable, this snack menu must include a third food item that provides the minimum serving of either grains/breads or meat/meat alternates, since milk cannot be served with juice at snack.



- A snack menu that includes a noncreditable food (such as ice cream or gelatin) must also include two food items that meet the required CACFP snack components and serving sizes. For example, a snack containing strawberry gelatin (noncreditable food), graham crackers (grains/breads component), and milk (milk component) contains three items but only two components. To be reimbursable in the CACFP, this snack menu must provide the appropriate serving size of both milk and graham crackers. For more information, see the CSDE's handout, *Noncreditable Foods in CACFP Adult Day Care Centers*, and the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.



- Cookies and crackers served as grains/breads must contain whole-grain or enriched flour, and meet the minimum serving sizes indicated in *Serving Sizes for Grains/Breads in the CACFP*. CACFP facilities must use the CSDE's *Worksheet 1: Crediting Purchased Grains/Breads in CACFP Adult Day Care Centers* to determine if the product is creditable and the appropriate CACFP serving size. For more information on determining the CACFP meal pattern contribution for purchased products, see the Grains/Breads section of the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.



- Dessert-type items (such as cookies, cakes, unfrosted brownies, gingerbread, and rice cereal bars) credit toward the grains/breads component only at snack, and only if they meet the USDA requirements for grains/breads.

*Effective October 1, 2017, the final rule eliminates grain-based desserts from the grains component of the CACFP meal pattern.*

- Purchased products must meet the serving sizes in *Serving Sizes for Grains/Breads in the CACFP*. CACFP facilities must use the CSDE's *Worksheet 1: Crediting Purchased Grains/Breads in CACFP Adult Day Care Centers* to determine whether the product is creditable and the appropriate CACFP serving size. For more information on determining the CACFP meal pattern contribution for purchased products, see the Grains/Breads section of the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.



- Recipes for products made on site from scratch must be evaluated for proper crediting information. For family-size recipes, use the CSDE's *Worksheet 3: Crediting Family-size Recipes for Grains/Breads in CACFP Adult Day Care Centers*. For quantity recipes, use the CSDE's *Worksheet 4: Crediting Quantity Recipes for Grains/Breads in CACFP Adult Day Care Centers*. For information on how to evaluate recipes for the CACFP meal pattern contribution, see the Grains/Breads section of the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.
- Dessert items that meet the grains/breads component cannot be served more than twice per week between all snacks (morning, afternoon and evening) provided in the CACFP. For example, if cookies are served on Monday and cake is served on Thursday, no other dessert-type items can be served at any other snack that week.
- Most grain-based desserts are high in fat, added sugars and sodium. They should be served infrequently, if at all.

- Pudding, ice cream, popcorn and potato chips do not credit toward the CACFP meal components. For more information on noncreditable foods, see the CSDE's handout, *Noncreditable Foods in CACFP Adult Day Care Centers*, and the CSDE's *Crediting Foods in CACFP Adult Day Care Centers*.



- CACFP facilities should serve water with snacks when no other beverage is being served. Water does not credit as a snack component.

## 3 — Meal Service

This section addresses the meal service requirements for the CACFP, including congregate setting, family-style meal service, intent to participate in the meal service, meals consumed off site, and offer versus serve.

### CONGREGATE SETTING

All meals provided through the CACFP must be consumed in a congregate setting. All of the adult participants in the CACFP facility must eat their meals together in a central location. If a CACFP facility has more than one room where meals can be served, contact the CSDE for compliance information (see “[CSDE Contact Information](#)” at the beginning of this guide).

### FAMILY-STYLE MEAL SERVICE

Family style is a type of meal service that allows participants to serve themselves from common platters of food, with assistance from supervising staff members if needed. Unlike cafeteria lines, unitized meals and preset service methods, family-style meal service can enhance adult participants’ acceptability of offered foods. Family-style meal service has the benefit of providing latitude in the size of initial servings, because replenishment is readily available at each table.

While allowable in adult day care centers, the implementation of family-style meal service may not be practical, due to individual participant restrictions. When implementing family-style meal service, CACFP facilities must follow the practices below to ensure CACFP compliance and be eligible for reimbursement.

- A sufficient amount of prepared food and low-fat (1%) or fat-free milk must be placed on each table to provide the full-required portions of each food component for all participants at the table, and if applicable, to accommodate the supervising staff members.
- Family-style meal service allows participants to make choices in selecting foods and the size of initial servings. Adult day care center staff should initially offer participants the full-required portion of each meal component.
- During the course of the meal, the supervising staff members are responsible for actively encouraging each participant to accept service of the full-required portion for each food component of the CACFP adult meal pattern. For example, if a participant initially refuses a food component or does not accept the full-required portion, the supervising staff members should offer the food component to the participant again.

Meals served family style following these guidelines are eligible for reimbursement, even if supervising staff members do not eat with the participants. For more information, see [FNS Instruction 783-9 Revision 2: Family Style Meal Service in the Child and Adult Care Food Program](#).

### INTENT TO PARTICIPATE IN THE MEAL SERVICE

To claim a meal or snack for CACFP reimbursement, adults attending the day care center must participate in the meal service or have the intent to participate in the meal service. An adult who makes no attempt (i.e., has no intent) to join other adults at the meal or snack cannot be included in the reimbursable meal count, even if he or she was asked by the staff to participate.

CACFP regulations allow for reimbursement of meals that are served and eaten by enrolled participants. They do not allow for reimbursement of ordered or plated meals. If a CACFP facility uses pre-plated meals or staff serve the participants, it may be difficult to judge the adult's intent to participate in the meal service. If an adult attending the day care center refuses a meal that is pre-plated or served by a staff member, the CACFP facility cannot claim the meal for reimbursement. The adult must show intent, e.g., coming willingly to the table, helping himself or herself to food or asking to be served, and attempting to eat the meal. The meal does not have to be **eaten** to be claimed, but the participant must demonstrate the **intent** to eat.

When an adult who clearly has no intent to participate is forced to come to the table or forced to put food on his or her plate, the CACFP facility cannot claim the meal for reimbursement. An adult may not have the intent to participate in a meal for many reasons, such as being sick, tired or upset. The scenarios in table 9 help to illustrate the principle of an adult's intent to eat and when CACFP meals can be claimed.



Table 9. Examples of Adult Participants' Intent to Eat

SCENARIO	CAN THE MEAL BE CLAIMED?
<p>An adult participant typically chooses not to participate in the meal service. A staff member forces the adult to come and sit at the table, and serves the adult some food. The adult does not eat.</p>	<p>No. The meal cannot be claimed for reimbursement because the adult has not chosen (i.e., has no intent) to participate in the meal. Since the staff member knows this adult typically does not eat, it would be clear that the adult did not intend to participate.</p> <p>If the adult participant willingly comes to the table and chooses to take a serving of food, but then does not eat, the meal would be reimbursable. In this case, the adult has the intent to eat, even if he or she did not follow through.</p>
<p>At snack time, an adult participant is upset. A staff member asks her to come to the table and she refuses.</p>	<p>No. The meal cannot be claimed for reimbursement because the adult has chosen not to participate.</p>
<p>An adult participant willingly comes to the table at mealtime. He helps himself to several meal components, takes one bite, then stops eating because he does not feel well.</p>	<p>Yes. The meal may be claimed for reimbursement because the adult chose to participate and had the intent to eat, even though he changed his mind when he did not feel well.</p>
<p>An adult participant gets sick just before lunch, and does not participate in the meal service.</p>	<p>No. The meal cannot be claimed for reimbursement because the adult does not have the intent to participate in the meal.</p>
<p>An adult <b>participant's family provides</b> a sandwich for lunch, and the participant eats the vegetables and fruit provided by the adult day care center.</p>	<p>No. Even though the adult chose to participate in the meal, the meal cannot be claimed for reimbursement because the CACFP facility did not provide all required meal components. Meals containing family-provided components are not reimbursable and cannot be claimed by the CACFP facility. The only exception is when a participant without a disability has a special dietary need documented by a medical statement signed by a recognized medical authority, and the CACFP facility has received prior permission from the CSDE for the family-provided component. For more information, see <a href="#">"Family-provided Meals and Snacks"</a> in this section.</p>



### MEALS CONSUMED OFF SITE

The USDA regulations define meals as foods meeting the nutrition requirements that are served to enrolled participants **at the adult day care facility**. CACFP facilities receive reimbursement for meals and snacks served to participants on the premises. A meal consumed off site is not reimbursable because a participant who has left the premises is no longer participating in the activities of the institution.

If a participant leaves the meal service early, uneaten meal or snack components cannot be packed “to go.” By leaving the facility and consuming the food off site, the participant is not participating in the meal or snack service with the rest of the group. These meals or snacks cannot be claimed for CACFP reimbursement.

The CACFP is a congregate feeding program intended to provide meals that are consumed on site unless participants are on an approved field trip. Meals served on field trips are reimbursable if they meet the CACFP meal pattern requirements, and are served and consumed as part of a related function of the CACFP facility.

### OFFER VERSUS SERVE

Offer versus serve (OVS) is an optional provision for adult participants to choose what they will eat while allowing the meal to remain eligible for reimbursement. All required CACFP meal items must be offered (made available) to each eligible adult, but the participant may decline one or two food items, depending on the meal. OVS is an option for breakfast, lunch and supper but not for snack. Table 10 shows the foods that CACFP facilities must offer for each meal, and the food items that adult participants can decline under OVS.

OVS is optional and may be implemented at the discretion of the adult day care center. CACFP adult day care centers may choose to serve all required meal components instead of implementing OVS. OVS should not be implemented with participants who are unable to select their own food or for centers that use a pre-plated meal delivery system.

Only meals meeting the CACFP meal pattern for adults or the OVS requirements can be claimed for reimbursement. All personnel involved with the service of meals must be trained to recognize the components of the required meal pattern. If a CACFP facility implements OVS, the adult day care center must provide staff members with additional training on recognizing a reimbursable meal. Meal counts must be recorded at the point of service (i.e., as the participants are seated and eating), and only those meals eligible for reimbursement can be claimed for reimbursement.

For more information on implementing OVS in the CACFP, contact the CSDE (see “[Contact Information](#)” at the beginning of this guide).

Table 10. Implementing OVS In Adult Day Care Centers

Meal	Center Must Offer	Number of Required Food Servings *	Adult May Decline
Breakfast	One serving of milk Two servings of grains/breads One serving of vegetables/fruits	Four	One
Lunch	One serving of milk Two servings of grains/breads Two servings of vegetables/fruits One serving of meat/meat alternate	Six	Two
Supper	Two servings of grains/breads Two servings of vegetables/fruits One serving of meat/meat alternate	Five	Two
Snack	Center must serve two of the four components  <i>OVS does not apply</i>	Two	None
<p>* One serving of milk equals 1 cup. Milk is required for breakfast and lunch, and can be served at snack. One serving of vegetables/fruits equals ½ cup. One serving of grains/breads is the amount specified in <i>Serving Sizes for Grains/Breads in the CACFP</i>, e.g., 1 slice of bread or ½ cup of cooked cereal, pasta or grains. One serving of meat/meat alternates equals 2 ounces for lunch and supper, and 1 ounce for snack. meat/meat alternates are not required at breakfast.</p>			



## FAMILY-PROVIDED MEALS AND SNACKS

Situations may arise when families want to bring food for an adult participant as a substitution for a CACFP meal component or an entire meal. This may be due to cultural, religious or personal food preferences, or a special dietary need. If a CACFP adult day care center allows family members to provide foods and beverages from home, it must clearly define the policies and requirements for making any substitutions or modifications to the planned CACFP menus.

CACFP adult day care centers must carefully consider food safety issues and the liability that might arise if a participant gets a foodborne illness as a result of allowing families to bring food from home. Connecticut's Public Health Code 19-13-B42 applies to all foods served in adult day care centers, regardless of whether they are prepared on site or brought from home. For more information on food safety, see the CSDE's *Food Safety in CACFP Child Care Programs*.

Meals containing family-provided components are not reimbursable and cannot be claimed by the CACFP facility. The only exception is when a participant without a disability has a special dietary need documented by a medical statement signed by a recognized medical authority, and the CACFP facility has received prior permission from the CSDE for the family-provided component. This information is summarized in the CSDE's *Operational Memorandum No. 07A-04, Reimbursement for Meals Provided by Guardian/Household Member for Medical Reasons in CACFP*. For more information, see "Family-provided Foods" in the CSDE's *Accommodating Special Diets in CACFP Adult Day Care Centers*.

Program policies should address nutrition standards and food safety issues for foods brought from home. Nutrition standards for allowable foods and beverages should be based on the CACFP adult meal pattern (see [section 1](#)), the *Dietary Guidelines for Americans*, and the USDA best practice recommendations (see "USDA Best Practices" in [section 2](#)). Policies should also address food safety standards for any foods allowed from home, including:

- clearly labeling all foods with the participant's name, date and type of food;
- storing foods at an appropriate temperature until they are eaten; and
- prohibiting participants from sharing foods with other participants.

For more information, see "Policies for Special Dietary Accommodations" in the CSDE's *Accommodating Special Diets in CACFP Adult Day Care Programs*.



## 4 — Nutrition Policies

The CSDE strongly encourages all CACFP facilities to develop and implement nutrition policies that promote healthy practices for participants, staff members, and families. Written policies benefit the adult day care program by helping to:

- identify the adult day care program’s plan for quality nutrition programs;
- document applicable federal and state requirements and standards;
- provide clear guidelines for staff members, participants and families;
- standardize consistent practices among all staff members;
- communicate the adult day care program’s benefits to potential families;
- provide a basis to evaluate program activities and staff members;
- demonstrate the adult day care program’s commitment to participants’ health and well-being;
- educate participants and families regarding the adult day care program’s nutrition practices; and
- ensure compliance with best practices based on current science, public health research and national health recommendations.

CACFP adult day care center policies should address the program’s approach to feeding participants, such as menu planning, nutrition standards, eating environment, meal schedules, family-style meal service, and procedures for handling special dietary needs. The CACFP adult day care center should adopt nutrition standards that address foods and beverages served throughout the adult day care environment, including foods and beverages provided outside of CACFP meals and snacks.



### TRAINING STAFF MEMBERS

Program staff members are critical to the successful implementation of any nutrition policy. For a nutrition policy to be effective, all staff members need training on the policy. Be sure to include all staff members involved with the CACFP.

Written policies assist staff members in responding appropriately and consistently to any food and nutrition issues that arise with participants or families. Training helps staff members understand why the nutrition policy is important and its effect on participants' overall health. Training also helps provide clear and consistent messages regarding the nutrition services component of the CACFP facility. Staff members can better understand the program's expectations for themselves, the participants, and their families. This enables all adult day care center staff to better implement local nutrition policies. It also prepares them to deal with any problems that might arise.



## 5 — Resources

This section includes links to federal and state regulations, policy memoranda, Web sites and the CSDE’s guides, resource lists, forms, and handouts.

### CSDE FORMS AND HANDOUTS

*Accepting Processed Product Documentation in the CACFP*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/acceptdoccacfp.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/acceptdoccacfp.pdf)

*Allowable Milk Substitutions for Adults without Disabilities in the Child and Adult Care Food Program*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adults/cacfpmilksubadult.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adults/cacfpmilksubadult.pdf)

*Child and Adult Care Food Program (CACFP) Meal Pattern for Adults*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adults/adultmpcacfp.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adults/adultmpcacfp.pdf)

*Noncreditable Foods in CACFP Adult Day Care Centers*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adults/noncredadult.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adults/noncredadult.pdf)

*Serving Sizes for Grains/Breads in the CACFP*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/gbcacfp.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/gbcacfp.pdf)

*Using Child Nutrition (CN) Labels in the CACFP*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/cnlabelcacfp.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/cnlabelcacfp.pdf)

*Using Product Formulation Statements in the CACFP*

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/pfscacfp.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/credit/pfscacfp.pdf)

### Crediting Worksheets

1 – *Crediting Purchased Grains/Breads in CACFP Adult Day Care Centers*

Excel: [www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/adultcredit1.xls](http://www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/adultcredit1.xls)

2 – *Crediting Breakfast Cereals in CACFP Adult Day Care Centers*

Excel: [www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/adultcredit2.xls](http://www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/adultcredit2.xls)

3 – *Crediting Family-Size Recipes for Grains/Breads in CACFP Adult Day Care Centers*

Excel: [www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/adultcredit3.xls](http://www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/adultcredit3.xls)

4 – *Crediting Quantity Recipes for Grains/Breads in CACFP Adult Day Care Centers*

Excel: [www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/adultcredit4.xls](http://www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/adultcredit4.xls)

## Menu Forms

1 – *Breakfast, Lunch and Snack*PDF: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultmf1.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultmf1.pdf)Word: [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/cacfp/adultmf1.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/cacfp/adultmf1.doc)2 – *AM Snack, Lunch and PM Snack*PDF: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultmf2.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultmf2.pdf)Word: [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/cacfp/adultmf2.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/cacfp/adultmf2.doc)3 – *Lunch and Snack*PDF: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultmf3.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultmf3.pdf)Word: [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/cacfp/adultmf3.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/cacfp/adultmf3.doc)

## Production Records

1 – *Any Meal*PDF: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultpr1.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultpr1.pdf)Word: [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/cacfp/adultpr1.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/cacfp/adultpr1.doc)2 – *Breakfast, Lunch and Snack*PDF: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultpr2.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultpr2.pdf)Word: [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/cacfp/adultpr2.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/cacfp/adultpr2.doc)3 – *Lunch, AM Snack and PM Snack*PDF: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultpr3.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultpr3.pdf)Word: [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/cacfp/adultpr3.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/cacfp/adultpr3.doc)4 – *Lunch and Snack*PDF: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultpr4.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/adultpr4.pdf)Word: [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/cacfp/adultpr4.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/cacfp/adultpr4.doc)

All forms and handouts are available in the Meal Pattern Requirements section of the CSDE's [Nutrition Policies and Guidance for CACFP Adult Day Care Centers](#) Web site.

## CSDE GUIDES

### *Nutrition Policies and Guidance for the CACFP*

- *Accommodating Special Diets in CACFP Adult Day Care Centers:*  
[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#special](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#special)
- *Crediting Foods in CACFP Adult Day Care Centers:*  
[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#crediting](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#crediting)
- *Food Safety in CACFP Adult Day Care Centers:*  
[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#safety](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#safety)
- *Healthy Meals in CACFP Adult Day Care Centers:*  
[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#healthymeals](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#healthymeals)
- *Meal Pattern Requirements for CACFP Adult Day Care Centers:*  
[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#mealpattern](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694#mealpattern)

## CSDE RESOURCE LISTS

The CSDE resource lists are available on the CSDE's Resources for CACFP Adult Day Care Web page at [www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333818](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333818).

- *Nutrition Resources:* This list contains online resources related to nutrition guidelines and information, menu planning and food production, special diets, food safety and the USDA Child Nutrition Programs.
- *Healthy School Environment Resources:* This list contains online resources to assist USDA programs with promoting healthy eating and physical activity.

## WEB SITES

CACFP Adult Day Care Centers (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321572](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321572)

CACFP Handbooks (USDA):

[www.fns.usda.gov/cacfp/cacfp-handbooks](http://www.fns.usda.gov/cacfp/cacfp-handbooks)

Child Nutrition (CN) Labeling (USDA):

[www.fns.usda.gov/cnd/cnlabeling/default.htm](http://www.fns.usda.gov/cnd/cnlabeling/default.htm)

Child Nutrition Programs (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&Q=320670](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&Q=320670)

FNS Instructions for Child Nutrition Programs (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334688](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334688)

Manuals and Guides (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334690](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334690)

Operational Memoranda for the CACFP (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333794](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333794)

Menu Planning (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333780](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333780)

Nutrition Education Resources (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=333798](http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=333798)

Program Guidance for CACFP Adults (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333820](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333820)

## ADULT DAY CARE RESOURCES

*Adult Day Care Resource Manual for the USDA Child and Adult Care Food Program* (ICN):

[www.nfsmi.org/documentlibraryfiles/PDF/20071128104309.pdf](http://www.nfsmi.org/documentlibraryfiles/PDF/20071128104309.pdf)

*Adult Day Care: A Child and Adult Care Food Program Handbook* (USDA):

[www.fns.usda.gov/sites/default/files/CACFPAdult%20DayCareHandbook.pdf](http://www.fns.usda.gov/sites/default/files/CACFPAdult%20DayCareHandbook.pdf)

*Adult Day Care Lesson Plans for the USDA Child and Adult Care Food Program* (ICN):

[www.nfsmi.org/documentlibraryfiles/PDF/20071128125551.pdf](http://www.nfsmi.org/documentlibraryfiles/PDF/20071128125551.pdf)

## USDA REGULATIONS AND POLICY

CACFP Policy Memos (USDA):

[www.fns.usda.gov/cacfp/policy](http://www.fns.usda.gov/cacfp/policy)

CACFP Regulations (USDA):

[www.fns.usda.gov/cacfp/regulations](http://www.fns.usda.gov/cacfp/regulations)

CSDE Operational Memorandum No. 4A-16, 5C-16 and 5H-16: *New Meal Pattern Requirements for the Child and Adult Care Food Program (CACFP)*. [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/memos/memos16/om04a16\\_05c16\\_05h16.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/memos/memos16/om04a16_05c16_05h16.pdf)

CSDE Operational Memorandum No. 3A-16, 4C-16 and 4H-16: *Statements Supporting Accommodations for Participants with Disabilities in the Child Nutrition Programs*.

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/memos/memos16/om03a16\\_04c16\\_04h16.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/memos/memos16/om03a16_04c16_04h16.pdf)

CSDE Operational Memorandum No. 11C-11 and 04H-11: *Fluid Milk and Milk Substitutions in the CACFP*: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/memos/memos11/om11c11\\_14h11.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/memos/memos11/om11c11_14h11.pdf)

CSDE Operational Memorandum No. 03A-04: *Reimbursement for Meals Provided by Guardian/Household Member for Medical Reasons in CACFP*: [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/memos/memosold/om07a04.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/memos/memosold/om07a04.pdf)

*Final Rule: Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010 (81 FR 24348)*: [www.gpo.gov/fdsys/pkg/FR-2016-04-25/pdf/2016-09412.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-04-25/pdf/2016-09412.pdf)

FNS Instruction 783-13, Revision 3: *Variations in Meal Requirements for Religious Reasons: Jewish Schools, Institutions and Sponsors*.

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fnsinstructions/783-13.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fnsinstructions/783-13.pdf)

FNS Instruction 783-9 Revision 2: *Family Style Meal Service in the Child and Adult Care Food Program (USDA)*:

[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fnsinstructions/783-9.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fnsinstructions/783-9.pdf)

Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296):

[www.fns.usda.gov/cnd/governance/legislation/CNR\\_2010.htm](http://www.fns.usda.gov/cnd/governance/legislation/CNR_2010.htm)

Nutrition Standards for CACFP Meals and Snacks (USDA):

[www.fns.usda.gov/cacfp/meals-and-snacks](http://www.fns.usda.gov/cacfp/meals-and-snacks)

Operational Memos for the CACFP (CSDE):

[www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333794](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333794)

USDA Memo CACFP 17-2016: *Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Q&As*. [www.fns.usda.gov/cacfp/nutrition-requirements-fluid-milk-and-fluid-milk-substitutions-child-and-adult-care-food-program-qas](http://www.fns.usda.gov/cacfp/nutrition-requirements-fluid-milk-and-fluid-milk-substitutions-child-and-adult-care-food-program-qas)

USDA Memo CACFP 14-2016: *Early Implementation of the Updated Child and Adult Care Food Program Meal Pattern Requirements and the National School Lunch and School Breakfast Programs' Infant and Preschool Meal Patterns*: [www.fns.usda.gov/early-implementation-updated-cacfp-meal-pattern-requirements-and-nslp-and-sbp-infant-and-preschool](http://www.fns.usda.gov/early-implementation-updated-cacfp-meal-pattern-requirements-and-nslp-and-sbp-infant-and-preschool)

USDA Memo CACFP 01-2016: *Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs*: [www.fns.usda.gov/procuring-local-meat-poultry-game-and-eggs-child-nutrition-programs](http://www.fns.usda.gov/procuring-local-meat-poultry-game-and-eggs-child-nutrition-programs)

USDA Memo CACFP 10-2015: *CN Labels Copied with a Watermark Acceptable Documentation*: [www.fns.usda.gov/cn-labels-copied-watermark-acceptable-documentation](http://www.fns.usda.gov/cn-labels-copied-watermark-acceptable-documentation)

USDA Memo CACFP 09-2015: *Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement*: [www.fns.usda.gov/administrative-review-process-regarding-child-nutrition-cn-label-watermarked-cn-label-and](http://www.fns.usda.gov/administrative-review-process-regarding-child-nutrition-cn-label-watermarked-cn-label-and)

USDA Memo CACFP 05-2014 (v3): *Smoothies Offered in Child Nutrition Programs*: [www.fns.usda.gov/smoothies-offered-child-nutrition-programs](http://www.fns.usda.gov/smoothies-offered-child-nutrition-programs)

USDA Memo CACFP 21-2011-REVISED: *Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers*: [www.fns.usda.gov/cacfp-21-2011-revised-child-nutrition-reauthorization-2010-nutrition-requirements-fluid-milk-and](http://www.fns.usda.gov/cacfp-21-2011-revised-child-nutrition-reauthorization-2010-nutrition-requirements-fluid-milk-and)

## Glossary

**administrative review:** A periodic review of an institution's operations by the Connecticut State Department of Education to monitor performance and assess compliance with all USDA regulations.

**alternate protein products (APP):** APPs are generally single ingredient powders that are added to foods. Some examples include soy flours, soy concentrates, soy isolates, whey protein concentrate, whey protein isolates and casein. APPs include vegetable protein products. The USDA has specific requirements for the crediting of APP in Child Nutrition Programs. For more information, see the Meat/Meat Alternates section of the CSDE's [Crediting Foods in CACFP Adult Day Care Centers](#).

**bran:** The protective coating around the whole-grain kernel that is rich in nutrients, fiber and other health promoting substances called phytochemicals. Bran is not a whole grain.

*Effective October 1, 2017, the final rule requires that grains must be whole grain-rich, or contain enriched meal or flour. Bran and germ no longer credit toward the grains component.*

**Child and Adult Care Food Program (CACFP):** The USDA's federally assisted meal program providing nutritious meals and snacks to children in child care centers, family day care homes and emergency shelters, and snacks and suppers to children participating in eligible at-risk afterschool care programs. The program also provides meals and snacks to adults who receive care in nonresidential adult day care centers. For more information, see the USDA's [CACFP Web page](#).

**CACFP facilities:** Child care centers, family day care homes, emergency shelters, at-risk afterschool care centers, and adult day care centers that participate in the USDA Child and Adult Care Food Program.

**CACFP meal pattern for adults:** The required food components and minimum serving sizes that facilities participating in the CACFP must provide to receive federal reimbursement for meals (breakfast, lunch, and supper) and snacks served to adult participants. For more information, see [section 1](#).

**CACFP sponsor:** A public or private nonprofit organization that is entirely responsible for the administration of the CACFP in one or more day care homes, child care centers, emergency shelters or at-risk afterschool care centers. In some situations, for-profit institutions may also be eligible to participate in the CACFP. For more information, see Section 226.2 in the CACFP regulations ([7 CFR 226](#)).

**Child Nutrition (CN) label:** A statement that clearly identifies the contribution of a food product toward the meal pattern requirements, based on the USDA’s evaluation of the product’s formulation. Products eligible for CN labeling include main dish entrees that contribute to the meat/meat alternates component of the meal pattern requirements, e.g., beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions. The CN label will also indicate the contribution of other meal components that are part of these products. For more information, see the CSDE’s handout, [Using Child Nutrition \(CN\) Labels in the CACFP](#), and the USDA’s [Child Nutrition \(CN\) Labeling](#) Web page.

**Child Nutrition Programs:** The USDA’s federally funded programs that provide nutritious meals and snacks to children, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Special Milk Program (SMP), Summer Food Service Program (SFSP), Seamless Summer Option (SSO) of the NSLP, Fresh Fruit and Vegetable Program (FFVP), and Child and Adult Care Food Program (CACFP). The CACFP also provides nutritious meals and snacks to the frail elderly in adult day care centers. For more information, see the CSDE’s [Child Nutrition Programs](#) Web page.

**creditable food:** A food or beverage that can be counted toward meeting the meal pattern requirements for a reimbursable meal or snack in the USDA Child Nutrition Programs. For more information, see the CSDE’s [Crediting Foods in CACFP Adult Day Care Centers](#).

**cycle menu:** A series of menus planned for a specific period of time, with a different menu for each day. Cycle menus can help CACFP facilities to increase variety, control food cost, and save time. For more information, see “[Using Cycle Menus](#)” in section 2.

**deep-fat frying:** Cooking by submerging food in hot oil or other fat.

*Effective October 1, 2017, the final rule prohibits deep-fat frying foods on site.*

**Dietary Guidelines for Americans:** A federal document that provides science-based advice for Americans ages 2 and older to promote health and reduce risk for chronic diseases through diet and physical activity. The U.S. Department of Health and Human Services and the U.S. Department of Agriculture jointly publish the *Dietary Guidelines* every five years. This document forms the basis of federal food, nutrition education, and information programs. For more information, see the [Dietary Guidelines](#) Web page.

**disability:** A condition in which a person has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. For more information, see the CSDE’s [Accommodating Special Diets in CACFP Adult Day Care Centers](#).

**edible portion:** The portion of a food that can actually be eaten after the nonedible parts are removed, for example, cooked lean meat without bone, and fruit without seeds or pits.

**enriched grains:** Refined grains (such as wheat, rice, and corn) and grain products (such as cereal, pasta, and bread) that have some vitamins and minerals added to replace the nutrients lost during processing. The five enrichment nutrients are added within limits specified by the FDA, and include thiamin (B<sub>1</sub>), riboflavin (B<sub>2</sub>), niacin (B<sub>3</sub>), folic acid, and iron. For more information, see the Grains/Breads section of the CSDE’s [Crediting Foods in CACFP Adult Day Care Centers](#).

**enrichment:** Adding back nutrients (usually vitamins or minerals) originally present in a food that were lost during processing. Enrichment nutrients are added back in approximately the same levels as were originally present in the food. For more information, see “enriched grains” in this section.

**family-style meal service:** A type of meal service that allows adult participants to serve themselves from common platters or bowls of food. For more information, see “[Family-style Meal Service](#)” in section 3.

**fluid milk substitutes:** Nondairy beverages (such as soy milk) that can be used as a substitute for fluid milk in the USDA Child Nutrition Programs. For reimbursable meals and snacks, nondairy beverages served to participants without disabilities must comply with the USDA nutrition standards for milk substitutes. For more information, see “nutrition standards for milk substitutes” in this section, and the CSDE’s handout, *Milk Substitutions for Adults without Disabilities in the CACFP*.

**food components:** The four food groups that comprise reimbursable meals in the CACFP (milk, fruits/vegetables, grains/breads and meat/meat alternates). For more information on the individual food components, see the CSDE’s *Crediting Foods in CACFP Adult Day Care Programs*.

*Effective October 1, 2017, the final rule changes the CACFP adult meal pattern to include five components (milk, fruits, vegetables, grains and meat/meat alternates).*

**food item:** A specific food offered within the food components that comprise reimbursable meals in the USDA Child Nutrition Programs.

**fortification:** Adding nutrients (usually vitamins or minerals) that were not originally present in a food or beverage or adding nutrients at levels that are higher than originally present. Fortification is used for naturally nutrient-rich products based on scientifically documented health needs (e.g., fortifying milk with vitamin D to increase the body’s absorption of calcium), or to enhance the perceived nutritional value of products with little or no natural nutritional value, e.g., an “energy” bar made from processed flour that is fortified with multiple vitamins and minerals. Fortification nutrients are added to products in varying amounts, from small percentages up to amounts greater than recommended intakes. For more information, see the CSDE’s *Crediting Foods in CACFP Adult Day Care Centers*.

**full serving:** The quantity of food that meets the minimum required amount of a specific component in the CACFP meal pattern.

**full-strength fruit or vegetable juice:** An undiluted product obtained by extraction from sound fruit. Full-strength juice may be fresh, canned, frozen or reconstituted from concentrate and may be served in either liquid or frozen state or as an ingredient in a recipe. The name of the full-strength fruit juice on the label must include one of the following terms: “juice,” “full-strength juice,” “100 percent juice,” “reconstituted juice,” or “juice from concentrate.” For more information, see the CSDE’s *Crediting Foods in CACFP Adult Day Care Centers*.

**germ:** The sprouting section of the whole-grain kernel that contains B vitamins, vitamin E, trace minerals, healthy fats, antioxidants, and phytochemicals. Germ is not a whole grain.

**juice drink:** A product resembling juice that contains full-strength juice along with added water and possibly other ingredients, such as sweeteners, spices, or flavorings. Juice drinks do not credit toward the meal pattern requirements.

**meal:** A grain made by coarsely grinding corn, oats, wheat or other grains. Meal credits toward the USDA meal patterns only if it is whole grain, enriched, or fortified.

**meals:** See “reimbursable meals” in this section.

**meat alternates:** Foods that provide similar protein content to meat. Meat alternates include alternate protein products, cheese, eggs, cooked dry beans or peas, nuts and seeds and their butters (except for acorn, chestnut and coconut), and yogurt (plain or flavored). For more information, see the CSDE’s [Crediting Foods in CACFP Adult Day Care Centers](#).

*Effective October 1, 2017, the final rule allows tofu and other soy products to credit in the meat/meat alternates component. It also requires that yogurt contains no more than 23 grams of sugar per 6 ounces.*

**medical statement:** A document that identifies the specific medical conditions and appropriate dietary accommodations for participants with special dietary needs. For more information, see the CSDE’s [Accommodating Special Diets in CACFP Adult Day Care Programs](#).

**menu item:** Any planned main dish, vegetable, fruit, bread, grain or milk that is part of the reimbursable meal. Menu items consist of food items.

**menu of record:** The official menu that documents exactly what is served each day in the CACFP facility. This provides a record of the meal pattern components and portion sizes served to all enrolled participants, and provides documentation for the number of CACFP meals claimed for reimbursement.

**natural cheese:** Cheese that is produced directly from milk such as cheddar, Colby, Monterey Jack, mozzarella, muenster, provolone, Swiss, feta, and brie. Natural cheese also includes pasteurized blended cheese that is made by blending one or more different kinds of natural cheese. Natural cheeses do not include pasteurized process cheese (e.g., American), pasteurized process cheese food, pasteurized process cheese spread, or pasteurized process cheese products.

**noncreditable foods:** Foods and beverages that do not contribute toward any meal pattern components in the USDA Child Nutrition Programs. For more information, see the CSDE’s handout, [Noncreditable Foods in CACFP Adult Day Care Centers](#).

**noncreditable grains:** Grain ingredients that do not contribute toward the grains component. Examples include fiber, bran, germ and modified food starch (including potato, legume, and other vegetable flours).

**nutrient-dense foods:** Foods and beverages that provide vitamins, minerals, and other substances that contribute to adequate nutrient intakes or may have positive health effects, and contain little or no solid fats, added sugars, refined starches, or sodium. Ideally, these foods and beverages are also in forms that retain naturally occurring components, such as dietary fiber. Examples include all vegetables, fruits, whole grains, seafood, eggs, beans and peas, unsalted nuts and seeds, fat-free and low-fat dairy products, and lean meats and poultry (when prepared with little or no added solid fats, sugars, refined starches, and sodium). The term “nutrient dense” indicates the nutrients and other beneficial substances in a food have not been “diluted” by the addition of calories from added solid fats, sugars, or refined starches, or by the solid fats naturally present in the food.

**nutrient-rich foods:** See “nutrient-dense foods” in this section.

**nutrition standards for fluid milk substitutes:** The nutrition requirements for nondairy beverages (such as soy milk) used as fluid milk substitutes in the USDA Child Nutrition Programs. The USDA requires that any fluid milk substitutes are nutritionally equivalent to cow’s milk and meet the following nutrients based on a 1-cup serving (8 fluid ounces): 276 milligrams (mg) of calcium; 8 grams (g) of protein; 500 international units (IU) of vitamin A; 100 IU of vitamin D; 24 mg of magnesium; 222 mg of phosphorus; 349 mg of potassium; 0.44 mg of riboflavin; and 1.1 micrograms (mcg) of vitamin B-12.

**other foods:** See “noncreditable foods” in this section.

**ounce equivalent:** The amount of food product that is considered equal to one ounce from the grain or protein food groups. An ounce equivalent for some foods may be less than a measured ounce if the food is concentrated or low in water content (e.g., nuts, peanut butter, dried meats, and flour) or more than an ounce if the food contains a large amount of water (e.g., tofu, cooked beans, cooked rice, or cooked pasta).

*Effective October 1, 2017, the final rule requires ounce equivalents for the meat/meat alternates and grains components.*

**point-of-service (POS) meal count:** A meal count taken as the participants are seated and eating.

**potable water:** Water that is safe for human consumption.

**pre-fried foods:** Commercially prepared foods such as meats, poultry, fish, and vegetables that are fried by the manufacturer during preparation. These foods are usually cooked by the food service operation in the oven or microwave. Pre-fried foods include refrigerated or frozen items that are breaded or battered, most frozen potato products, and most frozen products described as “crispy” or “crunchy.” Examples include chicken nuggets, chicken patties, fish sticks, french fries, tater tots, hash browns, and onion rings.

**product fact sheet:** See “product specification sheet” in this section.

**product formulation statement (PFS):** An information statement obtained from the manufacturer that provides specific information about how a product credits toward the USDA meal pattern requirements, and documents how this information is obtained citing Child Nutrition Program resources or regulations. All creditable ingredients in a PFS must match a description in the USDA’s *Food Buying Guide for Child Nutrition Programs*. Unlike a CN label, a PFS does not provide any warranty against audit claims. If foods with a PFS will be used in a reimbursable meal, the CACFP facility must check the manufacturer’s crediting information for accuracy. For more information, see the CSDE’s handouts, *Using Product Formulation Statements in the CACFP* and *Accepting Processed Product Documentation in the CACFP*.

**product specification sheet:** Manufacturer sales literature that provides various information about the company’s products. These materials do not provide the specific crediting information that is required on a product formulation statement, and cannot be used to determine a product’s contribution toward the USDA meal pattern components.

**production record:** A working tool that outlines the type and quantity of foods used to prepare CACFP meals. Production records demonstrate how meals contribute to the required food components, food items or menu items for each day of operation. For more information, see the CSDE’s sample production records in the Meal Pattern Requirements Section of the CSDE’s *Nutrition Policies and Guidance for CACFP Adult Day Care Centers* Web page.

**recognized medical authority:** A state-licensed health care professional who is authorized to write medical prescriptions under state law, and is recognized by the State Department of Public Health. In Connecticut, recognized medical authorities include physicians, physician assistants, doctors of osteopathy and advanced practice registered nurses (APRNs), i.e., nurse practitioners, clinical nurse specialists and certified nurse anesthetists who are licensed as APRNs. For more information, see the CSDE’s *Accommodating Special Diets in CACFP Adult Day Care Programs*.

**refined grains:** Grains that have been processed to remove the bran and germ, making the product less nutritious than whole grains. Refined grains may or may not be enriched. For more information, see “enriched grains” in this section.

**reimbursable meals:** Meals and snacks that meet the meal pattern requirements of the CACFP regulations, and are eligible for USDA funds.

**serving size or portion:** The weight, measure, or number of pieces or slices of a food or beverage. CACFP facilities must provide the minimum serving sizes in the USDA meal patterns for meals and snacks to be reimbursable.

**standardized recipe:** A recipe that a given food service operation has tested and adapted for use. This recipe produces the same good results and yield every time when the exact procedures are used with the same type of equipment, and the same quantity and quality of ingredients. Standardized recipes include specific information such as ingredients, weights and measures, preparation directions, serving directions, yield and portion size.

**supplements:** Reimbursable snacks served in the CACFP.

**USDA Foods:** Foods available to the USDA Child Nutrition Programs through the CSDE Food Distribution Program. For more information, see the USDA’s [Food Distribution Programs](#) Web page.

**wheat bread:** Bread that often has wheat flour or enriched wheat flour (not whole-wheat flour) as an ingredient. Wheat bread is not whole grain unless it is labeled “whole-wheat bread.” Wheat bread is low in fiber unless the manufacturer has added fiber.

**whole foods:** Foods that are unprocessed or minimally processed, and do not contain added ingredients such as fat, sugars, or sodium.

**whole fruits and vegetables:** Fresh, frozen, canned, and dried fruits and vegetables that are unprocessed or minimally processed, and do not contain added ingredients such as fat, sugars or sodium.

**whole-grain flour:** Flour made by grinding the entire whole-grain kernel, including the fiber-rich bran, nutrient-rich germ, and starchy endosperm. Flour or meal that does not contain all parts of the grain is not whole grain, e.g., degermed corn, milled rice, and wheat flour.

**whole grain-rich:** Grain products that contain at least 50 percent whole grains, any other grain ingredients are enriched, and any noncreditable grains such as bran, germ, and modified food starch are less than two percent of the product formula. For more information, see “noncreditable grains” in this section.

*Effective October 1, 2017, the final rule requires that at least one serving per day, across all eating occasions, must be whole grain-rich.*

**whole grains:** Grains that consist of the entire kernel, including the starchy endosperm, the fiber-rich bran, and the nutrient-rich germ. All grains start out as whole grains, but many are processed to remove the bran and germ, which also removes many of the nutrients. Whole grains are nutrient rich, containing vitamins, minerals, fiber, antioxidants, and health-enhancing phytonutrients such as lignans and flavonoids. Examples of whole grains include whole wheat, whole oats, oatmeal, whole-grain cornmeal, brown rice, whole rye, whole barley, wild rice, buckwheat, and bulgur (cracked wheat). For more information, see the CSDE’s [Crediting Foods in CACFP Adult Day Care Centers](#).

**whole-wheat bread:** Bread that contains the whole grain, including the fiber-rich bran, nutrient-rich germ, and starchy endosperm. Whole-wheat flour will be listed as the first grain ingredient.







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