

# CARE Connection

## Introduction to CACFP Grab and Go Lesson

# Secrets of Success for Day Care Home Providers

Getting the most out of the Child and Adult Care Food Program (CACFP) takes some planning. Your sponsor will give you detailed information about how to participate. Following are some secrets to success to help you get all the benefits from the program.

### DAILY

**1. Plan menus for meals and snacks using the U. S. Department of Agriculture (USDA) CACFP guidance materials.**

Review the list of foods that are reimbursable, (creditable) and those that cannot be counted as meeting a meal component requirement (non-creditable foods). This will help you to be sure the meals and snacks meet requirements.

**2. Serve meals that meet the CACFP Meal Pattern requirements.**

It is required that you serve all of the foods for a meal at the same time.

**3. Record the foods you have served after you have served the meal.**

If you make a menu substitution make sure it is recorded. It's easy to forget what was served, and accurate record keeping is an important requirement of the program.

**4. Record accurately the name of each child and the meal the child was served.**

Children come and leave child care at different times each day or may be absent, so good record keeping is necessary.

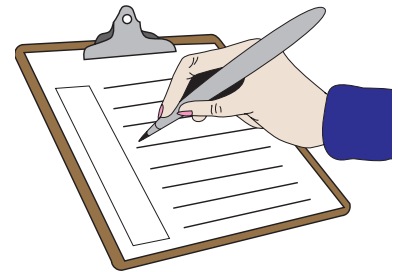


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### WEEKLY

#### 1. Review menu records and meal attendance records.

Review menu records and meal attendance records to be sure that they are filled in completely and correctly. Leaving something off your menu or attendance records can cost you valuable reimbursement. It is worth taking the time to double check records each week. If you have left something off fill in the missing information. This is essential and will help you to avoid making the same mistake in the future.



#### 2. Store completed records in a safe place.

Store completed records in a safe place so they will be together and ready to send to your sponsor at the end of the month. Consider having a special box, a plastic file crate, or a small filing cabinet just for your child care records.

#### 3. Have parents of new children fill out the required paperwork.

Whenever a new child comes to your child care ask the parents or guardian to complete the child enrollment form and any other forms required by your sponsor. Forms for new children are completed only one time.

#### 4. If you decide to ask parents or guardians to provide income information to your sponsor you may be eligible for a higher reimbursement rate for the children in your care who qualify for free or reduced-price meals or who participate in certain social programs.

You cannot require that parents provide income information, it is voluntary. Your sponsor will provide you with the details.

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#### MONTHLY

**1. Send menus, meal attendance records, and new-child enrollment forms to your sponsor by the date required.**

These forms are necessary for you to get your reimbursement on time. When a child leaves your day care let your sponsor know the last date the child actually attended. The sponsor should know the number and names of children enrolled in your day care home at all times.

**2. Keep copies of your food program records for future reference and for preparing your income taxes.**

Have a special place to keep your records (use a box, file crate, or small filing cabinet).

#### **Set Standards and Work to Meet Them**

As a child care professional you set the standards for the care that is provided to children in your home. Standards are ways to measure how well child care is being provided. Set high standards, work to meet them, and then congratulate yourself on a job well done!

The American Public Health Association and the American Academy of Pediatrics have developed standards for child care. Some of the standards are about healthful and safe food. Both guides are available online.

*Caring for Our Children: National Health and Safety Performance Standard: Guidelines for Out-of-Home Child Care Programs, 2nd Edition* may be found online at <http://nrc.uchsc.edu/CFOC/index.html>.

The companion, *Stepping Stones to Using Caring for Our Children*, may be found at <http://nrckids.org/STEPPING/index.htm>.

These materials are published by National Center for Education in Maternal and Child Health, 2002, Arlington, VA.