

# Staying on Track: CACFP WEBINAR SERIES

April 2021

Training Hours: 1 Hour





# Meet Your Trainer

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Community Nutrition Programs Specialist



## Arizona Department of Education (ADE)

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This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

### Intended Audience

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This training is intended for **institutions operating the Child and Adult Care Food Program (CACFP)**. All regulations are specific to operating the program under the direction of ADE.

The ***Staying on Track Webinar Series*** is designed to make representatives **aware** of program deadlines and current regulations to stay on track with requirements for the Child and Adult Care Food Program in FY21.

We will review **key tasks** and **best practices** for this fiscal year to ensure your program is operating within the regulations and meeting important deadlines.

**April 2021**

# **Stay on Track**

Reminders and tasks for all Child Care Centers, Adult Care Centers, Emergency Shelters, and At-Risk Programs operating the CACFP



# ADE Annual Training Requirement

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**All organizations must complete *required* CACFP and Civil Rights training between October 1, 2020 and September 30, 2021.**

## **CACFP Training Requirements**

- Complete 10 Hours
  - *Choose from a menu of online and in-person options.*
- Nutrition and Administration
  - *Complete at least one nutrition training and at least one administration training.*
- Designated Official and Authorized Signers
  - *Every person listed on the Permanent Agreements must complete at least one training.*

# New! Training Brochure

## Fiscal Year 2021 e-Training Brochure

CACFP trainings will continue to be offered virtually through live webinars and self-paced online trainings.

The brochure is on the CACFP Training Webpage under the “Annual Training Requirements for CACFP Sponsors” accordion.

<https://www.azed.gov/hns/cacfp/cacfptraining>

## e-TRAINING BROCHURE FOR CHILD NUTRITION OPERATORS

Serving Children and Adults in Child Care and  
Adult Care Settings

Fiscal Year 2021



# Annual CACFP Training Plan

## CACFP Annual Training Plan

It's a best practice to track annual training hours for your organization to ensure your organization meets the annual training requirements.

- Option: Assign training to various staff
- Keep training certificates on file to validate completion. You will upload the certificates in the renewal Management Plan.

The training plan is on the CACFP Training Webpage under the “Annual Training Requirements for CACFP Sponsors” accordion.

<https://www.azed.gov/hns/cacfp/cacfptraining>



### Arizona Department of Education Health and Nutrition Services CACFP Annual Training Plan

The following training is required every fiscal year (October 1 – September 30). Please access the menu of online and in-person training options on the CACFP Training Webpage.

- 1 CACFP Training**
  - Complete 10 hours**  
Choose from a menu of online and in-person options!
  - Nutrition and Administration**  
Complete at least 1 training from each category
  - Designated Official (DO) and Authorized Signers (AS)<sup>2</sup>**  
Every person listed on the Permanent Agreement must complete at least one training.
- 2 Civil Rights Training<sup>1</sup>**  
At least one DO or AS from the organization must complete.

This Training Plan is an optional resource for institutions to plan and track progress toward the 10-hour annual CACFP training requirement. All training certificates must be kept and submitted during renewal as verification of training completion.

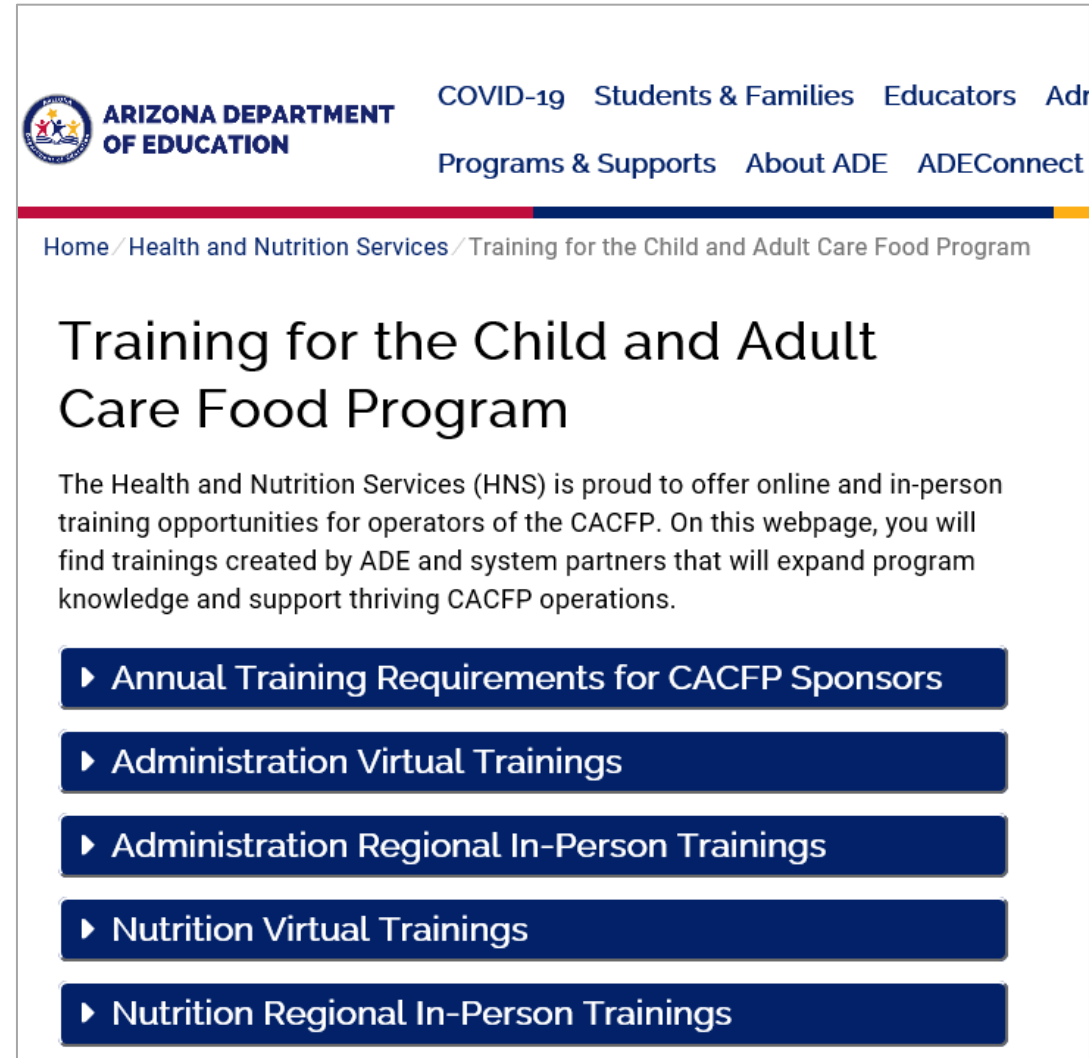
Fiscal Year 20 Training Plan						
Staff Member	Staff Role	Training Title	Training Hours	Category (Nutrition or Admin)	Anticipated Training Date	Training Completion Date
	DO or AS <sup>1</sup>	Civil Rights Compliance	N/A	N/A		
	DO <sup>2</sup>					
	AS1 <sup>2</sup> <input type="checkbox"/> N/A					
	AS2 <sup>2</sup> <input type="checkbox"/> N/A					
	AS3 <sup>2</sup> <input type="checkbox"/> N/A					
Total Anticipated Training Hours: <small>*Must be at least 10</small>				Total Completed Training Hours: <small>*Must be at least 10</small>		

# Training Webpage

## CACFP Training Webpage

Visit the CACFP Training webpage to access Administrative and Nutrition trainings.

<https://www.azed.gov/hns/cacfp/cacfptraining>



The screenshot shows the Arizona Department of Education (ADE) website. At the top, there is a navigation bar with the ADE logo and the text "ARIZONA DEPARTMENT OF EDUCATION". To the right of the logo, there are links for "COVID-19", "Students & Families", "Educators", "Administrative", "Programs & Supports", "About ADE", and "ADEConnect". Below the navigation bar, there is a breadcrumb trail: "Home / Health and Nutrition Services / Training for the Child and Adult Care Food Program". The main heading is "Training for the Child and Adult Care Food Program". Below the heading, there is a paragraph: "The Health and Nutrition Services (HNS) is proud to offer online and in-person training opportunities for operators of the CACFP. On this webpage, you will find trainings created by ADE and system partners that will expand program knowledge and support thriving CACFP operations." Below the paragraph, there are five blue buttons with white text, each preceded by a right-pointing triangle icon. The buttons are: "Annual Training Requirements for CACFP Sponsors", "Administration Virtual Trainings", "Administration Regional In-Person Trainings", "Nutrition Virtual Trainings", and "Nutrition Regional In-Person Trainings".

ARIZONA DEPARTMENT OF EDUCATION

COVID-19 Students & Families Educators Administrative Programs & Supports About ADE ADEConnect

Home / Health and Nutrition Services / Training for the Child and Adult Care Food Program

## Training for the Child and Adult Care Food Program

The Health and Nutrition Services (HNS) is proud to offer online and in-person training opportunities for operators of the CACFP. On this webpage, you will find trainings created by ADE and system partners that will expand program knowledge and support thriving CACFP operations.

- ▶ Annual Training Requirements for CACFP Sponsors
- ▶ Administration Virtual Trainings
- ▶ Administration Regional In-Person Trainings
- ▶ Nutrition Virtual Trainings
- ▶ Nutrition Regional In-Person Trainings



# Menu Master Summer Series

## Description:

Each 4-part summer series provides an opportunity for organizations to assess their current menus and supporting documentation to ensure compliance, master the whole grain-rich quick check and validate cereal and yogurt creditability. Organizations will also discover new recipe ideas and more!

<b>July Series</b>	4-Part Menu Master Series	Tuesdays 1:00pm – 2:00pm
<b>August Series</b>	4-Part Menu Master Series	Thursdays 10:00am – 11:00am

# Grain Ounce Equivalents

## Description:

The Grain Ounce Equivalent requirement goes into effect on October 1, 2021.

- [Recorded Webinar](#) / [Slides](#) - April 13, 2021
- Online Training – Summer 2021

## Resources:

- [How to Use Exhibit A for Grains in the CACFP](#)
- [Using Ounce Equivalents for Grains in the CACFP](#)

## Team Nutrition Webinars:

- [Crediting Single-Serving Packages of Grains in the CACFP](#)
- [Cómo acreditar paquetes individuales de granos en el CACFP](#)
- [In-Grained: Easy Tools to Determine Serving Amounts](#)
- [Al grano: herramientas fáciles para determinar las cantidades de porciones](#)

# New! Sign up for Program Emails

## Sign up for Email Updates

If you are not receiving our emails since transitioning to Send Grid, visit our CACFP Webpage and select “Sign Up For Our Email Updates” to receive all CACFP emails.

- Announcements and Resources
- Event Reminders
- Program Alerts
- And more!

<https://www.azed.gov/hns/cacfp/>



## CLAIMING DEADLINE



### January Claim(s) Due

This is a reminder to all Program operators that the 60-day deadline to submit all Child Nutrition Programs reimbursement claim(s) for the month of January is **April 1, 2021**.

#### What action is needed?

If you have already submitted your January claim(s), no action is needed. If your January claim(s) have not been submitted, please log into CNPWeb and submit your January claim(s) prior to this deadline. Claims for the month of January cannot be submitted after this date without the use of a one-time exception.

#### Not sure how to submit your claim?

1. Log into CNPWeb through ADEConnect
2. Click on the program for which you are submitting a claim (*NSLP*, *SFSP* or *CACFP*) and on the upper menu, click *Claims*.
3. Click *Create New Claim* under one site. Complete the fields and click *Save*.
4. Repeat step 3 for all sites.
5. Click *Submit All Claims*.

Arizona Department of Education | This institution is an equal opportunity provider.

# Claiming Deadlines

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## Reimbursement Claims

Monthly CACFP claims must be submitted within 60 days after the last day of the claiming month. It is best practice to submit claims within 10 days to ensure payment during the month of submission.



## Remaining Deadlines

- February: April 29
- March: May 30
- April: June 29
- May: July 30
- June: August 29
- July: September 29
- August: October 30
- September: November 29

# Submitting CNP Web Claims

## Sponsor Claim then Site Claim

The monthly sponsor claim must be submitted first, followed by the monthly site claim(s). When the sponsor claim is in 'submitted' status, reported costs are combined to report year to date (YTD) expenses.

- Check every sponsor claim to make sure it is in **submitted** status.
- If past sponsor claims are **not** in submitted status, the costs are not included in YTD totals and you need to manually add all monthly costs together for YTD costs.

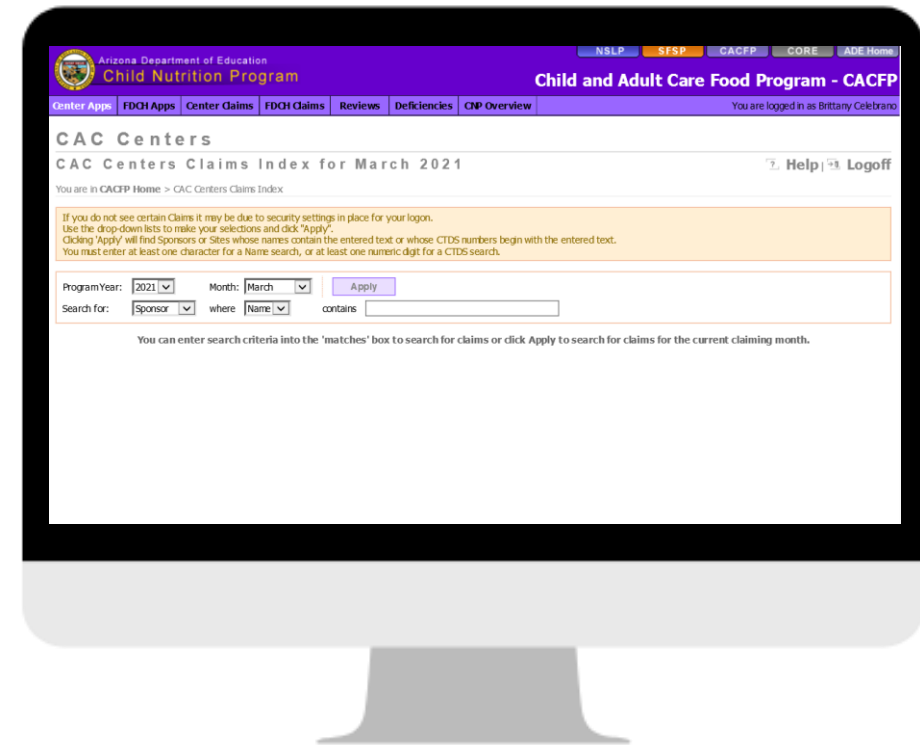
Calculated CACFP Administrative Expenses	Actual YTD	Approved	YTD Percentage
Administrative Cost - Labor:	\$ 1,829	\$ 3,426	53.39 %
Administrative Cost - Benefits:	\$ 0	\$ 0	0.00 %
Administrative Cost - Rent or Mortgage:	\$ 0	\$ 0	0.00 %
Administrative Cost - Contracted Services:	\$ 0	\$ 0	0.00 %
Administrative Cost - Communications:	\$ 0	\$ 0	0.00 %
Administrative Cost - Other Costs:	\$ 0	\$ 0	0.00 %
Administrative Cost - Unaffiliated Costs:	\$ 0	\$ 0	0.00 %
Total CACFP Administrative Expenses:	\$ 1,829	\$ 3,426	53.39 %
Calculated CACFP Operational Expenses	Actual YTD	Approved	YTD Percentage
Operating Cost - Labor:	\$ 10,448	\$ 22,680	46.07 %
Operating Cost - Benefits:	\$ 0	\$ 0	0.00 %
Operating Cost - Food:	\$ 13,410	\$ 29,000	46.24 %
Operating Cost - Supplies:	\$ 3,116	\$ 5,206	59.85 %
Operating Cost - Rent or Mortgage:	\$ 0	\$ 0	0.00 %
Operating Cost - Contracted Services:	\$ 0	\$ 0	0.00 %
Operating Cost - Utilities:	\$ 0	\$ 0	0.00 %
Operating Cost - Other Costs:	\$ 0	\$ 0	0.00 %
Operating Cost - Unaffiliated Costs:	\$ 0	\$ 0	0.00 %
Total CACFP Operational Expenses:	\$ 26,974	\$ 56,886	47.42 %

# Mid-Year Expenses Assessment

## CACFP Food Service Expense Requirements

The March 2021 Claim is the halfway point of the fiscal year. This is a good time to assess your organization's compliance with CACFP food service expense requirements:

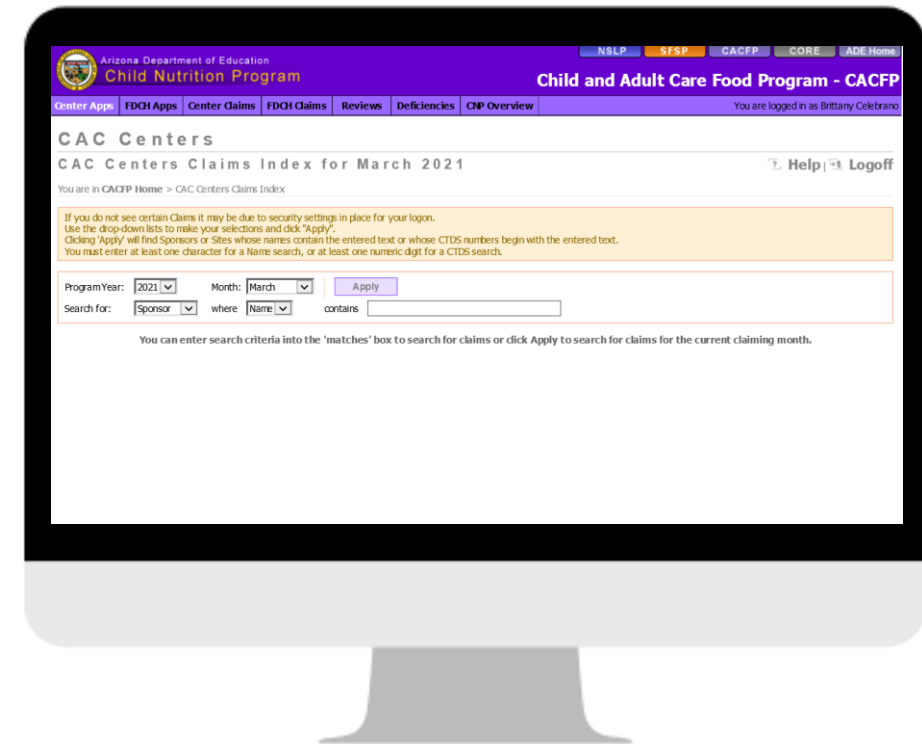
1. **Nonprofit food service**
2. **<15% Administrative Costs**
3. **>50% Food/Milk Costs**



# Mid-Year Expenses Assessment

## YTD Reimbursement

1. Log into CNP Web
2. Select Center Claims
3. View Payment Summary
4. Write down '2021 Program Year Total' which is your **YTD CACFP Reimbursement**



# Mid-Year Expenses Assessment

## YTD Allowable Food Service Expenses

1. Log into CNP Web
2. View the March 2021 Sponsor Claim
3. Scroll down to 'Actual YTD Column'
  - Write down **YTD Food Costs**
  - Write down **YTD Total Administrative Expenses**
  - Write down **YTD Total CACFP Expenses**  
(Total CACFP Administrative Expenses + Total CACFP Operational Expenses)





# Mid-Year Expenses Assessment

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## CNP Web Claim Page

\_\_\_\_\_ = Total YTD CACFP Reimbursement

\_\_\_\_\_ = Total YTD Food Expenses

\_\_\_\_\_ = Total YTD Administrative Expenses

\_\_\_\_\_ = Total YTD CACFP Expenses



# Mid-Year Expenses Assessment

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## Nonprofit Food Service

Is all reimbursement being spent on the food program?

### Solution:

1. Compare Actual YTD Expenses with Approved Expenses (planned budget).
2. Increase spending in categories that are less than planned/budgeted.

# Mid-Year Expenses Assessment

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## Administrative Costs

Is 15% or less of reimbursement being spent on Administrative Costs?

### Solutions:

1. Check to see if Operational Expenses are >100% of reimbursement, showing a non-profit food service. *If this is the case, then your reported Administrative Costs were due to excess reporting and can be corrected by claiming fewer administrative costs.*
2. Do not claim Administrative Costs in future claim months to reduce overall % of administrative costs to 15%. *Continue to operate a nonprofit food service.*
3. Increase operational cost reporting, if needed. *ADE recommends increasing food cost.*

# Mid-Year Expenses Assessment

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## > 50% Food Costs

Is 50% or more of reimbursement being spent on Food Costs?

### Solutions:

1. Switch to fresh fruits and vegetables instead of juice and/or canned items
2. Add additional creditable components to meals and snacks
3. Revise entrees and sides to include higher quality ingredients

# CACFP Menu Self-Assessment

All organizations are required to complete the Menu Self-Assessment this year.

<https://www.azed.gov/hns/cacfp/programforms/>  
under the “Building a Menu” Section

- Complete the Self-Assessment during FY21
  - *If menu issues are found, make changes to the menu to come into compliance*
- Keep on file
- Upload in FY22 Renewal Management Plan

## Menu Self Assessment

All organizations participating in the CACFP are responsible for maintaining a menu that meets the meal pattern requirements. Give yourself peace of mind by completing this self assessment! Place a checkmark next to each true statement. If any boxes remain un-checked, menu changes are needed.

### Creditable Foods



- ☐ The menu is free from grain-based desserts (including breakfast bars)
- ☐ Breakfast cereal does not have more than 6 grams of sugar per dry ounce
- ☐ Yogurt does not have more than 23 grams of sugar per 6 ounces
- ☐ Menu items are not deep-fat fried on-site
- ☐ The correct type of unflavored milk is served to all participants
- ☐ If flavored milk is served, it is fat-free and only for participants 6 years and older

### Daily Requirements



- ☐ One or more grain per day is whole grain-rich
- ☐ Juice is served no more than 1x per day
- ☐ All extras and spreads are listed on the menu
- ☐ Every **snack** contains at least two components
- ☐ Every **breakfast** contains fluid milk, grain, and a fruit and/or vegetable
  - ☐ A meat/meat alternate is served in place of a grain at breakfast 3 times or less per week
- ☐ Every **lunch** and **supper** contains fluid milk, grain, fruit, vegetable, and meat/meat alternate
  - ☐ If a vegetable is served instead of a fruit, two different kinds of vegetables are served

### Available Flexibilities for Adult Centers

- ☐ A serving of fluid milk is optional for suppers served to adult participants
- ☐ Yogurt can be served in place of fluid milk no more than 1 time per day
- ☐ If yogurt is served in place of milk, yogurt cannot be a meat alternate in the same meal

# Participant Menu Modification Forms

## Reminder: Use the New Form

All requests for something different than a standard offering on the menu must be documented with a [Participant Menu Modification Form](#).

This form was revised in 2020 and can be found on the Program Forms and Resources webpage.

Questions? [HNS Memo # 02-2020](#)



### Child and Adult Care Food Program Participant Menu Modification

This facility participates in the Child and Adult Care Food Program (CACFP) and serves meals and snacks in accordance with CACFP regulation. Menu modifications are *required* for any participant who discloses a food allergy, intolerance, medical condition, or any major bodily function affected by a food item. All required menu modifications must reasonably accommodate a participant's need. Menu modifications are *optional* for any participant who has a non-medical personal preference and an accommodation may be made at the customer service discretion of the facility.

Section 1. Documentation – To Be Completed by Parent/Guardian			
Participant's First & Last Name		Date of Birth	
List the food(s) to be omitted from the diet and the food(s) that should be provided instead:			
Food(s) to be avoided	Allowable Modification(s)	Additional instructions, requirements, or modifications such as special equipment, texture, thickness, etc.	
Explain how exposure to the food(s) affects the participant:			
Parent/Guardian Name		Date	
Parent/Guardian Signature			

Section 2. Assessment – To Be Completed by the CACFP Facility					
Discuss the modification request with the parent/guardian. Assess if an accommodation meets the meal pattern & if it is required.					
<input type="checkbox"/> Modification meets the CACFP Meal Pattern		<input type="checkbox"/> Modification does <u>not</u> meet the CACFP Meal Pattern			
Required Accommodation	or	Optional Accommodation	Required Accommodation	or	Optional Accommodation
<input type="checkbox"/> Reported Food Allergy		<input type="checkbox"/> Non-Medical Personal Preference	<input type="checkbox"/> Reported Food Allergy		<input type="checkbox"/> Non-Medical Personal Preference
<input type="checkbox"/> Reported Food Intolerance		<i>No medical reason for the request. Accommodating this preference request is a facility's customer service decision</i>	<input type="checkbox"/> Reported Food Intolerance		<i>Participant Meals and Snacks may not be eligible for reimbursement if a facility chooses to accommodate this request.</i>
<input type="checkbox"/> Reported Major Bodily Function Affected		<input type="checkbox"/> Facility will provide modification <input type="checkbox"/> Facility will <u>not</u> provide modification	<input type="checkbox"/> Reported Major Bodily Function Affected		<input type="checkbox"/> Facility will provide modification <input type="checkbox"/> Facility will <u>not</u> provide modification
Documentation Required: Sections 1 & 2			Documentation Required: Sections 1 & 2 <u>and</u> request Medical Authority Documentation		
Facility Representative Name				Date	

# Multi-Site Monitoring

## Monitoring Requirements for CACFP

Organizations with multiple sites are required to conduct internal monitoring annually.

The [Monitoring Visit Form](#) and [Shortened Monitoring Visit Form](#) can be found on the [Program Forms and Resources CACFP web page](#) under the Monitoring Sites Section.



### Arizona Department of Education Child and Adult Care Food Program Monitoring Visit Form

Date of Visit: \_\_\_\_\_

Date of Previous Visit: \_\_\_\_\_

Sponsoring Organization Name/Address:		Site Name/Address:	
CTD #:		Site Telephone #:	
Monitor Name:		Job Title:	
Person Interviewed at Site:		Job Title:	
Type of Monitoring Visit			
Multi-Site Sponsors are required to conduct at least three visits every year at each site, with not more than six months elapsing between monitoring visits. At least two of the three visits must be unannounced and one of the unannounced visits must include a meal observation.			
<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced <input type="checkbox"/> Pre-Approval/New Site <input type="checkbox"/> First Week/28-day/Initial Review <input type="checkbox"/> First Visit <input type="checkbox"/> Second Visit <input type="checkbox"/> Third Visit <input type="checkbox"/> Fourth Visit (if using averaging)			
Required Postings			
<input type="checkbox"/> Facility License Capacity: _____ Exp: _____	<input type="checkbox"/> Current WIC Information N/A for at-risk, emergency shelters & adult day centers	<input type="checkbox"/> Building for the Future with Current CACFP Official Contact Information	<input type="checkbox"/> And Justice for All Must be 11x17 inches  <input type="checkbox"/> Menu Exp: _____ <input type="checkbox"/> N/A
Enrollment			Yes   No   N/A
Emergency Shelters: Is a list of participants maintained and does it contain the name, date of birth, and dates of residency confirming free eligibility?			
Head Starts: Is a list of participants maintained to confirm free eligibility, based on Head Start or Early Head Start qualifications and does it contain a Head Start official's signature?			
Centers: Based on 10% of enrolled participants, are income applications complete and current for participants claimed in the Free or Reduced-Price categories?			
Centers: Are participants without income eligibility forms or with incomplete income eligibility forms on the paid roster?			
Centers and Head Starts: Based on 10% of enrolled participants, are enrollment forms on file updated at least annually?			
Observed Meal Service			
Meal Observed: <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack			
Meal Service Start Time: _____		End Time: _____	
Does the time of the meal or snack correspond with the approved mealtime listed on the CACFP Site Application? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If observing lunch or supper, is the institution following at least one of the family style meal DHS requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
If yes, which one(s)? <input type="checkbox"/> Food served from a serving container on table <input type="checkbox"/> Children serve themselves or with help of a staff member <input type="checkbox"/> Children pass serving containers <input type="checkbox"/> Staff member sits and eats lunch and/or dinner with the children			
Food Items Served to Participants			
	12-23 Months	24 Months and Up	Posted Menu
Milk (Indicate Type)			
Meat/Meat Alternate			
Grain			
Vegetable			
Fruit/Vegetable			
Extra(s)			

# Multi-Site Monitoring

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## On-Site Monitoring Waiver

Multi-site sponsors must continue to conduct monitoring; however, **onsite** monitoring has been suspended through September 30, 2021 for organizations who choose to opt into the onsite monitoring waiver.

[Summary of Child and Adult Care Program Operations During COVID-19](#)

This waiver allows for the following adjustments to the Traditional CACFP monitoring regulations to support the suspension of on-site monitoring:

- Sponsors must conduct two reviews of each facility (instead of three);
- Only one review must be unannounced (instead of two);
- The meal observation on the unannounced review is not required;
- More than six months can elapse between visits;
- Review of new facilities can be conducted as a desk audit.



# USDA Emergency Funding

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**The Arizona Department of Education (ADE) has submitted an intent to apply for participation in the Child Nutrition Programs (CNP ) Emergency Operational Costs Programs.**

This provides eligible program operators with additional reimbursements for emergency operating costs they incurred during the public health emergency from March to June 2020.

**HNS Memo #05-2021:** [Child Nutrition Program Emergency Operating Costs During COVID-19](#)

April 2021

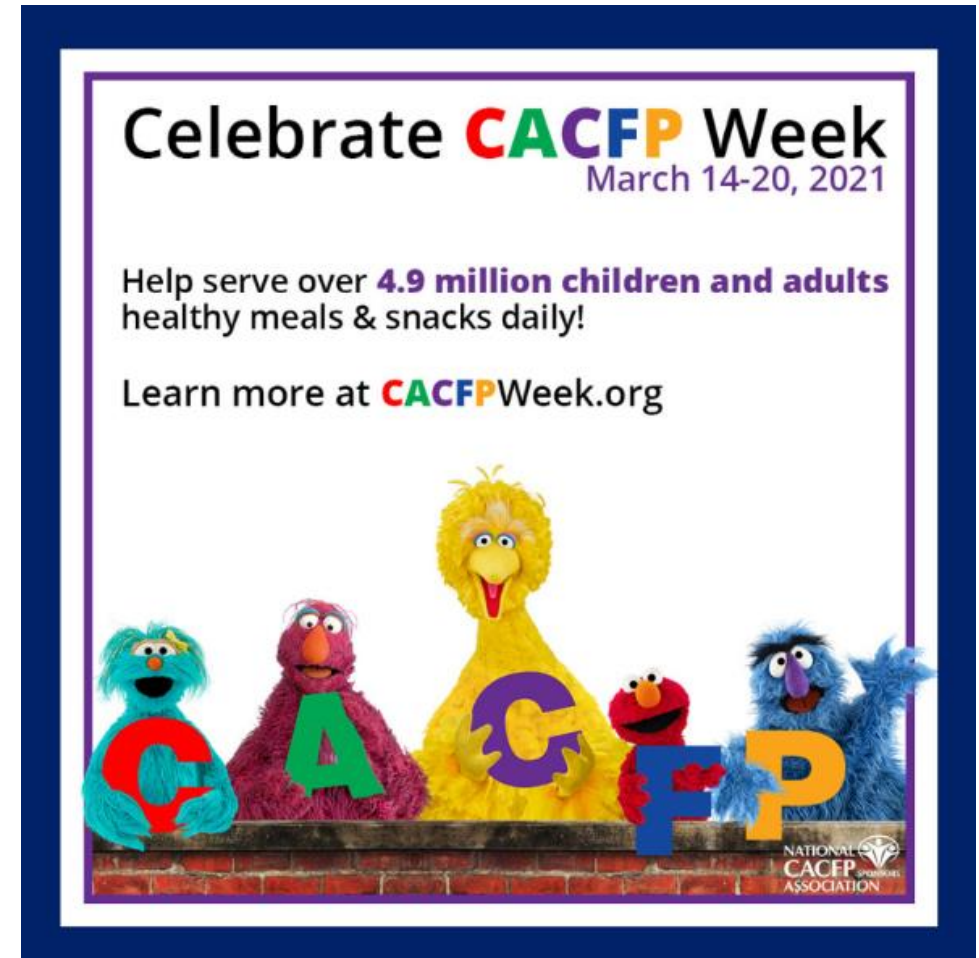
# Beyond the Regulations



# CACFP Week 2021

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Thank you to all who celebrated  
National CACFP Week March 14-20!





## ARIZONA ORGANIZATIONS PARTICIPATING IN THE CACFP



**325**

Child Centers



**1,609**

Home Providers



**261**

Head Starts



**7**

Emergency  
Shelters



**12**

Adult Centers



**270**

Afterschool  
Programs

This institution is an equal opportunity provider.

**24.9 MILLION**  
**CACFP MEALS ARE SERVED  
IN ARIZONA EVERY YEAR.**



This institution is an equal opportunity provider.

# Meal Quality Document

The Early Childhood Nutrition Taskforce State Policy Team has been working to align resources and develop consistent messaging around nutrition across programs.

- [Family Style Meals](#) (2019)
- Meal Quality (2021)

The Meal Quality resource will be released this summer!

## MEAL QUALITY ARIZONA

Food plays an important role in child development. This document represents requirements and best practices for developing menus and providing meals that support healthy growth and development.

**MEAL Quality** means all foods are in nutrient-dense forms, lean or low fat, and prepared without added fats, sugars, or salt.

**MENU Quality** means there is variety across the week and the day.

Nutrition requirements for licensing are closely aligned to the CACFP meal pattern requirements. Providers must serve the required snacks and meals based on hours and time of attendance.

There are 5 components

**THE BASICS**

GRAINS, FLUID MILK, MEAT/MEAT ALTERNATES (M/MA), VEGETABLES, FRUIT

BREAKFAST	LUNCH/SUPPER	SNACKS
Required: <input checked="" type="checkbox"/> GRAINS	Required: <input checked="" type="checkbox"/> GRAINS	Required: <input type="checkbox"/> GRAINS (Pick 2)
<input checked="" type="checkbox"/> FRUIT	<input checked="" type="checkbox"/> MEAT/MEAT ALTERNATES	<input type="checkbox"/> MEAT/MEAT ALTERNATES
<input type="checkbox"/> FLUID MILK	<input checked="" type="checkbox"/> FRUIT	<input type="checkbox"/> FRUIT
Optional Substitutions: <input type="checkbox"/> MEAT/MEAT ALTERNATES	<input checked="" type="checkbox"/> VEGETABLES	<input type="checkbox"/> VEGETABLES
<input type="checkbox"/> VEGETABLES	<input checked="" type="checkbox"/> FLUID MILK	<input type="checkbox"/> FLUID MILK

**Important Notes**

Licensing allows M/MA to substitute for the grain at any meal/snack up to 3x per week.

CACFP allows M/MA to substitute for the grain at breakfast only up to 3x per week.

Yogurt, if served, must be within the allowable sugar limits for CACFP.

Optional Substitution- A second veget.

**Choking Risks:** Foods that are round, hard, thick, sticky, or slippery are common choking hazards. Modify these types of foods based on children's ages and developmental abilities.

**EXAMPLES**

**CHANGE THE SHAPE AND TEXTURE!** Cook hard foods to soften them.

Infants- Cut to 1/4" pieces  
Toddlers- Cut to 1/2" pieces

**WHOLE GRAIN**

Whole grain foods are made with all three parts of the grain: Germ, Endosperm, Bran.

**VS**

Whole grain-rich means the majority of the grains used are whole, and the remaining grains are enriched.

**WHOLE GRAIN RICH**

pasta, crackers, bread and tortillas.

**Encourages VARIETY**

**ESSENTIAL**

**COLOR**

**TART SWEET BLAND FLAVOR**

**AMOUNT PER AGE**

Age Group	1-2 Years Old	3-5 Years Old	6+ Years Old
Grains	2-4 oz	4 oz	6 oz

Juice can be served as the fruit component. There are minimum and maximum amounts that can be served.

	M	T	W	TH	F
<b>LICENSING</b> 1 time per day					
<b>CACFP</b> 1 time per day					
<b>EMPOWER</b> 2 times per week					
<b>GO NAPSACK</b> 2 times per week					
<b>AZ BEST PRACTICE</b>	JUICE IS NOT SERVED.				

This document contains shared family-style meal guidance for regulatory requirements and best practices and was developed as a collaboration between the following organizations:



The above organizations would like to thank the Arizona Early Childhood Education Association for contributing provider feedback. This institution is an equal opportunity provider.



# Thank you!

**The next Staying on Track Webinar is  
September 2021!**

**Please type any questions you have into the  
chat box.**

*If you are attending the live webinar, you will  
receive a link to complete the survey in EMS.  
After completing the survey, you can print a  
certificate of completion.*

*If you are watching the recorded webinar, you can  
access the survey link and certificate of  
completion at the end of the webinar slides.*



# Survey & Certificate

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## **Training Certificate**

[Click here](#) to complete a short survey and obtain your training certificate.

## **ADHS Empower Program**

This training counts toward Empower Program training requirements.

## **Arizona Early Childhood Workforce Registry**

This training is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your registry transcript, please provide your Workforce Registry ID when completing the survey.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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