

Sponsor Name: Brookline Sprouts at Tree of Life Open Bible Church

Agreement #: 328-02-895-8

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COMPONENTS – CHILD CARE PROCEDURE**

CACFP Performance Standard 2 – Administrative Capability. Institutions must have written policies and procedures that assign CACFP duties.

CACFP Performance Standard 3 – Program Accountability. Institutions must follow practices that result in the operation of the CACFP in accordance with the recordkeeping and claiming reimbursement only for eligible meals. Internal controls must ensure that meals planned, served, and claimed meet the meal pattern requirements.

Reference Regulation 226.20(a)(c)(1-3) Sponsors must plan and serve meals and snacks that follow the meal patterns for children ages 1 through 12 and ages 13-18 for At-Risk and Emergency Shelters. Institutions and facilities must serve the food components and quantities specified in the meal patterns for children in order to qualify for reimbursement.

A written procedure must answer the following five questions:

1. **What** processes and procedures will be implemented to ensure compliance now and in the future?
2. **Who** by position title (i.e., owner, director, administrative assistant, classroom teacher) is responsible for conducting the processes and who by position title is ultimately responsible for ensuring the procedure is followed now and in the future?
3. **How** will the sponsor ensure that the processes and procedures are followed consistently to prevent issues of non-compliance?
4. **When and at what frequency** will the processes and procedures be implemented?
5. **Where** will the supporting documentation be maintained?

WHAT?

The following meal pattern requirements will be met before claiming meals and snacks on the Monthly Claim for Reimbursement:

- Dated, daily menus for all meal types planned, served, and claimed will include all required components/food items and include only creditable foods, which meet the CACFP meal pattern requirements.
- PEARS Download Forms, section *CACFP – 13000 CACFP Meal Patterns* postings will be used as a resource when planning menus. These resources identify the creditable foods that meet the CACFP meal pattern requirements and that may be counted toward meeting the minimum required quantity of each food item.
- The Sponsor will meet the following meal pattern for participants ages 1 through 18:
 - BREAKFAST – A reimbursable breakfast will include one serving of fluid milk, one serving of grains, and one serving of fruit or one serving of vegetable, or combination of both fruit and vegetable. A meat/meat alternate may be served in place of the entire grain component at breakfast a maximum of three times per week.

- LUNCH & SUPPER – A reimbursable lunch or supper will include one serving of fluid milk, one serving of meat/meat alternate, one serving of grains, one serving of vegetable, and one serving of fruit. To help increase the number of vegetables eaten by children, a second **different** vegetable may be used to meet the fruit requirement. For example, a lunch or supper may include a serving of broccoli and a serving of carrots.
 - SNACK – A reimbursable snack will include a combination of two **different** food components - milk, meat/meat alternate, vegetable, fruit, and/or grain.
- Snacks may NOT consist of two fluid food items such as milk and orange juice.
 - Pasteurized, 100% fruit or vegetable juice will be served only one time per day.
 - At least one serving of grains per day will be whole grain-rich.
 - Grain-based desserts will not be served as a creditable in CACFP. *Exhibit A: Grain Requirements for Child Nutrition Programs* (found on PEARS Download Forms) will be used as a resource for creditable grains.
 - Commercially prepared tofu is a creditable meat/meat alternate. However, tofu must be easily recognized as a meat substitute such as sausage links or burgers. In addition, tofu must contain 5 grams of protein per 2.2 ounces (1/4 cup).
 - Commercially prepared soy yogurt is a creditable meat/meat alternate.
 - All yogurts (including soy yogurt) will have no more than 23 grams of sugar per 6 ounces.
 - Ready-to-eat breakfast cereals will have no more than 6 grams of sugar per dry ounce.
 - Deep-fat frying will not be used to prepare meals on site including central and/or satellite kitchens.
 - Non-dairy fluid milk substitutions for non-disability reasons will provide the nutrients listed below.

Nutrient	Per cup (8 fl oz)
Calcium	276 mg.
Protein	8 g.
Vitamin A	500 IU.
Vitamin D	100 IU.
Magnesium	24 mg.
Phosphorus	222 mg.
Potassium	349 mg.
Riboflavin	0.44 mg.
Vitamin B-12	1.1 mcg.

- Annual CACFP training and new staff training will include instructions on how to recognize the required food components/food items for each meal type.
- Meals served with missing components and/or non-creditable food items will not be claimed for reimbursement.
- Dated, daily delivery receipts for all meals that are delivered from a central kitchen, vendor, or Food Service Management Company (FSMC) will be maintained. Delivery receipts will include the site name, address, and date. Receipts must also include the quantity of each food component that is delivered.
- All dated, daily menus will be maintained for three (3) years plus the current year.

WHO?

Who by **position title** (i.e., owner, director, administrative assistant, classroom teacher) will develop dated, daily menus and ensure that all meal types include all required components/food items in the required quantities for each age group and include only creditable foods, which meet the CACFP meal pattern requirements? If more than one person will conduct this process, list all applicable position titles.

Identify the title of the position: Sprouts Director

Identify the title of the position: Kitchen Manager

Who by **position title** (i.e., owner, director, administrative assistant, classroom teacher) will conduct a second check of the dated, daily menus prior to submitting the monthly Claim for Reimbursement to ensure all required component/food items were planned, prepared, and served for all meal types claimed and include only creditable foods, which meet the CACFP meal pattern requirements? If more than one person will conduct this process, list all applicable position titles.

Identify the title of the position: Sprouts Director

Identify the title of the position: Director of Operations

Who by **position title** (i.e., owner, director, administrator, CEO) is ultimately responsible for validating the procedure is followed?

Identify the title of the position: Sprouts Director

NOTE: All CACFP duties must be included in each applicable position description.

HOW?

Provide a description of how the sponsor will ensure the processes and procedures are followed consistently to prevent issues of non-compliance? Check all that apply.

- ☐ A checklist will be developed and used to track that all required meal components were served prior to submitting the monthly claim for reimbursement. The checklist will be maintained along with all monthly documentation to support the claim.
 - ☐ An edit check reminder will be added to the monthly calendar of the center director.
 - ☒ Sponsor administrator will train staff responsible for planning menus and serving meals. Re-training will occur no less than annually.
 - ☐ Edit checks will be conducted by no less than two different staff members to ensure compliance.
 - ☒ Other – Provide a **detailed** description. Attach as an addendum if necessary.
An electronic internal database is being developed and implemented that would limit whomever is making the menu to use what is available in the database, and added items must have labels/recipes. adding items/recipes would need to be completed/approved by the director
- WHEN?** Date this procedure was implemented: 7/15/26

Frequency that menus will be evaluated for compliance with meal component requirements. Check all that apply.

- ☐ Daily
- ☒ Weekly
- ☒ Each month prior to submitting claim for reimbursement.
- ☐ Other – Provide **detailed** description. Attach as an addendum if necessary.

WHERE?

All documentation supporting meal components must be maintained for three (3) years plus the current year except if audit findings have not been resolved, then records shall be retained until the resolution of the issues raised by the audit. Documentation must be available for review by USDA or the State Agency at all times. Check all that apply.

- ☐ Center Director's Office
Address:
- ☒ Sponsoring organization administrative office
Address: 1036 Brookline Blvd, 15226
- ☒ Other – Provide a **detailed** description. Attach as an addendum if necessary.
Address:

The menus will be kept electronically in the Sprouts/CACFP Menus drive in Google Drive, as a shared drive owned by ToL.

I certify that the procedure described has been implemented and I will provide oversight and ensure that the procedure is properly implemented now and in the future. Whenever changes in regulations or procedures are disseminated by the State Agency, I will access and implement applicable revisions to this procedure based on USDA regulations and State Agency guidance as they apply to the Child and Adult Care Food Program.

A signed copy of this procedure will be maintained and will be available for review by USDA and the State Agency.

Signature:

A handwritten signature in blue ink, consisting of several loops and a final horizontal stroke.

Date: 7/15/26

Position: Sprouts Director