

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

Agreement #: 328-02-895-8

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
FOOD QUANTITY REQUIREMENTS – 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(c)(1-3) Sponsors must plan and serve meals and snacks that follow the meal patterns for children age 1 through 18. 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?

Sponsor will validate compliance with the following food quantity requirements before claiming meals and snacks on the monthly claim for reimbursement:

- All meals planned, served, and claimed must contain the minimum required quantity of each food item for each age group and only creditable foods, which meet the CACFP meal pattern requirements, may be counted toward meeting the minimum required quantity.
- PEARS Download Forms, section *CACFP – 13000 CACFP Meal Patterns* and the *CACFP Crediting Food Manual* will be used as resources 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 CACFP Child Meal Pattern with amounts and foods to be served to children ages one year and older will be used as a resource when planning and serving meals.
- Annual CACFP training and new staff training will include a review of the required quantities of all food items for each age group.
- Serving sizes for each meal component will be communicated to staff to ensure that participants are served the required quantity of each food item based on the age of children.

- Staff will be provided with appropriate measuring utensils and guidance for use, in order to ensure that required quantities are served based on the age of the children.
- Meal component and quantity requirements will be posted to ensure that staff is serving the required quantity of each food item based on the age of the children.
- Staff responsible for serving meals will be periodically monitored to ensure menu items are served in required quantities.
- Recipes for all “Made from Scratch” menu items will be maintained to ensure required quantities are prepared and served, and to ensure that only creditable ingredients, which meet the CACFP meal pattern requirements, are counted toward meeting the minimum required quantities.
- Recipes will include the following information necessary to determine required quantities:
 - Title (i.e.; Chicken Vegetable Soup, Beef Lasagna, Grilled Cheese Sandwich)
 - Ingredients including form (i.e., fresh, frozen, sliced, diced, raw, etc.)
 - Weight or measure of each ingredient (i.e., cup, pound, fluid ounce, teaspoon, etc.)
 - Directions for preparation (i.e., sauté, bake, simmer, etc.)
 - Yield of the final product (i.e., 3 gallons of soup, 2 pans of lasagna with 12 serving each, 12 sandwiches)
 - Portion size (i.e., 1 cup soup, 1 serving lasagna, 1 sandwich)
 - How the recipe credits towards the CACFP meal pattern
 - 1 cup Chicken Vegetable Soup credits ½ cup vegetables and 1 ounce meat/meat alternate
 - 1 serving Beef Lasagna credits 2 ounce equivalent of grains, 2 ounce meat/meat alternate, and ¼ cup vegetable
 - 1 Grilled Cheese Sandwich credits 2 ounce equivalent of grains and 2 ounces meat/meat alternate
- When determining how a recipe will credit towards the meat/meat alternate component, the weight of the cooked meat will be used in the calculations. Recipes written with the weight of raw meat will take cooking losses into consideration.
- Documentation will be maintained for all processed foods (example: fish sticks, chicken nuggets, ravioli) to ensure that only creditable ingredients, which meet the CACFP meal pattern requirements, are used to determine the quantity of food item to be served in order to meet minimum quantity requirements for participants.
- Acceptable documentation for processed food items is a Product Formulation Statement (PFS) signed by a representative of the processor/manufacture or a Child Nutrition (CN) label. These documents will ensure that only creditable ingredients, which meet the CACFP meal pattern requirements, are used to determine how the processed food item meets quantity requirements.
- Sponsors may use the CN Label Verification Report at the following link in lieu of an actual CN label as long as the Sponsor is using the specific item listed on the report. The Sponsor will maintain the food product information and the applicable page of the CN Label Verification Report as required documentation.
https://fns-prod.azureedge.net/sites/default/files/cn/cnl_verificationreport.pdf

- Meat/meat alternates that contain meat or poultry byproducts, cereals, binders, or extenders are not creditable in the CACFP. An ingredient list will be maintained for items such as luncheon meats, hot dogs, bologna, knockwurst, and Vienna sausage to ensure they do not contain these additives and are creditable CACFP food components.
- If implementing family style meal service, enough food must be prepared and placed on the table so that each child receives the minimum portion of each food component. Children will be offered the full minimum portion of each component and if the child does not initially accept the entire minimum portion of any component, an adult will actively encourage the child to take the full portion during the course of the meal service.
 - Milk and juice do not need to be served family style. Supervising adults who choose to serve the fluids directly to the children must serve the required minimum quantity to each child. For example, children 3-5 years old must be served 6 fluid ounces of milk at breakfast, lunch, and supper meals.
- Documentation such as dated, daily menus, recipes, PFSS, CN labels, and ingredient lists will be maintained for three (3) years plus the current year.
- Meal and snacks not in compliance with quantity requirements will not be claimed for reimbursement.

WHO?

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

Identify the title of the position: SProuts Director

Identify the title of the position: Driector 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

Who by **position title** (i.e., owner, director, administrative assistant, classroom teacher) will conduct periodic monitoring of staff responsible for serving meals to ensure compliance with quantity requirements?

Identify the title of the position: Sprouts Director

Identify the title of the position: Director of Operations

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 planned menu items are available and served in appropriate portion sizes to meet minimum required quantities for each age group in care. 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 **detailed** description. Attach as an addendum if necessary.
Children are routinely given seconds and thirds during the meal service that would reinforce portions above and beyond minimums.

WHEN?

Date this procedure was implemented: 7/15/26

Frequency that meal components and the meal service will be observed and evaluated for compliance with minimum quantity requirements. Check all that apply.

- ☐ Daily
- ☒ Weekly
- ☐ Other – Provide **detailed** description. Attach as an addendum if necessary.

WHERE?

All documentation supporting food quantity requirements 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.

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Center Director's Office

Address:

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Sponsoring organization administrative office

Address: 1036 Brookline Blvd, 15226

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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:



Date: 7/15/26

Position: Sprouts Director