
Subject: Monthly USDA--CACFP
Source: Performance Standards 1301

USDA Eligibility

The Healthy Meals for Healthy Americans Act of 1994, enacted 11-2-94, amended the National School Lunch Act to make children who are enrolled in the Head Start Program on the basis of Head Start's low-income criteria automatically eligible for free meal benefits without further application or eligibility determination.

The number of children, which the Early Head Start grantee is to serve, as indicated on the grant award, is termed the "funded enrollment".

Head Start Program regulations require that at least 90 % of the children who are enrolled in each Head Start Program must be from low-income families. Up to 10% of the children enrolled may be from families that exceed the low-income guidelines. Those enrolled under this "10%" guideline must fill out USDA Income Statements.

USDA Income Statements

1. Each statement will be reviewed for completeness and evaluated as either "reduced price", "over income" or "free".
 - Those enrolled under the low-income guidelines for Head Start will be considered "free". USDA provides income guidelines for this evaluation.
2. When all statements are received and evaluated, a tally will be taken for each classroom, center, and total agency. These totals are provided to the Human Resource Tech for the completion of the USDA/CACFP reimbursement.

USDA Menu Production Records

1. Menu Production Records are kept daily by the kitchen staff.
2. MPRS for breakfasts, lunch, snacks are kept on file.
3. The use of a 5-week cycle menu is being implemented with the exception of changes for seasonal fruits and vegetables.
4. All meals are planned according to USDA/CACFP food requirements for children birth to 3 years old.
5. A separate meal pattern for adults is kept and recorded.
6. The MPR includes the following information:
 1. The date the menu is served - shown by month, day and year. A Registered Dietician reviews these menus.
 2. The name of all menu items we serve on a specific date and the name of each food item that meets meal or snack requirements. These foods are listed in the Crediting Food in the CACFP.
 3. The quantity of each ingredient of food used to meet the meal requirements. We weigh, measure, or count these ingredients, e.g. Chicken Soup - 32 lbs. chicken, 17 lbs. carrots, 10 lbs. celery, 5 lbs. onions, 7.5 lbs noodles. We use the Simplified Food Buying Guide to determine the amounts of food to prepare. We record the quantity of food delivered to each site.

4. The portion or serving size of each menu item we serve (e.g. 1/4 cup vegetables, 1/2 cup fruit, and 3/4 cup milk.)
5. The teacher records on the Daily Meal Count and Attendance Record the number of children served at each meal/snack at the time of service.
6. Teachers for Early Head Start purposes record the number of adults served at each meal/snack. We may not claim adults for USDA reimbursement.
7. The quantity of food served conforms to meet recommended amounts indicated in ACYF Head Start guidance materials. Three standard assurance visits are scheduled for each center yearly. These visits are coordinated for each specific center by the Nutrition Manager.

USDA Reimbursement Reports -- Monthly

1. Complete Daily Meal Count and Attendance Records are due in to the Site Manager from all teachers on the first day of the month and each teacher will enter the information daily into the Child Plus tracking system.
2. The Human Resource Tech will calculate the number of days each child was in attendance compared to the Daily Meal Count and Attendance Records.
3. The total number of meals served to children and adults in the centers are entered on to the final total sheet.
4. Totals of all children on the Daily Meal Count and Attendance Records, those eating breakfast, those eating lunch and PM snack are all transferred onto a work sheet.
 1. The number of days that meals are served for the month are also counted and documented on the report.
 2. The report is then inputted onto the Special Nutrition Programs Nutrition Assistance Payment Processing website.
 1. A copy is kept on file in the EHS Director Office.