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ABSTRACT

This manual explains what is involved in sponsoring a Child Care Food Program (CCFP) for family day care providers. It draws on the experience of Save the Children's Southern States Office in sponsoring the "Child Care Food Umbrella," a CCFP program serving over 1,000 providers, which Save the Children has operated for 6 years. Chapter 1 describes requirements and responsibilities involved in sponsoring a child care food program for family day care providers. Chapter 2 discusses payment to sponsors of child care food programs. Chapter 3 concerns staffing the CCFP and finding providers. Chapter 4 focuses on enrolling providers and monitoring them by conducting home visits. Chapter 5 deals with nutrition education for CCFP providers. Chapter 6 describes office procedures for reimbursing providers. Chapter 7 discusses audits and taxes, and offers tips on saving money. A bibliography listing related readings and child care publications from Save the Children is included. Appendices provide information on how to meet food requirements when selecting and preparing food and a list of the regional offices of the United States Department of Agriculture. (RH)

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THE CHILD CARE FOOD PROGRAM FOR FAMILY DAY CARE

A HOW TO MANUAL

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THE CHILD CARE FOOD PROGRAM AND FAMILY DAY CARE:
A HOW-TO MANUAL

July, 1986

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FOREWORD

Save the Children is an international, nonprofit organization dedicated to improving the lives of poor children and their families. It works in 44 foreign countries and the United States, where its programs serve Appalachia, several regions of the South, a number of inner-city communities, Native Americans, and Hispanics in the Southwest.

Save the Children works with local communities to define needs and addresses them through cooperative self-help efforts. Because Save the Children addresses locally defined problems, it is involved in many different activities including housing, food production, sanitary water and irrigation, preventive health, nutrition, small-scale income-generating activities, and programs serving youth and children.

The goal of all Save the Children's efforts is to help families become able to care for their children.

Throughout Save the Children's programs, child care has been identified as a major need of communities. When good child care is available at an affordable rate, parents can lead productive work lives and contribute to the economic needs of the family. When good child care is available children grow socially, emotionally and intellectually; they gain the opportunity to reach their full potential.

Save the Children has been particularly aware that child care is a basic service that must be a part of any community plan because it contributes to the economic well being of the whole community. Good child care not only frees parents to work, but it also creates jobs for people who care for children.

The Southern States Office of Save the Children serves communities in Virginia, South Carolina and Georgia, but it also has a much broader mission: to demonstrate how quality child care can be made available across the country, especially to low income families.

Over the years the Southern States Office has been particularly interested in supporting family day care--where children are cared for in the home of the caregiver--and has developed many ways to address a number of child care concerns through family day care. The office operates several programs in family day care including a two-county Family Day Care Network, a Purchase-of-Child-Care program, a Child Care Resource and Referral service in a metropolitan area, and a Child Care Food Program in a sixty-county area. The Southern States Office also operates the Child Care Support Center and holds an annual conference for family day care providers.

The Child Care Food Program, which is funded by the United States Department of Agriculture, is available in every state. Its purpose is to ensure that children in day care receive nutritious meals. It does this by reimbursing nonprofit day care centers and family day care providers for part of the cost of food served to the children in care.

This publication, *The Child Care Food Program and Family Day Care: A How-To Manual*, gives information on what is involved in sponsoring a Child Care Food Program for family day care providers. The information is based on the experience of the Southern States Office in sponsoring the program, which today has grown to include over 900 family day care homes.

It is Save the Children's belief that family day care not only is an excellent way to provide child care, but it is also a good career opportunity for women. Taking care of children in the family home is typically a low-income job, but with the financial help available through the Child Care Food Program, providers can serve nutritious meals without cutting into their income from child care, and without passing the costs on to working parents. This is especially important to low income and single parent families.

We hope this book will help other nonprofit organizations become sponsors of the Child Care Food Program.

ACKNOWLEDGEMENTS

Community groups and family day care providers throughout the country contributed ideas and experiences out of their dedication to improving family day care.

Estelle Brock, who directs Save the Children's Child Care Food Program, is the principal author. Madeline Dowling, a project officer representing the United States Department of Health and Human Services, contributed from her rich resources of child care information and contacts.

Nancy Travis, director of Save the Children's Southern States Office, and Joe Perreault, assistant director, have consistently shared the Southern States Office's experience with others so that our work may be adapted and replicated wherever there is a need. Their administrative support and long experience in child care program management made this publication possible.

Amy Reynolds edited the material and designed the book.

INTRODUCTION

Family day care has long been the most popular child care choice of working parents, but it has often been undervalued. Although more children are cared for in family day care homes than in any other kind of child care arrangement, family day care has not been a highly visible program. Family day care providers don't usually advertise in the Yellow Pages or place signs on their houses advertising their services. Until the advent of resource and referral services, most parents found family day care providers through word-of-mouth, and that is still probably the most often used method, since there are relatively few referral services across the country.

The Child Care Food Program (CCFP) for family day care homes has done more than any other program to make family day care visible. It is an excellent resource for communities that want to increase the number of family day care providers because it helps providers keep their fees affordable and because it is a powerful provider recruiting tool.

The primary purpose of the CCFP is to ensure that children being cared for in family day care homes (and in nonprofit day care centers) receive nutritionally balanced meals by reimbursing providers for part of the meals they serve the children. But the program also has far-reaching benefits in the form of more and better quality child care, and in economic benefits to the provider, working parents, and the community.

This manual explains what is involved in sponsoring a CCFP for family day care providers. It draws on the experience of Save the Children (Southern States Office) in sponsoring the "Child Care Food Umbrella," a CCFP program which Save the Children has operated for six years. Save the Children's CCFP has grown to include over 1,000 family day care providers, but the information in this manual is applicable to smaller - and larger - programs.

Sponsoring a CCFP requires attention to detail, integrity, and a staff who can manage the program as well as maintain good relations with providers, the community, and the staff of the administering agency, to whom the sponsor is accountable for management of funds.

Some of the information presented here is quite detailed simply because there is much record keeping and accounting involved in CCFP sponsorship. Organizations wishing to become CCFP sponsors will find it helpful, but they must adapt it to fit requirements of the particular CCFP administering agency.

The ideas presented here work for Save the Children, but they are not rigid; they have to be flexible to adapt to changes in CCFP regulations, as well as to differences in state and local regulations. We hope they will be of help to potential CCFP sponsors.

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CHAPTER ONE

REQUIREMENTS AND RESPONSIBILITIES IN SPONSORING A CHILD CARE FOOD PROGRAM FOR FAMILY DAY CARE PROVIDERS

Purpose

The purpose of the Child Care Food Program (CCFP) is to assist and train child care providers to serve nutritious meals to the children in their care, and to help children develop sound nutritional habits. The CCFP does this by reimbursing the provider a fixed amount of money for the meals served to the children. There are no income guidelines for the children in care; the food cost is reimbursed regardless of the child's parents' income. In addition, the provider may be reimbursed for meals she serves her own children if she meets certain income guidelines.

A family day care provider enrolled in a CCFP can be reimbursed for two meals and one snack per day, per child. To receive reimbursement, the provider must serve meals that meet the nutrition standards established by the United States Department of Agriculture (USDA), which funds the program. As of July 1, 1986, the rate of reimbursement was \$1.16 for lunch or dinner; \$.5925 for breakfast; and \$.345 for snacks. These rates are adjusted each July 1 to cover changes in the cost of living.

Funding

The USDA provides funds for the CCFP from the same appropriation or authorization as the School Lunch Program. The funds are administered by an appointed state agency, which may be the Department of Education, the Department of Health, the Department of Public Welfare, or any other state agency designated by the governor or by the legislative authority of the state. Therefore, the administering agency will be different from state to state. Whatever agency is designated, it must be approved by the U. S. Department of Education to administer the program.¹

For clarity in this manual, we will refer to the state administering agency as the "state agency."

Who Can Sponsor a CCFP?

Sponsors of CCFPs must be nonprofit organizations or groups, and they must be approved for sponsorships by the state agency. There can be more than one CCFP sponsor in the same locality. In a sense, the sponsor functions as a

¹ Federal Register, Part IV, Department of Agriculture, Food and Nutrition Service, Child Care Food Program, 7C FR, Part 226.2(a).

sub-contractor to the state agency, and is responsible for managing the CCFP and reporting to the state agency.

Any private or public nonprofit agency wishing to sponsor a CCFP applies to the state agency for approval. Appendix B in this manual lists addresses of regional offices of the USDA Food and Nutrition Service. Potential sponsors may write the regional office in their area for information on the program and for the name of the state agency which sponsors the program in their state.

Regulation of CCFPs

In addition to the regulations set by the USDA, the state agency has authority to impose its own requirements, as long as they are not inconsistent with the USDA regulations. State agency requirements must be approved by the Regional Office of the USDA Food and Nutrition Service.

Responsibilities of the State Agency

The state agency is responsible to the USDA for providing consultative, technical, and managerial personnel to administer the CCFP funds, and for facilitating expansion and effective operation of the program. The state agency is also responsible for providing training and technical assistance to sponsors and for monitoring the performance of sponsors.

Responsibilities of Sponsors

An organization applying to the state agency to sponsor a CCFP must prove that it is capable of administering the CCFP in a responsible manner. The sponsor is required to develop a management plan outlining how the CCFP regulations will be met, and submit a budget based on the anticipated number of family day care homes that will participate in the CCFP.

Management of a CCFP requires the sponsor to:

- ☆ Approve family day care homes (providers) for participation.
- ☆ Provide initial and ongoing training about the CCFP regulations to participating providers.
- ☆ Conduct nutrition education sessions throughout the year for providers as required by the state agency.
- ☆ Check menus sent to the sponsor monthly by providers to see that meals meet USDA nutrition standards, and inform providers (usually in writing) if the meals do not meet the standards.
- ☆ Figure the amount of reimbursement due providers, write and mail checks to providers for each month that the provider sent in menus.
- ☆ Furnish providers with all forms required for participation.
- ☆ Make home visits to each provider as required by the regulations, to review provider's food service.
- ☆ Keep records of all transactions and management of CCFP expenditures for reporting to the state agency.
- ☆ Help providers understand and meet all USDA and state requirements for participating in the CCFP.
- ☆ Furnish reporting forms as required by the USDA and the state agency.

The sponsor is also responsible for recruiting CCFP participants. (There is information on recruiting in Chapter 3).

Sponsors can look to the state agency for assistance and guidance in managing the CCFP to assure that they meet all regulations, and so that there are no audit exceptions.

Responsibilities of Child Care Providers

To participate in the CCFP, child care providers must be registered or licensed by the state day care licensing authority or meet a set of "alternate requirements" set by the USDA. In most cases, the USDA standards are more stringent than those required by the state. For example, certificates of health from the health department and from the fire marshal are required by the USDA. A brief description of state licensing requirements follows this section.

Providers must agree to meet all of the CCFP requirements. They include:

- ☆ Enrolling children in the CCFP (Using a Child Enrollment Form).
- ☆ Serving meals and snacks that meet the USDA nutritional requirements.
- ☆ Sending sponsor records of the number of children served at each meal.
- ☆ Participating in nutrition education training as required by the CCFP regulations.
- ☆ Allowing staff of the sponsoring agency to visit the home to review the provider's food service.

Parents' Responsibility

Parents of children being cared for by a CCFP provider are asked to sign a Child Enrollment form which gives the name of the child, the parents' address,

and their telephone numbers at home and at work. The form ensures that the children being reported for meal reimbursements do exist and are being cared for in the provider's home. The provider is required to send a copy of the Child Enrollment Form to the sponsor.

State Day Care Licensing Agency

The USDA requires family day care homes and group family day care homes to show evidence that the home is in compliance with the state day care licensing or registration requirements. Day care licensing laws vary from state to state, and different state agencies are designated to administer the licensing laws. It may or may not be the same state agency that is designated to administer the CCFP. In most states, the Department of Education or the Department of Public Welfare is given the authority to regulate day care by an act of the state legislature. That agency is given the responsibility and authority to set regulations through "administrative codes," which have the weight of law. In a few cases, regulations are written directly into law, but this makes changing and modifying regulations more complicated, since an act of the state legislature would be required to make any changes in the law.

Since licensing agencies focus primarily on day care centers, they may decide not to regulate smaller programs such as family day care homes where six or fewer children are cared for. The licensing agency may license providers who ask to be licensed, but it seldom aggressively searches out family day care providers for licensing. Some states regulate family day care homes only when public funds are used to purchase care for children in the homes. In fact, the task of searching out and regulating family day care homes seems

overwhelming to regulating agencies, which are often understaffed.

State Day Care Registration

Because of the magnitude of the task and the shortage of resources available, some states register family day care homes. Registration usually means that the provider must obtain a set of published regulations, then sign a form signifying that she meets all of them. It is a sort of honor system where the licensing agency takes the provider's word that she meets requirements. However, registration gives the licensing agency the right to inspect the provider's home.

Some states visit on a random sampling basis, while others do not. They must, however, follow up on complaints received about the provider's home or quality of child care.

The number of children a provider may care for in her home is also different from state to state. Some require registration or licensing for only one child, while others allow seven or eight children to be cared for before licensing is required.

Because of the recent public awareness of child abuse, some state licensing laws require anyone taking care of children to undergo fingerprinting and federal and state criminal record checks.

Sponsors of CCFPs need to be informed on the licensing laws that apply in the locations where they enroll participants so that they can help providers meet requirements necessary to participate in the CCFP.

Benefits

Everyone benefits from the CCFP. The program enables the provider to serve nutritious meals to the children in her care without passing on the cost to working parents. In addition, she attends training sessions in nutrition and, in some cases, workshops on child development and small business operation.

Family day care can be a lonely, isolated job with little support and low economic reward. But through the CCFP, providers meet other providers and exchange ideas, discuss common problems, and benefit from each other's experiences. They are encouraged to see themselves as professional business women making a valuable contribution to society.

The provider's self-esteem is enhanced as she becomes skilled in running her family day care business and in working more effectively with children, parents, and the community. The CCFP helps bring the outside world in, and for many providers, is a powerful incentive to continue providing much-needed child care.

Parents benefit from knowing that their children are receiving nutritious meals, and from the fact that the CCFP gives the provider opportunities to enhance her caregiving skills. When parents have peace of mind about their child care arrangements -- that their children are well fed and being taken care of by a caring provider -- they have less anxiety on the job and less absenteeism.

The CCFP can also increase the number of caregivers in a community through recruiting potential providers and supporting the ones already operating family day care homes. Additionally, the

sponsor may employ people in the community in full- or part-time positions to help manage the sponsorship of the program.

Benefits to Children

And last, but by no means least important, are the benefits to children. Improved child care and improved nutri-

tion result in healthier, happier, more secure children whose ability to learn and to interact with other children and adults is enhanced. It has been estimated that family day care providers take care of 44 percent of the nation's preschool children. The provider who participates in the CCFP has a better opportunity to see that the children in her care grow up to be healthy, productive adults.

The Child Care Food Program was authorized by Section 17 of the National School Lunch Act, as amended. Comprehensive program regulations were published January 22, 1980. Since that time, several amendments have been published. On August 31, 1981, the Omnibus Budget Reconciliation Act of 1981 was enacted as P.L. 97-35, altering the program in a number of ways. (See Federal Register, Part IV, Department of Agriculture, Food and Nutrition Services, Child Care Food Program Background). The USDA Food and Nutrition Service developed the rules and regulations for the implementation of the program, and the rules are published in the Federal Register. The final rule, dated August 20, 1982 (Federal Register, Vol. 47, No. 162, 7 CFR Part 226) combines the substantive changes included in the Omnibus Budget Reconciliation Act of 1981. Additional publications of the Federal Register relating to the CCFP are as follows: Vol. 48, No. 98, published May, 1983; Vol. 48, No. 152, August, 1983; Vol. 48, No. 179, September, 1983; Vol. 49, No. 88, May, 1984; Vol. 50, No. 31, February, 1985; Vol. 50, No. 42, March, 1985; Vol. 50, No. 89, May, 1985; Vol. 50, No. 126, July, 1985; Vol. 50, No. 231, December, 1985; and Vol. 51, No. 23, February, 1986.

CHAPTER TWO

PAYMENT TO SPONSORS OF CHILD CARE FOOD PROGRAMS

Payment to sponsors for administering a CCFP is determined by the number of providers who submit menus and meal count forms for reimbursement each month.

As of July 1, 1986, the sponsor was reimbursed \$51.00 per month for the first 50 providers; \$39.00 per month for the 51st to the 201st; \$30.00 per month for the 202nd to the 1002nd; and \$27.00 per month for each provider over 1002.

The administrative reimbursement to sponsors has been adjusted each July 1. Also, the amount providers are reimbursed for actual meals served changes in accordance with the cost of living each July 1.

Start-Up Funds

The U.S. Department of Agriculture CCFP regulations advance start-up funds to sponsors, but some state agencies have elected not to provide this financial assistance. Where funds are available, they pay for administrative expenses associated with developing or expanding a CCFP in family day care homes and initiating program operations. Start-up funds are available only once to a sponsor.

The potential sponsoring organization must:

- ☆ Demonstrate that it has public or private nonprofit status, or is moving toward nonprofit status.
- ☆ Have a history of successfully managing funds for public or private programs.
- ☆ Provide an acceptable and realistic plan for recruiting day care homes to participate in the CCFP.
- ☆ Submit an acceptable management plan for approval.

Start-up funds are available for two months' operation of a CCFP. The sponsor anticipates reimbursement for administration of the CCFP and submits the request to the state agency for approval. The amount of start-up funds can be no more than the administrative reimbursement multiplied by fifty homes. For example, 50 homes x \$51.00 per home = \$2,550.

At the end of two months, the state agency will review the documentation of the efforts of the sponsor. If the sponsor has not carried out the activities specified in the management plan, the state agency will require repayment of all or part of the start-up funds. The sponsor may not retain any funds in excess of the actual costs.

Example of Sponsor's Projected Income

Table 1 (below) is an example of projected annual income based on enrolling ten new providers each month. This is assuming that the sponsor has enrolled ten new providers during the two previous months using start-up funds.

Table 2 (next page) is an example of sponsor's projected annual income based

on enrolling five new providers each month. Table 2 also assumes that the sponsor has enrolled ten providers during the two previous months using start-up funds. Experience shows that approximately four percent of the providers will not send in meal counts and menus, or will drop out of the CCFP, each month. Therefore, the projected budget must be slightly less than the projected income, or more providers must be enrolled.

TABLE 1		
PROJECTED ANNUAL INCOME BASED ON 10 PROVIDERS ENROLLED WITH START-UP FUNDS AND ADDING 10 NEW PROVIDERS EACH MONTH		
Month	No. Providers	Projected Income
October	20 (20 x \$51 = \$1,020)	\$1,020.00
November	30 (30 x \$51 = \$1,530)	\$1,530.00
December	40 (40 x \$51 = \$2,040)	\$2,040.00
January	50 (50 x \$51 = \$2,550)	\$2,550.00
February	60 (50 x \$51 = \$2,550 + 10 x \$39 = \$390)	\$2,940.00
March	70 (50 x \$51 = \$2,550 + 20 x \$39 = \$780)	\$3,330.00
April	80 (50 x \$51 = \$2,550 + 30 x \$39 = \$1,170)	\$3,720.00
May	90 (50 x \$51 = \$2,550 + 40 x \$39 = \$1,560)	\$4,110.00
June	100 (50 x \$51 = \$2,550 + 50 x \$39 = \$1,950)	\$4,500.00
July	110 (50 x \$51 = \$2,550 + 60 x \$39 = \$2,340)	\$4,890.00
August	120 (50 x \$51 = \$2,550 + 70 x \$39 = \$2,730)	\$5,280.00
September	130 (50 x \$51 = \$2,550 + 80 x \$39 = \$3,120)	\$5,670.00
Total Yearly Income		\$41,580.00

TABLE 2

PROJECTED ANNUAL INCOME BASED ON 10 PROVIDERS ENROLLED
AND ADDING FIVE NEW PROVIDERS A MONTH

Month	No. Providers	Projected Income
October	10 x \$51 = \$ 510	\$510.00
November	15 x \$51 = \$ 765	\$765.00
December	20 x \$51 = \$1,020	\$1,020.00
January	25 x \$51 = \$1,275	\$1,275.00
February	30 x \$51 = \$1,530	\$1,530.00
March	35 x \$51 = \$1,785	\$1,785.00
April	40 x \$51 = \$2,040	\$2,040.00
May	45 x \$51 = \$2,295	\$2,295.00
June	50 x \$51 = \$2,550	\$2,550.00
July	50 x \$51 = \$2,550 + 5 x \$39 = \$195	\$2,745.00
August	50 x \$51 = \$2,550 + 10 x \$39 = \$390	\$2,940.00
September	50 x \$51 = \$2,550 + 15 x \$39 = \$585	\$3,135.00
Total Yearly Income		\$22,590.00

Budgeting

The budget should be based on the immediate program needs and the anticipated needs as the program grows and the number of providers increases. The budget can be revised during the year if growth is greater than anticipated. The administrative funds are reimbursed to the sponsor after the sponsor has reimbursed providers. A sponsor cannot be reimbursed for more than the sum determined by the number of reporting providers, multiplied by the appropriate figure. For example, if 40 providers report for January, the sponsor may receive up to \$2,040 for that month.

The administrative funds are cumulative for the fiscal year beginning October 1 and ending September 30.

Table 3 is a projected budget based on income of ten providers enrolled with start-up funds and assuming that five new providers are added each month.

Table 4 is a projected budget based on 10 providers enrolled and adding ten new providers each month.

These budgets should be adapted to your needs and to the prevailing wages in your area.

TABLE 3

PROJECTED BUDGET FOR ONE YEAR'S OPERATION BASED ON 10 PROVIDERS
ENROLLED WITH START-UP FUNDS AND ADDING 5 NEW PROVIDERS EACH MONTH

Director	\$12,000.00
Fiscal officer (part-time)	1,500.00
Office Assistant (part-time)	1,000.00
Area Coordinator (paid per activity)	2,500.00
Mileage @ \$.20 per mile	1,250.00
Rent	900.00
Phone	400.00
Office supplies and printing	500.00
Postage	250.00
Office equipment (typewriter, adding machine, etc.)	800.00
Total Yearly Budget	\$21,100.00

TABLE 4

PROJECTED BUDGET FOR ONE YEAR'S OPERATION
BASED ON 10 PROVIDERS ENROLLED WITH START-UP FUNDS
AND ADDING 10 NEW PROVIDERS EACH MONTH

Director	\$18,000.00
Bookkeeper/Fiscal Officer (part-time)	4,000.00
Office Assistants - Part-time as needed	3,000.00
1 Clerk-typist - Approx. 2 weeks per month	
1 General Office - Approx. 2 weeks per month	
Area Coordinator	5,980.00
1 or 2 part-time (paid per activity)	
Mileage @ \$.20 per mile	2,500.00
Rent	1,800.00
Phone	950.00
Office supplies and printing	1,000.00
Postage	500.00
Office equipment (typewriter, adding machine, etc.)	<u>2,000.00</u>
Total Yearly Budget	\$39,730.00

Area Coordinators

Save the Children's CCFP employs area coordinators, who are not based in an office but work out of their homes. They recruit and enroll new providers in their designated areas, explain the CCFP, arrange for required training courses, and visit provider's homes. For a more comprehensive description of the area coordinator's work, see "Staffing Your Program," Chapter 3.

Table 5 is an example of area coordinator costs based on an initial 10 providers and adding 10 new providers each month. This example includes payment of \$20.00 for each new provider enrolled; \$7.50 for the first home visit, \$5.00 each for two additional home visits during the year, and a "fee" to cover time the area coordinator spends on the phone with the provider (for example, answering questions, calling the provider to give information, etc.).

TABLE 5

AREA COORDINATORS' PAYMENTS FOR ONE YEAR BASED ON 10 PROVIDERS ENROLLED AND ADDING 10 NEW PROVIDERS EACH MONTH

Month	New Enrollments @ \$20.00 ea.	First Home Visit @ \$7.50 ea.	Fee @ \$1.50 Per provider
Oct.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	20 @ \$1.50 = \$30
Nov.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	30 @ \$1.50 = \$45
Dec.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	40 @ \$1.50 = \$60
Jan.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	50 @ \$1.50 = \$75
Feb.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	60 @ \$1.50 = \$90
Mar.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	70 @ \$1.50 = \$105
Apr.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	80 @ \$1.50 = \$120
May	10 @ \$20 = \$200	10 @ \$7.50 = \$75	90 @ \$1.50 = \$135
Jun.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	100 @ \$1.50 = \$150
Jul.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	110 @ \$1.50 = \$165
Aug.	10 @ \$20 = \$200	10 @ \$7.50 = \$75	120 @ \$1.50 = \$180
Sept	10 @ \$20 = \$200	10 @ \$7.50 = \$75	130 @ \$1.50 = \$195
	<u>\$2,400</u>	<u>\$900</u>	<u>\$1,350</u>
Additional Home visits - 2/year at \$5.00			
	130 providers x 2 visits = 260 visits @ \$5.00 =		\$1,300
Enrollment Costs	\$2,400.00		
First Home Visits	900.00		
Fees	1,350.00		
Additional Visits	1,300.00		
Total	\$5,950.00		

The area coordinators' pay should be consistent with the prevailing wages in your area. You may want to begin with lower payments and increase them as the program grows.

The payment (\$7.50) for the first home visit is paid at a higher rate than the second and third visits (at \$5.00 each), because the coordinator may spend up to three hours with the provider explaining how to fill out the various forms involved in participation, and making sure the provider understands how the CCFP works.

Research Your Area

You will need to research the area you plan to serve to get an idea of the number of providers who are caring for children in the area. You will also need an idea of the number of providers who can be licensed or registered, since that is a requirement of the CCFP. Some providers may not want to be enrolled in the CCFP; some do not want to be registered or licensed; and some providers do not want to enroll even though they may be licensed or can meet the licensing or registration requirements.

Program Design

Sponsors should not enroll more providers than they can train, monitor through home visits, and for whom they can process forms and send timely reimbursement checks. At the same time, sponsors need to make sure there are sufficient providers enrolled to support salaries for personnel required to manage the CCFP.

As previously mentioned, the amount of payment to the sponsor is based on the number of providers who send in their meal count and menu forms each month, not on the number enrolled. It is estimated that there should be a potential for at least 50 providers before sponsoring a CCFP. The sponsor adds staff people as the number of enrollees increases.

Although there are many successful CCFPs that serve as few as 100 homes, there are advantages in sponsoring a program for approximately 200 to 1,000 providers. Large numbers of enrollees allow the sponsor adequate administrative funds to recruit qualified personnel and to give employees the financial incentives and advancements they need to stay employed by the program.

CHAPTER THREE

STAFFING THE CCFP AND FINDING PROVIDERS

Staffing Your Program

You will need to use the minimum number of staff, especially in the beginning of the program when enrollment is small. Some sponsors use volunteers or funds from other sources to support the program while it is expanding. It is common practice for one person to handle all of the required tasks for the first few months. In addition to keeping costs down, it allows the person responsible for the program to become familiar with all its aspects. Staff may be hired at a minimum salary with the understanding that as the program expands, the salaries will increase.

One alternative is to use part-time staff. As the program grows, the number of part-time staff and the hours they work can be increased.

Minimum Staffing Requirement

Minimum staffing requirements for a sponsor with 300 enrolled providers with an average of 250 reporting each month is two full-time staff (one of which is the director), three part-time staff to assist with the payout during the first 10 working days of each month, one part-time fiscal officer/bookkeeper, and 6 area coordinators.

Minimum staffing requirements for a sponsor with 1,200 providers enrolled and approximately 900 reporting each month is three full-time staff (one of whom is the director), one bookkeeper (or fiscal officer) at 50 to 60 percent time, 5 part-time staff to assist with the payout the first eight to 10 working day each month, and 15 area coordinators who are paid on a fee-for-activity basis.

The duties of staff persons can be adjusted according to needs.

The Importance of Area Coordinators

Area coordinators enroll, train, and support providers. It is the area coordinator that the provider calls on for help in understanding regulations, for forms, and for general support. In our program, area coordinators are trained in the skills needed to carry out their work. As you will see from the area coordinators' job description, they lend many specific and important skills to the CCFP.

Without adequate area coordinator staff, the CCFP would not continue to grow. Their services are necessary to the program, not only to keep enrollment up, but to support participating providers.

Job Descriptions

The following job descriptions represent the way responsibilities are divided in Save the Children's "Child Care Food Umbrella," a CCFP that serves approximately 1,000 providers.

All of the tasks listed must be done by someone, but the way in which they are divided depends on the size of the program. Therefore, sponsors may adapt these descriptions to fit their program and the number of staff they have.

In this plan, only the first three positions (Director, Assistant Director and Administrative Assistant) are full-time positions. If the sponsor is operating programs other than the CCFP and already has staff in place for those programs, it may use some members of that staff on the CCFP at some percentage of the staff member's time. For example, a bookkeeper or fiscal officer might charge 20 percent (or whatever is realistic) to the CCFP. These job descriptions also serve to give a more comprehensive view of the tasks involved in sponsoring a CCFP.

PROGRAM DIRECTOR

Qualifications: The qualifications for Program Director will depend on the size of the program. At a minimum, the director must have an understanding of family day care, ability to develop or implement a system to meet CCFP program requirements, and the ability to pay attention to detail. The director needs experience in recruiting, training and supervising staff. A college degree can be waived if the director has experience.

Tasks:

1. Prepare management plan required by the state agency to renew sponsor contract each year.
2. Develop management plan for program operation and revise as necessary.
3. Liaison with state agency and USDA Food and Nutrition Service.
4. Liaison with state day care licensing agency.
5. Develop policies and procedures for program and revise as necessary.
6. Interpret federal and state regulations to staff, area coordinators and providers.
7. Supervise and evaluate annually the performance of assistant director and administrative assistant.
8. Recruit, train and supervise part-time assistants.
9. Recruit and supervise area coordinators.
10. Conduct training sessions every other month for area coordinators.
11. Provide individual training and assistance to area coordinators as needed.
12. Review area coordinator's monthly reimbursement requests and approve for payment.
13. Review monthly record of homes approved, home reviews, note problems and determine corrective action to take.
14. Review sponsor's claim to state agency for administrative reimbursement, and review reimbursement received for accuracy.

ASSISTANT PROGRAM DIRECTOR

Qualifications: Minimum qualifications include an understanding of family day care, experience or ability to work with detailed program requirements, ability to assist program personnel, ability to type and use (or learn to use) a calculator, word processor, and computer. Experience in office procedures.

Tasks:

1. Assign tasks to administrative assistant and review for accuracy.
2. Supervise management system for meal count and menu reviews.
3. Assist director in delegating duties to part-time assistants.
4. Assist director in assuring that USDA and state agency policies are followed to prevent having to pay back funds to state agency.
5. Approve enrollment forms for new providers.
6. Mail provider applications, registrations, and other appropriate forms to the state agency at the end of each month.
7. Compile monthly record of active and inactive homes, number of new providers approved, and number of home reviews conducted.
8. Prepare area coordinator's monthly reimbursement.
9. Prepare sponsor's claim for administrative reimbursement from state agency each month.
10. Type letters to providers concerning the quality of their menus when necessary.
11. Supervise mailing the CCFP Newsletter to providers (four issues a year). (Note: Some sponsors have newsletters, while others do not. A newsletter is not required by USDA or state regulations.)
12. Respond to telephone calls from providers, area coordinators, prospective providers and others, providing assistance as needed.
13. Perform other duties as needed.

ADMINISTRATIVE ASSISTANT

Qualifications: The minimum qualifications are essentially those required of the Assistant Director, with more emphasis on training or experience in all forms of office procedures.

Tasks:

1. Complete enrollment forms for new providers, set up files, type and mail provider acceptance letters, prepare card files on new providers (name, address, phone number, name of provider's area coordinator, and provider number if used) and enter information on computer (if computer is used).
2. Update provider list and revise as changes are made (change of address, phone numbers, drop-outs, new providers, etc.), and make revisions in computer data base or on records. Prepare list of changes for state agency.
3. Prepare notices of training sessions and workshops and mail to providers.
4. Prepare and mail materials and forms used by area coordinators.
5. Make phone calls to providers when specific information is needed.
6. Type monthly provider reimbursement checks.
7. Type correspondence as needed.
8. Review provider and other files as needed.
9. Perform other duties as needed.

BOOKKEEPER/FISCAL OFFICER
(Part-time)

Qualifications: Experience in setting up and maintaining a bookkeeping system; ability to work accurately with figures; understanding of detailed record-keeping, bank statements, documentation of expenditures. Ability to learn fiscal requirements of the CCFP.

Tasks:

1. Set up and maintain bookkeeping system.
2. Review expenditures and process for payment.
3. Maintain a record of expenditures and appropriate documentation.
4. Review providers' reimbursement checks for accuracy and maintain a record of expenditures.
5. Type checks for administrative expenditures, part-time assistants, and maintain documentation for payment.
6. Make bank deposits as necessary.
7. Maintain personnel time sheets and records for payments.
8. Reconcile fiscal transactions with bank balance.
9. Interpret fiscal transactions to auditors as needed.

PART-TIME ADMINISTRATIVE CLERKS

Qualifications: Experience, training, or ability to learn and follow office procedures requiring detail and accuracy. At least one clerk should be able to use a calculator with speed and accuracy.

Tasks:

1. Open mail containing menu and meal count forms, check to ensure that all forms are included and signed by provider, date stamp, and batch appropriately ("batching" is explained under section on Office Procedures).
2. Review menus for compliance with USDA nutrition regulations and recommend response to provider if meals are deducted from provider's reimbursement for not meeting requirements.
3. Review meal count forms for compliance with USDA and state agency requirements.
4. Pull files of providers sending menus to see that children claimed are enrolled and that providers claiming their own children have a completed and approved eligibility form.
5. Add the daily attendance and number of meals served each day, deducting meals that do not meet requirements.
6. Verify accuracy of checks, record the check number and date mailed.
7. Stuff envelopes with check and any other information being sent to provider with check (i.e., letter stating reason for any deductions, notices of training sessions, information on any changes in regulations, etc.). Seal, stamp, and mail.
8. Copy materials as needed.
9. Assist in preparing annual management plan.
10. Perform other duties as needed.

AREA COORDINATORS

Qualifications: Ability to work independently; keep accurate records; learn CCFP requirements and basic nutrition concepts; relate to and train family day care providers. Must understand and believe in family day care and maintain good relationships with providers. Experience in community development activities, social service agencies or sales activities is helpful. Must live in the area where they recruit and enroll providers.

Tasks:

1. Understand and believe in family day care.
2. Recruit and enroll providers; give initial training, which includes all of the CCFP requirements.
3. Approve the provider for enrollment in the CCFP.
4. Complete a "Home Visit Administrative Review Report" within the provider's first month of enrollment and thereafter conduct not less than three reviews each year.
5. Support providers through telephone calls and additional home visits as needed.
6. Review provider's files in sponsor's office periodically.
7. Identify local training resources and space to hold training sessions.
8. Plan training sessions for providers, and either conduct the training, or enlist the services of qualified persons to do so.
9. Keep provider's attendance records at training sessions.
10. Ensure that providers are registered or licensed with the state day care licensing agency annually. (Renewals)
11. Respond to providers' requests for assistance.
12. Attend training sessions conducted by the CCFP director for area coordinators.
13. Keep accurate records of enrollments, administrative reviews, reimbursement for activities and any other records required by the sponsor.
14. Perform other duties as required.

Finding Providers

The USDA requires sponsors to prepare a press release once a year to let people know of the availability of the CCFP. However, neither the USDA nor the state agency recruits individual providers, and sponsors will need to use as many methods as possible to let potential and practicing providers know of the CCFP.

One way to recruit is to leave printed brochures in libraries, laundromats, grocery stores, churches, recreation facilities, etc. The brochure should briefly describe the benefits of the CCFP and the responsibilities of the provider. It should have a "self-mailer," tear-off section with the sponsor's address on one side and on the other a form to be filled out by anyone interested in learning more about the program. Cards and posters may also be placed on bulletin boards.

As previously mentioned, the day care licensing agency may be willing to give sponsors a list of registered or licensed providers whom the sponsor can contact with written material or by telephone.

Another source is the local newspaper. Check the classified ads for people advertising child care in their homes. Call and explain the CCFP, and mail information. If the person is interested, make an appointment to visit. If he or she is married, you might offer to visit when the spouse is home so that he or she can also hear about the program.

You might consider placing an ad in the classifieds. Display ads are more expensive than the classifieds, but if you have funds for it, you might want to consider it. Don't overlook the weekly and neighborhood papers. Some cities have "freebie" newspapers that list local events for free or at very reasonable rates.

Local radio and television stations may be willing to run a public service announcement for you. Contact them and ask what is required. They may help you compose the announcement.

Write a press release about the program and send it to all daily and weekly publications in your area. Use the press release to announce the beginning of the program, and also to announce special provider training programs. Be judicious in the use of press releases, however. Use them only when you have important information to announce. If the papers receive them from you too often, they will think you are simply trying to get free advertising.

Contact appropriate local groups that have regularly scheduled meetings and offer to speak about the CCFP. These might be meetings of garden clubs, home economists, etc.

Ask enrolled providers to tell other potential and practicing providers about the program.

Recruiting providers for the CCFP is an ongoing task, since enrolled providers will drop out for various reasons. Many providers take care of outside children when their own children are young and then return to the work force when their children enter school. Sometimes providers move away, and sometimes they stop taking care of outside children when they become pregnant.

Sponsors will need to be creative in their recruitment efforts. Remember that even though the people you reach may not be interested, they may pass the information on to someone who is.

Selling the CCFP

You may find that you have to "sell" the CCFP, especially in rural areas, and

especially if the potential enrollee has never heard of the program. Some providers don't want to become involved with government programs. They feel that strangers should not be allowed to come into their homes to inspect and approve the home for care of children. Many women are afraid their income taxes will be increased if they accept reimbursement for food.

However, as the program expands in the community and providers begin to meet each other and learn more about registration, licensing and income taxes, the barriers to enrollment are removed. Eventually the information is passed by word-of-mouth, and persons caring for children will call you to find out about the program

CHAPTER FOUR

ENROLLING PROVIDERS AND CONDUCTING MONITORING HOME VISITS

There are quite a few forms involved in participating in and sponsoring a CCFP. The program, by nature, requires accurate record-keeping, accounting, and reporting.

Area coordinators enroll providers. They are trained to help the provider complete all enrollment forms and to explain the CCFP in detail.

This section discusses the forms that need to be completed or explained upon the provider's enrollment. Sample forms included here are the ones used in our program.

We recommend giving enrolled providers a three-ring binder in which they can keep copies of completed forms, along with a supply of blank forms that they send in monthly. Providers can keep in their binders their license or registration, Agreement Between Sponsoring Organization and Day Care Home, correspondence from sponsor, a copy of all completed menu and meal count forms, copies of completed Child Enrollment forms, copies of Child List forms, and a copy of monitoring visit reports. The provider also keeps the "Food Section," a guide to acceptable foods and menu planning, in the notebook. See

Appendix A for a copy of the Food Section.

The area coordinator goes through all material in the binder, making sure the provider understands it. (Providers also need to understand that the forms, rules and requirements are based on federal requirements to assure that the funds are spent appropriately.)

The notebook is the provider's filing system. If the provider is visited by a USDA or state agency monitor or auditor, all the information is in one place and readily available. It is also reviewed when the area coordinator makes home monitoring visits. All materials sent to providers can be 3-hole punched, ready to go into the notebook.

Enrollment takes two to three hours and is best done when the provider and the enroller are not under time pressures.

Enrollment Procedure

Complete the state day care licensing agency form or registration form (if applicable). If the provider already has a license or registration, note the expiration date for future information.

For clarity, the forms discussed here are numbered, and copies are included in the back of this chapter.

Form No. 1 Application for Free and Reduced-Price Meals (Provider Eligibility Form)

If the provider meets the income guidelines to be eligible for reimbursement for her own children's meals, this form should be completed. If she is not eligible, we suggest you leave a copy in case her income status changes. The eligibility form must be returned to and approved by the sponsor before the provider can add her own children to her meal count form. The provider receives income eligibility approval with her letter of acceptance into the CCFP.

The provider should understand that she can receive reimbursement for meals for her own children only when the "outside" children are present for the same meals.

Form No. 2 Day Care Home Information Sheet

It is important that the provider thoroughly understands this form because she is expected to comply with the information it contains. Leave a carbon copy in the provider's binder.

In the upper right corner, write the name of the county in which the provider lives.

Print provider's name, mailing address and phone number.

Fill in the hours provider will care for children. (Example, 6 a.m. to 6 p.m., and/or the hours she cares for children whose parents work second or third shifts.)

Check the days of the week she will care for children. (Example, Monday through Friday, and/or weekends).

State the number of weeks the provider will care for children. For question number 6 on the form, fill in the number of children the provider is allowed to care for under the state licensing regulations. Although the provider may not presently have the full number she is allowed, she may add more children later, and will send in Child Enrollment Forms and begin to count the additional children when they are enrolled. Meanwhile, she is on record as being approved to care for the allowable number and will not have to fill out a new form if she takes more children in the future.

Check the meals she will serve. She is allowed to receive reimbursement for two meals and one snack per day, per child.

Questions 8 and 9 are answered under the boxes in question 7. For question 8, the number should be the same as the number filled in for question 6.

Question 10 should be answered with "infant" and "12 years." Although the provider may not presently have an infant or a 12-year-old, she will not have to fill out a new form if she should take children of those ages in the future.

Question 11 on the form is "yes."

Number 12 on the form is the first day of the month the provider will begin participation in the CCFP.

Fill in the date you enroll the provider and have the provider sign the form.

Form No. 3 Agreement Between Sponsoring Organization and Day Care Homes

This is an agreement between the sponsor and the provider that the provider agrees to meet the regulations and requirements of the CCFP. It must be completed and signed by the provider. Go over each sentence with the provider to make sure that she understands her rights and responsibilities, and the sponsor's rights and responsibilities.

The date at the top and the bottom of the form should be the date you actually enroll the provider.

On the back of the form under "To be filled out by sponsoring organization," the answer should be the number of children the provider is allowed to care for under the state's licensing regulations. The starting date is the first day of the month the provider will begin participation in the CCFP - usually the first day of the month following enrollment.

Leave a copy with the provider.

Form No. 4 Children's List Form

Information on the top of the form should be consistent with the information on the Day Care Home Information Sheet. FDC on the top right of the form means "Family Day Care Home"(in Georgia, where six or fewer children are kept by one provider). GROUP means "Group Family Day Care Home" (where, in Georgia, up to 18 children are cared for by two adult providers).

Under "Enrolled Children" the provider writes the name of each child she cares for who is enrolled in the CCFP. ENR on the form means that the child is enrolled in the CCFP. This space is checked in the office when the child enrollment form is received. PC means "Provider's Child."

The provider lists her own children only if she is eligible for reimbursement for their meals. REL means "Related to Provider." The provider lists related children if they are enrolled in the CCFP. (The provider enrolls all children for whom she claims meal reimbursements, whether they are her own eligible children or a relative's children.)

Form No. 5 Child Enrollment Form

Child Enrollment forms are included in the binder for the provider to complete for children she is caring for and for any new children she may care for at a later time. The provider must have parents complete and sign the form. The provider keeps a copy and sends the original to the sponsor. A Child Enrollment form must be signed by the parent for all children enrolled in the CCFP.

Form No. 6 Child Care Food Program Menu Form

Providers send menus to the sponsor once a month, at the time agreed upon with the sponsor (usually at the end of the month). Menus are not sent to the sponsor in advance, but after the meals have been served. Providers are required to make out menu plans two weeks in advance. (If the provider

makes changes in any of the foods she intended to serve, she must correct the menu before sending it in.) Sponsors are required to check each menu before calculating the provider's reimbursement to make sure they meet USDA nutrition requirements. Any meals that do not meet requirements are disallowed in the provider's reimbursement.

Our area coordinators explain the menu form and "allowed" and "not allowed" foods list, making sure the provider understands the USDA nutrition requirements, how to make menus that meet the requirements, and how to record menus on the form.

Providers are required to keep a copy of all menus, because they will be reviewed by the sponsor's home visitors and may also be reviewed by state agency visitors.

Form No. 7 Monthly Meal Count Record

Providers send in a completed Monthly Meal Count Record with their menus. The form lists children's daily attendance, which meals were served, and names of children served. The sponsor calculates the amount of the provider's reimbursement from this form.

If new children are added during the month, the provider is required to send the sponsor a Child Enrollment Form, signed by the parent, with the meal count and menus.

The area coordinator leaves a supply of Monthly Meal Count forms for the provider's use. Again, the provider keeps a copy of completed forms.

Form No. 8 Sponsor's Rules and Regulations

We have written the USDA and state agency rules and regulations into a simple form which we give to providers when they enroll in the CCFP. We include it here in case other sponsors wish to do the same. It is a quick guide for providers until they become thoroughly familiar with the regulations.

Form No. 9 ...And Justice For All

Providers are required to post this statement of non-discrimination in their houses where parents can see it.

Form No. 10 Pre-Approval Training Checklist for Day Care Home Providers

This is a checklist that helps ensure that the provider and the person enrolling the provider have reviewed all forms and information involved in enrollment in the CCFP. It is signed by the provider and by the sponsor's representative. The sponsor compiles the information on the form and sends it to the state agency the last week of each month for approval. Most state agencies allow the provider to start the month following enrollment, but some require that the provider wait an additional month to begin claiming reimbursement.

Completing the Enrollment

We ask area coordinators to look over the completed forms to make sure all the information is accurately filled in and the forms signed where needed. This simple precaution may save a second visit to the provider's home and delay in starting reimbursement.

If the provider has questions at the end of the enrollment procedure, the area coordinator spends as much time as necessary answering them to the provider's satisfaction.

State Agency Forms

As we have mentioned elsewhere, state agencies that administer the CCFP may use forms different from some of the forms described here to get the same kind of information. Again, it is important for the sponsor to become familiar with its state agency requirements.

Build Communication with the Provider

It is our philosophy that the enrollment visit is one of the most important contacts we have with providers. This is a good time to start building good communication and trust. It is probably the first person-to-person communication between sponsor and provider, and it should establish a good relationship upon which to build a partnership for improving meals served to children. Many providers are eager to talk to others who are interested in child care, so our area coordinators let them know we are interested.

Since the area coordinator will have many contacts with the provider throughout the partnership, the area coordinator learns about the provider's family, her children, etc. For example, if the provider picks up kindergarten or school children, the area coordinator makes a note of the times for her own future information. The area coordinator keeps up with expiration dates of provider's day care licenses or registrations, and helps providers renew them. In Save the Children's program, the area coordinators are a continuing sup-

port and help to the providers they recruit and enroll. We believe that good relationships between providers and the sponsoring organization help to keep providers in the field of child care.

Monitoring Review - The Home Visit

In Save the Children's program, area coordinators make monitoring visits and report the findings to us. According to the regulations, we visit providers three times each year. The first monitoring visit must be made during the provider's first month of participation in the CCFP. Six months must not elapse between visits, so we schedule them every four months. Some of the visits are unannounced and some are made at meal time to observe the provider's meal service.

In the first home monitoring visit, the area coordinator reviews with the provider any of the information given the provider at enrollment which the area coordinator feels the provider may not have understood thoroughly. The area coordinator gives the provider time to ask questions, and takes time to observe the provider's care of the children and their responses to her.

We feel that it is important to find ways to give providers sincere compliments and to use patience in answering questions. The provider may be nervous knowing that her home and her care of the children are being monitored, so our area coordinators try to find ways to make the provider feel comfortable. They listen to the provider's concerns and problems, and recognize the provider's need to talk to other adults who understand family day care. A friendly, relaxed atmosphere helps providers open up and share their concerns if they need to.

We tell providers that we know what a valuable service they are giving to working parents and to the children in their care, and that we appreciate their work.

It is good to make monitoring visits when the monitor is not under a time constraint or preoccupied with the need to be finished by a certain time. The provider may ask many questions, especially on the first few visits, and she will also be busy with children during the visit.

Our area coordinators follow the procedure listed below.

Form No. 11 Monitoring Review Report
Child Care Food Program Day Care
Home

Our Monitoring Review Report comes from the Georgia Department of Education, which is the state agency that administers the CCFP in Georgia.

The area coordinator asks the provider for her copies of all forms that were filled out at enrollment or sent later to our office. The coordinator then:

Reviews the provider's previous and current menus for compliance. If any foods do not meet the USDA requirements, she tells the provider why and helps her understand how to meet the requirements.

Reviews and checks all questions listed on the Monitoring Review Report, making a carbon copy for the provider.

Checks to see that the children present at the time of the visit are listed on the Meal Count form, and that there is a completed Child Enrollment form for each child.

Checks to see that the Meal Count form is completed up to date but not in advance of the visit.

Reviews the provider's registration or license. If it will expire before the next visit, the area coordinator has the provider fill out a form for re-registration and mails it to the licensing agency. (It should not be sent earlier than two months before the expiration date.)

In Save the Children's program, if a provider moves to a new address, she must re-register with the state licensing agency by completing the regular form marked CHANGE OF ADDRESS ONLY at the top. The sponsor and the state agency must be informed immediately of address changes.

If provider's children are claimed for meal reimbursement, the area coordinator checks to see if the provider's eligibility form is in her notebook.

If any changes have occurred to make the information on the Day Care Information sheet and the Agreement Between Sponsor and Day Care Home inaccurate, the area coordinator makes the necessary changes and initials them. The area coordinator sends the changes to the office so that the provider's files can be brought up to date.

The area coordinator talks to the provider about training workshops and reminds the provider that she must attend three hours of nutrition training each year. If the provider has not received a list of scheduled training sessions, the area coordinator leaves a schedule with her.

To save mailing costs, the area coordinator leaves the provider a five-month supply of reporting forms (Menus, Meal Count forms, etc.).

The coordinator reviews the provider's notebook to assure that all forms are in order.

The provider and coordinator review the completed Monitoring Review Report and the provider signs it.

The coordinator mails the reports to the sponsor's office every few days, as they are completed.

You will probably notice that some of the forms use the terms "components" and "meal patterns." Translation: "Meal pattern" refers to the USDA nutritional requirements. The left side of the menu form lists the kinds of foods that must be served at each meal. For example, at lunch and supper the provider must serve fluid milk; one meat or meat alternate; two vegetables or two fruits or one vegetable and one fruit; and bread or bread equivalent. That is a "meal pattern." If the provider does not serve the kinds of foods in the variety listed on the menu, she will not be reimbursed for that meal. A "component" is a food. For example, fluid milk is a component of each meal. If the provider serves orange juice instead of fluid milk, she has not served the right "component" and will not be reimbursed for that meal.

MAXIMUM ELIGIBILITY STANDARDS FOR FREE OR REDUCED PRICED MEALS

This scale is effective July 1, 1985-June 30, 1986

FAMILY SIZE	PER YEAR	PER MONTH	PER WEEK
1	9,713	810	187
2	13,042	1,087	251
3	16,373	1,365	315
4	19,703	1,642	379
5	23,033	1,920	443
6	26,363	2,197	507
7	29,693	2,475	572
8	33,023	2,725	636
Each Additional Family Member	+3,330	+ 278	+65

PARENTS PLEASE NOTE: If your total household income is within the limits listed above, your child/children may be eligible for either free or reduced priced meals.

APPLICATION FOR FREE AND REDUCED-PRICED MEALS
CHILD CARE FOOD PROGRAM

FORM 1 (page 3)

PARENT OR GUARDIAN:

To apply for free or reduced-priced meals for your children, or any children living in your household, you must carefully complete, sign and return this application to: SAVE THE CHILDREN, 1340 Spring Street, N. W., Suite 200, Atlanta, Georgia 30309. If you need help with this form, please call (404) 885-1578, or your Area Coordinator.

PLEASE PRINT

NAME OF CHILD: 1. _____ DATE OF BIRTH _____
 2. _____ DATE OF BIRTH _____
 3. _____ DATE OF BIRTH _____
 4. _____ DATE OF BIRTH _____
 5. _____ DATE OF BIRTH _____

In the space below, you must print the names and ages of all persons in your household, the social security numbers of all adults, (age 21 or older) and all income received last month by all persons in your household. List information for each person on the same line across this form.

WHO MUST YOU LIST ON THIS APPLICATION:

List the names and ages of all family members and unrelated people who live in your household and share living expenses. Start with the adults first. Remember to include all parents, grandparents, children (include the child/children listed above), other relatives and other persons in your household

WHAT INCOME MUST YOU LIST ON THIS APPLICATION:

List all income received last month by each person. You must list: all wages from all jobs (the total earned BEFORE deductions for taxes, social security, etc.); retirement or pension income for anyone in your household receiving this income and the other income types listed below.

WHOSE SOCIAL SECURITY NUMBER MUST YOU LIST:

Print the social security number of each person age 21 or older. If an adult does not have a social security number, print "NONE".

If you or anyone else in your household received disability, unemployment compensation, workman's compensation or strike benefits last month, it must be listed as other income on the application. If you have household members for whom last month's income was higher or lower than usual, please list that person's expected average monthly income for this year. For example, self-employed people, like farmers and seasonal workers, should list average monthly income.

"Section 9 of the National School Act requires that in order for your child to be eligible for free or reduced-priced benefits, you must provide the social security numbers of all adult members of your household."

LIST ALL PERSONS LIVING IN HOUSEHOLD

(List social security numbers when applicable)

	NAME		AGE	SOCIAL SECURITY NUMBER	MONTHLY WAGE & SALARY	CHILD SUP-PORT &/OR ALIMONY	MONTHLY WELFARE PAYMENTS	MONTHLY PAYMENTS FROM PENSIONS, RETIRE-MENT, SOC-IAL SEC.	ALL OTHER INCOME REC'D LAST MONTH
	(Last)	(First)							
1.	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____	_____	_____	_____

TOTAL NUMBER OF HOUSEHOLD MEMBERS _____

TOTAL MONTHLY HOUSEHOLD INCOME _____

FOOD STAMPS: Does your household receive food stamps now? () YES () NO FORM #1
(You are not required to answer this question. You can receive both (page 4)
food stamps and Child Care Food Program benefits.)

RACE: Please check the racial or ethnic () White, not of Hispanic origin No child will be
identity of your child. You are () Black, not of Hispanic origin discriminated
not required to answer this () Hispanic against because
question. We need this information () Asian or Pacific Island of race, sex, color,
to be sure that everyone receives () American Indian or Alaskan national origin, age
benefits on a fair basis. Native or handicap.

FOSTER CHILDREN: In certain cases, foster children are eligible for free or reduced-priced
meals regardless of your household income. If you have such children
living with you, please contact the sponsor for special instructions on
how to complete this application.

SIGNATURE OF ADULT: An adult must sign the application before it can be approved.

PROVIDER # SIGNATURE DATE SIGNED TELEPHONE

HOME ADDRESS:

STREET CITY STATE ZIP CODE

PENALTIES FOR MISREPRESENTATION:

I certify that all of the above information is true and correct and that all income is
reported. I understand that this information is being given for the receipt of Federal
funds; that sponsor officials may verify the information on the application; and that
deliberate misrepresentation of the information may subject me to prosecution under
applicable State and Federal laws.

FOR INSTITUTION ONLY

Approved For Free Meals _____

Approved For Reduced-Priced Meals _____

Denied For Following Reason _____

Estelle Brock Coordinator _____
Signature of Child Care Food Program Official Date

DE Form 0887, April, 1985, Policy Statement

Instructions: Complete this form for each provider. DE Form 0859 should be completed annually by the sponsoring organization for each participating Day Care Home (DCH). (A Day Care Home is an organized nonresidential child care program for children enrolled in a private home, licensed and under a sponsoring organization.) Follow general directions given on page 1. An Agreement (DE Form 0856) must be completed between Sponsoring Organization and Day Care Home. DE Form 0856 and DE Form 0859 should NOT be returned to DOE. Additional definitions/abbreviations are given on the reverse sides of DE Form 0858 - page 1, DE Form 0860 and Appendix A.

1. Name and Mailing Address of Provider:

2. Name and Mailing Address of Sponsoring Organization:

Save the Children
1340 Spring Street, N. W., Suite 200
Atlanta, Georgia 30309

Street Address if different: _____
Telephone Number: () _____

Street Address if different: _____
Telephone Number (404) 885-1578

3. What hours do you take care of children other than your own? From _____ To _____

4. What days of the week do you normally take care of children other than your own? (Check "x" all that apply)
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

5. How many weeks a year do you plan to take care of children? 52

6. How many children do you take care of each day? 6 How many of these children are your own? _____ Licensed/registration capacity 6

7. What meals do you plan to serve? Breakfast A.M. Supplement Lunch P.M. Supplement Supper

8. How many children do you serve at each meal? _____

9. What time do you begin serving the following meals? _____

10. What is the age of the youngest child you serve? Infant The oldest? 12 Years

11. Is your home licensed by local, state, or federal authorities as a family or group** care home? Yes No
(If yes, attach a copy of license or registration certificate.)

12. Beginning date for meal reimbursement. _____
Signature of Sponsor Representative _____ Date _____

I HEREBY CERTIFY that to the best of my knowledge, this home is not participating in the Child Care Food Program under any other sponsoring organization. I further CERTIFY that all of the above information is true and correct. I understand that this information is being given in connection with the receipt of federal funds; the department officials may, for cause, verify information; and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes. Current Verification will be made for changes in above information a minimum of once at the beginning of each fiscal year.

Signature of Sponsor Representative _____ Date _____

Signature of Provider _____ Date _____

Signature of Sponsor Representative _____ Date _____

* A meal/supplement (snack) is reimbursable only when an eligible child in care for pay and who resides outside the provider's home is present and is served the meal/supplement (snacks). Reimbursement will be received only for meals/supplements (snacks) served to children 12 years old and younger. If provider has older migrant or handicapped persons enrolled for care in the home, the sponsoring organization will need to determine their eligibility.

** Provider must reside in the facility (home).

- 4. The Sponsoring Organization has the right to visit day care homes to review their meal service and meal records during their hours of Child Care Operations.
- 5. The Sponsoring Organization will notify the provider with a written explanation when reimbursement is deducted/delayed for meal(s) or other reason(s).
- 6. The Sponsoring Organization may terminate this agreement to participate in the Child Care Food Program for convenience. The Sponsor will notify the provider with a written explanation when terminated for cause or convenience and will send a copy to Georgia Department of Education.

sponsoring organization and Georgia Department of Education to come into the provider's home for the purpose of reviewing the Child Care Food Program operations. A review will be completed at least three times each Federal fiscal year (October-September) an appointment maybe made, but not necessary).

- 11. The provider must participate in pre-approval training conducted by a sponsor representative during a pre-approval visit to the provider's home. The training must include items 1-17 on Pre-Approval Training Checklist for Providers (DE Form 0359).
- 12. The provider must attend a minimum of one hour additional nutrition and food service training at least one time every four months, with a minimum of three times each Federal fiscal year (October-September) facilitated by the sponsor.
- 13. The provider has the right to submit a written complaint to the Georgia Department of Education, 1658 Twins Towers East, Atlanta, Georgia, 30334, when sponsor fails to comply with items on this agreement (DE Form 0856), Federal Regulation and/or State policy.
- 14. The provider may terminate this agreement to participate in the Child Care Food Program for cause or convenience. The provider will notify the sponsor with a written explanation when terminated for cause or convenience and send a copy to the Georgia Department of Education, 1658 Twin Towers East, Atlanta, Georgia 30334.

For Cause (a) Sponsoring organization or provider is not in compliance with item(s) in this agreement, Federal Register (7 CFR Part 226) and State policy.

- (b) Fraud.
- (c) Child molestation.
- (d) Child abuse.
- (e) Safety violation(s)
- (f) Sanitation violation(s).
- (g) Licensing violation(s).

For Convenience Sponsoring Organization or provider is in compliance with items in agreement, Federal Register (7 CFR Part 226) and State policy but

- (a) Sponsoring Organization determines it cannot adequately meet requirements in agreement and/or Management Plan (provide assistance, training, monitoring, etc.) and so states to provider.
- (b) Provider determines he/she cannot continue to comply with items in the agreement and so states to Sponsoring Organization.

(See item 6 under rights and responsibilities of Sponsoring Organization for clarification of For Cause and Convenience.)

THE SPONSORING ORGANIZATION AND THE DAY CARE HOME PROVIDER MUTUALLY AGREE THAT

- 1. The termination for cause must be explained in writing to the State Agency and that such termination shall limit the providers further participation in the program.
- 2. The provider can change sponsors. When such a change is made the provider must send written notice to the sponsor and a copy to the Georgia Department of Education, 1658 Twin Towers East, Atlanta, Georgia, 30334 and wait a 60 day period before participating with another sponsor.
- 3. The provider must notify the State Agency immediately if the Sponsor requires a donation, fee or any payment for services.

TO BE FILLED OUT BY SPONSORING ORGANIZATION

This day care home has been approved to serve the following meals up to 6 enrolled children per day starting on _____ (Date)

- BREAKFAST LUNCH SUPPER
- AM SNACK PM SNACK SPECIAL MILK PROGRAM

WE CERTIFY that the information in this Agreement is true and correct to the best of our knowledge, and that we will comply with the rights and responsibilities outlined in this Agreement. The provider also certifies that he/she is not participating in the Child Care Food Program under any other sponsoring organization.

Nancy E. Lewis

REPRESENTATIVE OF SPONSORING ORGANIZATION SIGNATURE

DATE

PROVIDER'S SIGNATURE

DATE



FORM #4
CHILDREN'S LIST FORM

Revised 11/85

Fiscal Year 1985-86

PROVIDER NAME _____ PROV # _____ STARTING DATE _____

AREA COORDINATOR _____ REC # _____ EXP. DATE _____

COUNTY _____ FDC OR GROUP _____

MEALS APPROVED FOR _____

DAYS APPROVED FOR _____ # CHILDREN APPROVED _____ PROV. CH. ELIG. _____

OTHER:

ENROLLED CHILDREN	ENR	PC	REL	BIRTH- DATE	ENROLLED CHILDREN	ENR	PC	REL	BIRTH- DATE
1					23				
2					24				
3					25				
4					26				
5					27				
6					28				
7					29				
8					30				
9					31				
10					32				
11					33				
12					34				
13					35				
14					36				
15					37				
16					38				
17					39				
18					40				
19					41				
20					42				
21					43				
22					44				



child enrollment form

Because your provider cares about good nutrition, she has chosen to participate in the Family Day Care Food Umbrella Program sponsored by Save the Children. This program extends the benefits of the National School Lunch Program to children in family day care, and assures that your child will receive good nutrition while in the family day care home.

If your child requires a special diet, please have his or her doctor give you a statement within two weeks of enrollment and give it to your provider. Your child may then participate in the Family Day Care Food Umbrella Program and still follow the diet prescribed by the doctor.

Under the regulations of the Child Care Food Program, your provider may not charge you separate fees for meals, nor may she ask you to provide food for your child for the meals she claims under the program. Day care fees charged by your provider cover her care of your children and the cost of any food not reimbursed by the Child Care Food Program.

As sponsor for your provider, we need verification that your child has been enrolled in day care. Please complete the following:

Child's name _____ Birth date _____

Parent's
Signature _____

Parent's
Address: (Street) _____

(City) _____ (State) _____ (Zip) _____

Parent's Telephone: Home _____ Work _____

My provider is _____ Provider No. _____
(if known)

Date _____



Save the Children®
Southern States Office
1340 Spring Street, N.W. Suite 200 Atlanta, Georgia 30309
Telephone: (404) 885-1576

CHILD CARE FOOD PROGRAM MENU FORM

DAY CARE HOME

KFFP ON FILE
IN THE HOME

MONTH	YEAR	PROVIDER'S NAME				
CALENDAR DATE						
BREAKFAST	<input type="checkbox"/> fluid milk					
	<input type="checkbox"/> fruit, vegetable or full-strength juice					
	<input type="checkbox"/> cereal and/or bread equivalent					
	+ additional food (optional)					
AM SNACK	Choose two of these four.					
	<input type="checkbox"/> fluid milk					
	<input type="checkbox"/> fruit, vegetable or full-strength juice					
	<input type="checkbox"/> bread, cereal or equivalent					
6E	<input type="checkbox"/> meat and/or alternate					
	<input type="checkbox"/> fluid milk					
LUNCH	<input type="checkbox"/> meat and/or alternate					
	<input type="checkbox"/> vegetable or fruit					
	<input type="checkbox"/> vegetable or fruit					
	<input type="checkbox"/> bread or equivalent					
	+ additional food (optional)					
PM SNACK	Choose two of these four.					
	<input type="checkbox"/> fluid milk					
	<input type="checkbox"/> fruit, vegetable or full-strength juice					
	<input type="checkbox"/> bread, cereal or equivalent					
SUPPER	<input type="checkbox"/> meat and/or alternate					
	<input type="checkbox"/> fluid milk					
	<input type="checkbox"/> vegetable or fruit					
	<input type="checkbox"/> vegetable or fruit					
	<input type="checkbox"/> bread or equivalent					
	+ additional food (optional)					

MONTHLY MEAL COUNT RECORD

Estelle Brock, Coordinator
 Save the Children
 1340 Spring Street N.W.
 Suite 200
 Atlanta, Georgia 30309

Mail to:



Mail on the last day of each month
 along with your menu form.

ENROLLED Children served during this month
 (Last name first) - Child's Age

Date	Total Daily Attendance	Breakfast	AM Snack	Lunch	PM Snack	Supper
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

- 1 _____
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____
 - 6 _____
 - 7 _____
 - 8 _____
 - 9 _____
 - 10 _____
 - 11 _____
 - 12 _____
 - 13 _____
 - 14 _____
- NEW CHILDREN:**
 Meals will be disallowed if enrollment form
 is not included
- 15 _____
 - 16 _____
 - 17 _____
 - 18 _____
 - 19 _____

(Use reverse side for additional names)

I certify that I have followed USDA meal pattern guidelines and am claiming only two meals and one snack per child per day served to enrolled children.

I AM INCLUDING MY OWN CHILDREN IN THE MEAL COUNT

MY OWN CHILDREN ARE NOT ELIGIBLE AND ARE NOT INCLUDED IN THE MEAL COUNT

I DO NOT HAVE CHILDREN YOUNGER THAN 12 YEARS

SIGNATURE _____ PROVIDER # _____ MONTH _____

Reference #	Attendance	Breakfast	AM Snack		Lunch	Supper	Children	Initial
			AM	PM				

FOR
 OFFICE
 USE
 ONLY

SAVE THE CHILDREN
CHILD CARE FOOD PROGRAM

RULES AND REGULATIONS

Training: You must attend at least one hour of nutrition training every four months of participation in the CCFP. A list of workshops is prepared every four months and included with your reimbursement check. The Department of Education (state agency) requires us to pay back money we have paid to any provider who does not attend one workshop every four months. Since we do not have funds to pay back, we will have to terminate participation in the CCFP for anyone who does not attend one workshop every four months.

Registration and Licensing: Your home must be licensed as a group home if you care for more than six unrelated children. We must have a copy of your license in our file. When you receive your license, you are required to mail us a copy.

Your home must be registered with the Department of Human Resources (state day care licensing agency) as a family day care home if you take care of six or fewer children. We must have evidence in our files that your home is re-registered annually.

The family day care licensing regulations allow you to care for six children, plus your own children and relatives' children. The CCFP state agency allows reimbursement for only six children, unless your home is licensed as a group home.

All providers must have a telephone in their home. If you change your telephone number, notify our office and your area coordinator at once. If you move to a new address, you must re-register, since the state licensing agency registers the home, not the provider.

Reimbursement for Meals: You must record daily on the Meal Count form the number of children you serve meals. If the number of children present is not recorded from the first of the month until the day of a monitoring visit, reimbursement cannot be made for those meals.

Regulations allow reimbursement for two meals and one snack for the number of days for which you have been approved. You cannot be reimbursed for meals served your own child or children unless outside children are present.

You cannot be reimbursed for school-age children when school is in session unless the child is in your home for a specific reason and that reason is written on the Meal Count form.

You cannot be reimbursed for more children or for more days of the week than you have been approved to serve on the Agreement Between Sponsoring Organization and Day Care Home and the Day Care Home Information Sheet. There can be no reimbursement for a meal unless a menu is recorded for that day.

Menus and Meal Count forms must be mailed to us after the last day of the month that you served meals to the children. We cannot reimburse for any meals served unless we receive the forms by the last working day of the following month. Example: We must receive forms for meals served during October by November 30.

Menus: Menus must be planned two weeks in advance. Food should be on hand for several days of planned menus.

Submit the original menu forms to us and keep a copy in your notebook. After six months, the menus can be removed from the notebook and stored.

Meals should be served at the times listed on the Day Care Home Information Sheet or as near those times as possible.

If infants and older children are served, divide the space on the menu form and abbreviate the foods served to infants on the right side. (Example: IFIF, IFIC, etc.). On the left side of the menu, write out the foods served to the older children. If you supply all infant foods, we must receive infant menus in order to reimburse. If a child below age 12 months eats the same foods that the older children eat, please explain on the menu form). Review the infant requirements in the notebook.

Refer to the Food Section in your notebook for acceptable and unacceptable foods. Please ask your area coordinator for assistance when necessary--we are required to deduct payment for a meal that does not meet USDA nutrition requirements.

Miscellaneous: Children in the same family may be included on one Child Enrollment form. Child Enrollment forms must be signed by the parent and must list the parent's work and home telephone numbers. Remember to send in a Child Enrollment form for any new children you enroll. If any of the children are relatives, be sure to put "relative" on the form.

If your own children are included on the Meal Count form and your family income changes, we must be notified of the change and the date of the change.

When Save the Children or Department of Education personnel visit, please ask for identification before allowing them inside your home.

. . . AND JUSTICE FOR ALL _____

This facility is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap or national origin. More information may be obtained here or from the Office of Equal Opportunity, USDA, Washington, D.C. 20250.

Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Pursuant to Title VI of Civil Rights Act of 1964, 42 USC 2000d and 7 CFR Part 15.

Reprinted by the Georgia Department of Education with federal funds.

FORM #10
Pre-Approval Training Checklist for Day Care Home Providers

APPENDIX F

Provider: _____ Date _____
 Social Security # _____ Sponsoring Organization _____
 Address: _____
 Phone #: (____) _____

The checklist is to assist the Sponsoring Organization in the pre-approval training for each provider. The training is to be conducted in the provider's home where children are in care. Each provider should understand the requirements for all the items listed before request for approval to participate in the Child Care Food Program is submitted by the Sponsoring Organization to Georgia Department of Education. After the training has been completed by the Sponsoring Organization Representative, the provider and sponsor representative should date and sign on the appropriate line. The Sponsoring Organization should submit the signed and dated checklist with the Sponsoring Organization Update (DE Form D855), Appendix A (DE Form D948) and current registration/license to the area consultant by the 1st day of the month prior to the month sponsor is requesting approval.

Sponsoring Organization's Pre-Approval Training Checklist for Day Care Home Providers

- _____ 1. Rules and Regulations for Family Day Care (Chapter 290-2-3)
- _____ 2. Rules and Regulations for Group Day Care Homes (Chapter 290-2-1)
- _____ 3. Application for Family Day Care Home Registration or Group Day Care License
- _____ 4. Enrollment Application (for parents to complete for children in care)
- _____ 5. Family Day Care Rules Checklist. Form requires signatures.
- _____ 6. Agreement Between Sponsoring Organization and Day care Home Sponsoring Organization (DE Form D856). Form requires signatures when completed.
- _____ 7. Day Care Home Information Sheet (DE Form D859) Form requires signatures when complete.
- _____ 8. Application for Free and Reduced Price Meals (DE Form D880, Attachment C). Form required for providers applying for approval to claim reimbursement for meals served to provider's own children only when other children who pay are present for the meal. Form requires signatures when completed.
- _____ 9. Minimum Meal Requirements
- _____ 10. Child Care Food Program Menu Form (DE Form D863)
- _____ 11. Example: Menu Form (completed)
- _____ 12. Weekly Attendance and Meal Count Record (DE Form 1131). Form requires signature(s).
- _____ 13. Enrollment Roster for Children in Care
- _____ 14. Monitoring Review Report (DE Form D852)
- _____ 15. Training Requirements - Dates, topics and locations. A provider must attend a minimum of three one-hour nutrition training session on three different dates [at least one every four months] facilitated by the Sponsoring Organization.
- _____ 16. Nondiscrimination, Title Vi of Civil Rights Act of 1964 - ... And Justice For All Poster/Sticker.
- _____ 17. Pre-Approval Training Checklist for Day Care Home Providers (DE Form D359) for the provider to date and sign indicating that (1) the training was conducted in the home, (2) the information and requirements for Child Care Food Program were explained and (3) the signatures of the Sponsoring Organization Representative providing the training.

I understand that pre-approval training conducted in my home where children are in care by a Representative from the Sponsoring Organization is a prerequisite to my participation in the Child Care Food Program. The Sponsor Representative explained (1) Child Care Food Program Regulations, (2) Georgia Department of Education Policies (3) Licensing Requirements and (4) Sponsoring Organization Requirements.

Provider's Signature _____ Date _____

I understand that as a prerequisite to approval to participate in the Child Care Food Program I have provided training to the provider: (1) Child Care Food Program Rules and Regulations according to 7 CFR Part 226 (2) Georgia Department of Education Policies (3) Day Care Licensing Rules and Regulations (4) Sponsoring Organization Requirements. This training was conducted in the provider's home. I found conditions in the home to be acceptable for the Child Care Food Program.

Sponsor Representative's Signature _____ Date _____

MONITORING REVIEW REPORT CHILD CARE
FOOD PROGRAM DAY CARE HOME

1. DATE OF REVIEW

FORM #11 (Page 1)

2. AGREEMENT NUMB.

3. NAME AND MAILING ADDRESS OF SPONSOR

4. NAME AND ADDRESS OF PROVIDER

CIVIL RIGHTS 226.16(b)(5), 226.24

5A. CURRENT ENROLLMENT BY RACIAL/ETHNIC GROUP (LEAVE BOX(ES) BLANK FOR THOSE NOT INCLUDED.)	BLACK	HISPANIC	AMER. INDIAN OR ALASKAN	ASIAN OR PACIFIC ISLDR.	WHITE	TOTAL
B. ACTUAL CHILDREN PARTICIPATING AT MEAL OBSERVED BY RACIAL/ETHNIC GROUP.						

- 5C. Does the provider accept children regardless of race, color or national origin? YES NO N/A
- D. In the opinion of the reviewer, based on information contained in this review and personal observation, does the home appear to be in compliance with Title VI of the Civil Rights Act of 1964? If no, indicate on separate sheet, (1) what the areas of noncompliance are, and (2) recommendations for corrective action and follow-up. YES NO N/A

LICENSING 226.7(d)

- 6A. If home has state or local approval
- (1) Is approval current? YES NO N/A
- (2) Is the number of children enrolled in compliance with license capacity? YES NO N/A
- (3) If violations of license requirements were observed explain in memo and attach to review. YES NO N/A
- B. Was home licensed under alternate approval? If yes, attach a copy to the review.

RECORDS 226.19(d - e)

- 7A. Is a daily count maintained of all meals (by type) served to enrolled children? YES NO
- B. Are menus planned two weeks in advance? YES NO
- C. Are USDA program aids used? YES NO
- D. Are menus on file for the past two weeks? YES NO
- E. Based on the past two weeks menus (1) are meal patterns followed? YES NO
- (2) Are all the required components served? YES NO
- F. Is copy of sponsor/provider agreement on file? YES NO

ENROLLMENT, PREAMBLE "DEFINITIONS" NUMBER 3

- 8A. Are enrollment forms on file for each child? YES NO

COMMENTS

- B. Are these forms signed and dated by an adult family member or guardian? YES NO

COMMENTS

- C. Are all children in attendance enrolled in programs? YES NO

COMMENTS:

- D. Are provider's own children enrolled in program YES NO

- (1) If yes, do they participate in program during the time of the meal service? YES NO

- (2) Are their meals claimed in program only when nonresident children are present and participating in the program? YES NO

- (3) Are properly approved free and reduced price applications on file for participating provider's children? YES NO

COMMENTS

- E. Is enrollment within license capacity? YES NO

COMMENTS

TRAINING 226.17(d)(23)

9A. Has provider attended training session(s) conducted by sponsoring organization? yes no

DATES	TOPICS

B. Dates sponsoring organization personnel monitored this home's food service operation during current fiscal year

SANITATION, FOOD STORAGE GUIDE (Aid Number 403) and 226.21(K)

- 10A. Dishwashing
- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| | YES | NO | N/A |
| (1) Does dishwasher have sanitizing cycle? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) If dishes are washed by hand, what method is used to sanitize dishes? | | | |
-
- B. Record temperature in (1) refrigerator _____ (2) freezer _____
- C. Are all insecticides, polishes and cleaning compounds stored in an area separate from food and in an area which is not accessible to children?
- D. (1) Is kitchen area free from insects?
- (2) Is kitchen area free from rodents?

FOOD SERVICE

11A. Meal observed <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper	B. Today's menu
---	---

C. Does menu meet meal pattern?

D. Is sufficient food on hand for planned menus?

COMMENTS

12.

RECOMMENDATIONS

13.

SIGNATURE OF REVIEWER	TITLE	DATE



CHAPTER FIVE

NUTRITION EDUCATION FOR CCFP PROVIDERS

Training

Nutrition education must be provided for all family day care providers enrolled in the CCFP. In Georgia, each provider is required to attend three one-hour nutrition education sessions each year. The workshops must be specifically on nutrition or a nutrition-related subject.

Some sponsors provide self-study materials or correspondence courses to meet training requirements. This is especially helpful in rural areas where providers are more isolated. Some state agencies accept self-study as meeting training requirements while others do not. The federal regulations require that the sponsor provide at least one training session a year, but most state agencies require more.

Sponsors also have their own requirements that go beyond the federal requirements and may use other funds to conduct sessions in child development, activities for children, etc. Sponsors agree that training is valuable not only for nutrition education, but also for giving providers an opportunity to share experiences and exchange ideas on child care. The social part of training helps relieve providers' feelings of isolation.

We believe that when providers have opportunities to meet and support each other, they stay in the business of taking care of children longer. We also believe that the exchange between providers will result in better child care.

Nutrition education training is also provided on a one-to-one basis in the home. Training begins at the time of enrollment and is continuous during the Monitoring Review home visits.

Training can be done by nutrition consultants, the sponsor's staff, or by area coordinators. However, as the program grows, time will become limited and sponsors will need to find other people to assist with training sessions. Also, providers will benefit from hearing a variety of trainers and topics.

An excellent resource for trainers is the Cooperative Extension Service. The Extension Service is funded by the USDA through land-grant colleges. Some funds are allocated to the Extension Service by states and counties. It provides informal education to families based on the family's needs, and covers topics from home economics to gardening and farming. Extension agents are available to assist sponsors with training and to give out material that are

helpful to providers. A relationship with the local Extension Service should be cultivated by sponsors. In addition to assisting with nutrition training, they sometimes provide training in child development, learning activities for children, and small business management. Providers can benefit from these additional training topics that cannot be supported by funds from the CCFP. As the need for more family day care providers has become apparent, many Extension agents have become interested in helping providers in their work.

Save the Children has also used nutritionists from the health department; women, infant and children's programs (WIC); and junior colleges. The majority of these consultants do not charge fees. Trainers and consultants will need to have information on the USDA nutritional requirements for meals. In addition to talking with trainers about the training needs, we also give them a copy of the "Food Section" which lists "acceptable" and "unacceptable" foods.

Tips on Training Sessions

Family day care providers usually have small children of their own, and they use weekends as their own family time. They will need to be encouraged to attend training sessions. We schedule training sessions in the evenings and on Saturday mornings and Saturday afternoons.

Conduct training sessions in a location convenient to the providers, with access to public transportation if possible. Most communities have space for training at no cost to the program. Many banks, housing authorities, libraries, recreation centers, social service agencies, Extension Service, and local

profit and nonprofit organizations have meeting rooms that they make available at minimum or no cost.

When the program expands to include large numbers of family day care homes spread over a wide area, the same workshop will need to be repeated in strategic locations so that all providers can attend.

Vary the type of training sessions. Use demonstrations, lectures, slides or film strips, audience participation, or a combination of these.

Insert a notice of the training sessions, giving date, time, place and topic, in the envelope with the providers' reimbursement checks. Also, give a number of copies of training notices to area coordinators so that they can remind providers in their areas of the sessions.

Room arrangement is important. Place chairs in a circle if possible, and remove all indications of a classroom type atmosphere. Training should be informal with as much participation from the providers as possible.

Be ready for the training session at least fifteen minutes before the scheduled time. Have a sign-in sheet for providers with the date, topic and place of the workshop. The provider should sign her name, provider number and telephone number. This is important documentation that providers have met the training requirements.

Begin and end on time. Respect the providers for prompt arrival.

Plan some "mixer" type activities to help providers get to know each other. It is a good idea to serve simple refreshments. Ask one or two providers

Newsletters

Many CCFP sponsors write newsletters for providers, especially if the program is large enough to support the cost. Some sponsors pay for newsletters with funds from other sources.

Our newsletter, "The Child Care Food Umbrella," is issued every three months. It is typed on 8-1/2 x 11" paper, printed both sides on 20 lb. copy paper, then folded and stapled for bulk mailing.

A newsletter need not be expensive, but it should contain information particularly geared to family day care home providers.

Over the six years that we have issued the newsletter, we have printed articles on nutrition, activities for children, helping children develop various skills (verbal, language, thinking, social, self-control, self-esteem, handling feelings, etc), gardening with children, food allergies in children, how to shop for and store food, how to keep food fresh on picnics, safety in the home and outdoors, etc. We also print "kid-tested" recipes providers send us if the recipes meet USDA nutritional standards.

At first we tried to use the newsletter to tell providers about changes in the regulations, training session schedules, and other vital information, but we found that it was not satisfactory, given the vagaries of bulk mailings. Now we send all vital printed communications with the provider's reimbursement check or in a first-class letter.

to help with this as a method of encouraging conversation among providers.

Some single-parent families may have a problem getting care for their children while they attend training sessions. If this seems to be a big problem, you might consider asking a staff member or a volunteer to come to the training session to take care of children that providers bring with them. Bring along some toys and games.

Give each provider a certificate with the workshop title, date, and topic covered, and her name. Providers like receiving the certificates and usually post them where parents can see them. Also, parents like knowing that their provider is receiving training and is interested in improving her knowledge of child care and child nutrition. Certificates may be partially prepared in advance of the workshop and completed by a helper at the workshop. We like to give the certificates immediately upon completion of the workshop rather than mailing them later. A copy of Save the Children's certificate is included in this chapter.

CHAPTER SIX

OFFICE PROCEDURES FOR REIMBURSING PROVIDERS

All providers in our CCFP send their menus and meal count forms on the last day of the month. Therefore, the first eight to ten days are very busy times in our office as we check the forms for compliance with regulations, calculate providers' reimbursement, and issue checks.

We have managed to complete the review and type providers' checks within five working days after receiving the forms because our processing system has become very streamlined over a six-year period of operation. We are sharing our method of processing providers' claims for reimbursement with the hope that it will be a guide for others, but we realize that each sponsor will be different, depending on size, structure, and length of time it has been in operation.

The five-day turnaround enables us to get our request for administrative reimbursement to the state agency early and reduce the time that providers must wait for their reimbursement.

Processing providers' claims for reimbursement involves a great amount of detail work. It must be done accurately because the program will be audited, and payback required for exceptions noted. If a sponsor inadvertently reimburses a provider for meals that do not meet USDA nutrition requirements, the sponsor will have to pay back the funds to the state agency.

The following are the steps that we use from the time providers' forms are received, to the time the checks go into the mail.

Processing Providers' Reimbursements

This is a rather rigid, lock-step procedure, but we find that routine speeds the work. Our part-time people, who come in at the first of the month to handle the "payout" are familiar with the steps and are proficient in checking menus and calculating reimbursements.

Note: Forms 12, 13, 14 and 15 are forms we have developed to help in the payout process. You may want to copy these forms for your use, or make up forms that better fit your program.

1. OPEN MAIL AS IT COMES IN

Date stamp menus, meal count forms, and any other forms (such as Child Enrollment Forms) that the provider sends in.

Check the meal count forms for the provider's signature.

Check all forms for the provider's name and provider number (if you are using provider numbers).

Staple a small square of blank paper to the corner of the menu forms. This will be used later to note what information must be sent to the provider if any of the meals do not meet USDA nutrition requirements. We have standard, numbered paragraphs (See Form #12) that fit possible errors. Later, the typist copies the paragraphs noted into a letter to the provider, letting her know why the meal did not meet requirements. This saves composing an individual letter to providers whose meals did not meet requirements.

2. ARRANGE FORMS IN PROVIDER NUMBER ORDER, OR BY PROVIDER'S NAME IF YOU DON'T USE PROVIDER NUMBERS

3. PULL PROVIDER FILES.

We process a "batch" of 15 sets of forms at a time, because we have found this to be a manageable number for purposes of adding and processing through the steps.

Put the providers' Monthly Meal Count forms on top of the stack of the 15 provider files.

Put the menus in "batch" folders, 15 to a folder.

Label the first batch folder "Batch 1, Sheet 1." All of the forms received for the day will be Batch 1. The second 15 forms received will be Batch 1, Sheet 2; and the third Batch 1, Sheet 3, etc. (The second day's mail is Batch 2, the third day's Batch 3, etc..)

4. TYPE THE 15 PROVIDERS' NAMES AND NUMBERS ON THE "BATCH CONTROL SHEET" (FORM #13).

Make one carbon copy when typing the Batch Control Sheet.

Put the original of the Batch Control Sheet on top of the stack of 15 provider folders.

Put the carbon copy on top of the menu forms.

5. REVIEW THE MENUS CAREFULLY

Use the latest information from the state agency that lists acceptable and unacceptable foods.

If some meals don't meet requirements, fill out two copies of a "Deduction Insert Form" (Form #14) listing the meals and the dates. Clip the forms to the menus. One of the Deduction Insert Forms will be sent to the provider; the other will be stapled to the Meal Count Form.

Look at the list of paragraphs (Form #12) that explain deductions for menus that don't meet requirements. Write the appropriate paragraph number or numbers on the square of paper stapled to the menu.

After the menus have been checked, pass the batch folder of menus to the person reviewing the providers' Monthly Meal Count Forms.

6. REVIEW THE MONTHLY MEAL COUNT FORMS

Get the provider's folder out of the stack because you need it to check her Monthly Meal Count Form. (Note: All provider files need to be up to date because you need to check the Monthly Meal Count Form against other kinds of forms in her file. Check for the following and make notes of any discrepancies.)

Is there a Child Enrollment Form for each child listed on the Monthly Meal Count Form?

If the provider's own children are listed, is there a provider Eligibility Form?

Check the ages of children listed. If there are infants, check for infant menus. If there are school age children, see if they are claimed for lunch when school is in session.

Check the number of daily menus and the number of days that are claimed. Are they the same?

Is the provider claiming the number of days for which she is approved?

Are the meals recorded (breakfast, morning snack, lunch, etc.) the same as the meals listed on the Day Care Home Information Sheet?

If a home visit was made during the month, does the menu reflect the same meal as the one reported by the home visitor for that day?

Was the number of children listed on the home visit (Monitoring Review) report the same as the number being claimed on the Monthly Meal Count Form?

Does the home visit report reflect that the Monthly Meal Count Form was recorded daily?

Check the provider's registration form or day care license. Is it current?

Use a highlighter to mark meals not meeting requirements to show that they are to be deducted from the provider's reimbursement.

7. PASS THE REVIEWED MONTHLY MEAL COUNT FORMS AND FILES TO THE PERSON CALCULATING PROVIDERS' REIMBURSEMENTS.

Total the number of meals by type on the provider's Monthly Meal Count Form and calculate the provider's reimbursement. Record the numbers on the bottom of the provider's Monthly Meal Count Form.

Transfer the totals from the bottom of the Monthly Meal Count Forms to the Batch Control Sheet.

Total the columns on the Batch Control Sheet and pass them to the person who types providers' checks.

Compare the checks with the reimbursements on the Batch Control Sheet for accuracy. Record the check number on the Batch Control Sheet.

The menus are given to a typist, who looks at the numbers written on the square of paper (if any) and types appropriate paragraphs from Form # 12 into a letter to the provider, explaining any deductions for meals that did not meet requirements.

The checks are signed and inserted, along with the letter and Deduction Insert Form (if any) into the mailing envelope. The date the check was mailed is recorded on the Batch Control Sheet.

Note: If exceptions are found during the payout process (i.e., a provider's registration or license has expired, or she hasn't sent completed Child Enrollment Forms, or if she claims her own children and does not have a current eligibility form in her file) we send her a letter telling her which forms are needed. We hold the reimbursement check until the forms are received.

Sponsor's Claim for Administrative Reimbursement

We use Form #15, "Sponsor's Summary of Meal Counts" to calculate the number of meals served and the amount of reimbursement due from the state agency, taking totals from the Batch Control Sheets. These figures are in turn transferred to a form (Form #16) furnished by the state agency for claiming reimbursement for number of meals claimed and sponsors' administrative reimbursement.

**LIST OF PARAGRAPHS
(Letters to Providers)**

1. Some of your last month's meals or snacks did not meet USDA minimum nutrition requirements. Please apply the following information when you plan menus, and check your menus for accuracy in these areas. If you have any questions, please call your area coordinator or our office.
2. A complete breakfast must include fluid milk. It must also include a fruit or a fruit juice, or a vegetable or vegetable juice. It must also include some type of whole grain or enriched bread or cereal.
3. A juice or a fruit, or a vegetable or a vegetable juice must be served at breakfast.
4. Lunch and supper must include fluid milk, a meat or meat alternate, two vegetables or two fruits or one of each, and bread or bread equivalent. When serving combination meat dishes (pizza, beef stew, casseroles, etc.), you may only claim the meat and one other food in the combination dish.
5. Enriched rice, macaroni, noodles and spaghetti are the equivalent for a serving of whole grain or enriched bread, and should be recorded on the bread or bread equivalent line of the menu.
6. When you serve soup with meat or spaghetti with meat sauce and list it on the meat line, list the kind of meat you serve.
7. Snacks must include two foods selected from the four food groups: milk; fruit juice, vegetable juice, a fruit or a vegetable; whole grain or enriched bread or cereal; a meat or meat alternate. You may not serve two foods from the same food group.
8. Jello without fruit, popcorn, potato or corn chips, Cheetos, Twinkies, nuts, ice cream, puddings, brownies, and other highly sugared foods do not meet USDA minimum nutrition requirements.
9. Cookies may not be served more than twice a week for snacks.
10. Your menus will be easier to read if you put milk on the milk line; meat or meat alternate on the meat and/or alternate line, etc. This will also help you see that you have met the USDA nutrition requirements.
11. Please put the age of each enrolled child served during the month by the child's name on your monthly Meal Count each month. We must have the ages of all children enrolled in the program in our records. Children are not eligible for reimbursement when they reach 13 years of age.
12. You may not claim reimbursement for your child or any child living in your home unless there is an outside day care child present at the same meal.

13. You cannot be reimbursed for the cost of food for more children or for more days of the week than you have been approved to serve on your Agreement and on your application. Your reimbursement is for the maximum number of enrolled children and days of the week.
14. Your menus do not include enough variety foods even though most of them meet the USDA requirements. Review the Food Section in your notebook as you plan your menus.
15. You may not be reimbursed for the cost of lunch for school-age children except during school holidays and when you provide care for a sick child. Please explain on your Meal Count form when you serve school-age children.
16. Please send us the home and work telephone numbers for the parent who signed the Child Enrollment form. Also, if the parent's work or home telephone numbers change, please send us the new numbers along with your Meal Count form.
17. We must have the parent's signature on all Child Enrollment forms.
18. Please write the child's birth date on the Child Enrollment form.
19. This appears to be a careless error. Please review your forms carefully to avoid deductions in your reimbursement check.
20. Be sure to use the current calendar month for Menu and Meal Count forms. Complete your Meal Count daily and be sure the dates of food service match the dates on your Menu.

DEDUCTION INSERT FORM

MONTH _____ PROVIDER NO. _____

- Breakfast _____
- Lunch _____
- Supper _____
- Snack _____

You are not being reimbursed for the above meals or snacks that do not meet USDA nutrition requirements. Please review the Food Section in your notebook.

MONTH _____ PROVIDER NO. _____

- Breakfast _____
- Lunch _____
- Supper _____
- Snack _____

You are not being reimbursed for the above meals or snacks that do not meet USDA nutrition requirements. Please review the Food Section in your notebook.

MONTH _____ PROVIDER NO. _____

- Breakfast _____
- Lunch _____
- Supper _____
- Snack _____

You are not being reimbursed for the above meals or snacks that do not meet USDA nutrition requirements. Please review the Food Section in your notebook.

Georgia Department of Education
School Food and Nutrition Services
CLAIM FOR REIMBURSEMENT
(Child Care Food Program)

PLACE AN X IN BOX IF THIS IS AN ADJUSTED CLAIM AND A PREVIOUSLY SUBMITTED CLAIM HAS BEEN PAID FOR REPORTING MONTH

Check for accuracy and make any changes that are necessary

1 AGREEMENT NUMBER:

2 NAME AND ADDRESS OF INSTITUTIONAL FOOD AUTHORITY

Read INSTRUCTIONS carefully before completing claim

INSTRUCTIONS: Submit original and one copy to the Georgia Department of Education, Accounting Services, School Food Claims Unit, 1570 Twin Towers East, Atlanta, Georgia 30334, not later than the 10th of the month following the month covered by the claim. A copy must also be kept by the institution. Record all entries to the right in each group of boxes

Do not enter cents in Items 10 thru 13. All amounts must be rounded to the nearest dollar. For example \$91.00 to \$91.49 must be shown as 0091, \$91.50 to \$92.00 must be shown as 0092

3 MONTH AND YEAR CLAIMED
MONTH: 21 22 YEAR: 23

4 TOTAL NO OF DAYS FOOD SERVICE PROVIDED FOR MONTH CLAIMED: 24 25

5 AVERAGE DAILY ATTENDANCE
CHILD CARE CENTERS: 26 27 28 29 30 31
OUTSIDE SCHOOL HOURS CENTERS: 32 33 34 35 36 37
DAY CARE HOMES: 38 39 40 41 42 43

For DOE Use Only
Y M M D D
44 45 46 47 48

TOTAL NUMBER OF MEALS SERVED

6 BREAKFASTS	A TO CHILDREN IN CHILD CARE CENTERS: 49 50 51 52 53 54	B TO CHILDREN IN OUTSIDE SCHOOL HOURS CENTERS: 55 56 57 58 59 60	C TO CHILDREN IN DAY CARE HOMES: 61 62 63 64 65 66	D TO NON PROGRAM ADULTS/CHILDREN IN CENTERS: 67 68 69 70 71 72
7 LUNCHESES	73 74 75 76 77 78 79 80	24 25 26 27 28 29	30 31 32 33 34 35	36 37 38 39 40 41
8 SUPPERS	42 43 44 45 46 47	48 49 50 51 52 53	54 55 56 57 58 59	60 61 62 63 64 65
9 BETWEEN MEAL SUPPLEMENTS	66 67 68 69 70 71	72 73 74 75 76 77	79 80 24 25 26 27 28 29	30 31 32 33 34 35

10 PROGRAM OPERATING COSTS
CHILD CARE AND OUTSIDE SCHOOL HOURS CENTERS: 36 37 38 39 40 41
SPONSORS OF DAY CARE HOMES: 48 49 50 51 52 53

11 PROGRAM ADMINISTRATIVE COST
A: 42 43 44 45 46 47
B: 48 49 50 51 52 53

12 PROGRAM INCOME
A: 54 55 56 57 58 59
B: 60 61 62 63 64 65

13 ACTUAL NUMBER OF DAY CARE HOMES OPERATING THIS CLAIM MONTH: 66 67 68 69

14 REMARKS

I CERTIFY that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that it is in accordance with the terms of existing Agreement(s). I recognize that I will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein

15 SIGNATURE ON BEHALF OF INSTITUTIONAL FOOD AUTHORITY: *Nancy E. Brown*

16 TITLE

17 PREPARATION DATE: MO: 10 DA: 11 YR: 75

DOE USE ONLY
AVC: 75 76 79 80

All receipts, invoices and other evidence of purchase must be retained and available for future audit for a period of 3 years after the end of the fiscal year to which they pertain

No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing regulations (7C.F.R. 226).



INSTRUCTIONS

SPECIAL NOTE AN ADJUSTED CLAIM completely voids all previous claims for the same month. Therefore, you should include ALL of your reporting data for the entire month's operation. ALSO, YOU SHOULD BE CERTAIN TO MAINTAIN ALL RECORDS AND ADEQUATE DOCUMENTATION TO SUPPORT SPECIFIC COSTS REPORTED ON THE CLAIM FOR THE APPROPRIATE MONTH.

GENERAL Report data for one calendar month only. Except for day care homes, your amount of payment will be computed by the Georgia Department of Education based on your income group percentages. YOUR CLAIM WILL BE RETURNED FOR CORRECTION if not properly completed. BE SURE TO SIGN THIS CLAIM BEFORE MAILING TO AVOID DELAYING YOUR PAYMENT CHECK.

- | | |
|---|---|
| <p>ITEM</p> <p>1 & 2 Enter your agreement number and address as found in your agreement</p> <p>3 Enter, in numbers, the month and year this claim covers
Example: May, 1982 = 05 82</p> <p>5 Compute average daily attendance by adding daily attendance for the month and dividing that total by the number of days of operation during the same month</p> <p style="text-align: center;">TOTAL NUMBER OF MEALS SERVED</p> <p>6-9 Col. A Enter the total number of meals served to eligible children enrolled in Child Care Centers where participating children are primarily of preschool age and attend during normal school hours</p> <p>6-9 Col. B Enter the total number of meals served to eligible children enrolled in Outside-School Hours care center, and in child care centers with a separate Outside School Hours care center program when the majority of children are enrolled in the Outside School Hours program.</p> <p>6-9 Col. C Enter the total number of meals served to eligible children enrolled in Day Care Homes.</p> <p>6-9 Col. D Enter the total number of meals served to adults/children in Child Care and Outside School Hours centers ONLY, who did not perform any necessary labor in support of the food service. Also enter meals served to children not eligible for participation in the program</p> <p style="text-align: center;">PROGRAM OPERATING COSTS</p> <p style="text-align: center;">IN CHILD CARE AND OUTSIDE SCHOOL HOURS CENTER
(DO NOT INCLUDE DAY CARE HOMES.)</p> <p>10 Enter the cost of food used during the month based on the dollar value of the food inventory on hand at the end of the month with reductions for discounts received this month.</p> <p>Include the amount of wages and fringe benefits paid or accrued for program labor, including menu planning, preparing, serving and cleanup of food, on site recordkeeping and supervision of children. EXCLUDE ADMINISTRATIVE LABOR.</p> <p>Include the depreciation costs of nonexpendable food service equipment items with a useful life of two years or more and an acquisition cost of \$500 or more as computed for tax purposes or as computed by multiplying acquisition cost by the monthly depreciation rate or factor provided by the Georgia Department of Education. Depreciation costs may be claimed ONLY on the nonfederal share of the purchase price when non-expendable equipment is purchased in part with federal funds.</p> <p>Include the total dollar value of nonfood supplies (napkins, straw, etc.) purchased or used during the reporting period in accordance with policy established by the Georgia Department of Education. Include food service equipment costing less than \$500.</p> <p>Include the total costs for the rental of food service facilities and equipment, minor repairs of food service equipment, etc., and utilities clearly related to the food service.</p> | <p>ITEM</p> <p style="text-align: center;">PROGRAM ADMINISTRATIVE COSTS</p> <p style="text-align: center;">CHILD CARE AND OUTSIDE SCHOOL HOURS CENTER</p> <p>11A Include all administrative costs paid or accrued during the month of the claim. Include costs incurred related to planning, organizing and supervising program activities in Child Care Centers and/or Outside-School Hours center</p> <p style="text-align: center;">FOR SPONSORING ORGANIZATIONS OF DAY CARE HOMES</p> <p>11B Include all administrative costs paid or accrued during the month of the claim. Include costs incurred related to planning, organizing and supervising program activities in Day Care Homes.</p> <p style="text-align: center;">PROGRAM INCOME</p> <p style="text-align: center;">IN CHILD CARE AND OUTSIDE SCHOOL HOURS CENTERS</p> <p>12A Include all federal, state and local monies received to pay for food program costs, including operating and/or administrative costs. Federal monies, such as Title XX or Head Start funds, need not be reported when such funds are used to supplement USDA food service program reimbursements.</p> <p>Include all cash donations received to pay for food program costs including operating and/or administrative costs.</p> <p>Include all payments received for meals served to children or program adults. Include food service fees or general tuition billings that specify food service fees. Do not report payments received from meals served to nonprogram adults.</p> <p>NOTE: Program payments must not be placed in interest bearing accounts in accordance with program regulations. If interest has been earned on such payments, it must be returned to the Department of Education by check or money order.</p> <p style="text-align: center;">FOR SPONSORING ORGANIZATIONS OF DAY CARE HOMES</p> <p>12B Include all federal monies, except USDA program funds, which have been used for administrative costs by sponsoring organization of Day Care Homes</p> <p>Include all cash donations received to pay for food program administrative costs of Day Care Homes.</p> <p>Include all state and local monies received to pay for program administrative costs of Day Care Homes.</p> <p style="text-align: center;">NUMBER OF DAY CARE HOMES</p> <p>13 Include the actual number of sponsored Day Care Homes <i>operating</i> during this claim month.</p> <p>REVIEW YOUR ENTRIES. WHEN YOU ARE SATISFIED THEY ARE TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE, SIGN THE REPORT. ENTER YOUR TITLE AND DATE REPORT WAS PREPARED.</p> |
|---|---|

SAVE THE CHILDREN

Southern States Office
CHILD CARE FOOD PROGRAM

Certificate

This is to certify that

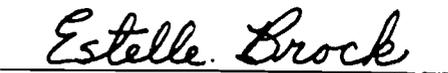
Has satisfactorily completed a _____ hour training course in

This _____ Day of _____



Director, Southern States Office
Save the Children





Coordinator, Child Care Food
Program

CHAPTER SEVEN

AUDITS, TAXES, AND TIPS ON SAVING MONEY

Audits

The state agency will arrange for audits of the CCFP. The auditors will check administrative reimbursements to the sponsor and the sponsor's reimbursements to providers. Sponsor audits are conducted at least once every two years.

Audits are based on requirements included in the Federal Register, Part IV, Department of Agriculture Food and Nutrition Service, Child Care Food Program and all revisions, FNS Instruction 796-2, as revised.² The audit will also be based on any requirements specified in writing by the state agency.

In making management evaluations or audits for any fiscal year, the state agency may disregard any overpayment of administrative funds not exceeding \$35.00.³

There is no allowed error rate for reimbursements to providers. If an auditor discovers a mathematical error in calculating a provider's reimbursement, or if reimbursement was made for any meals that didn't meet USDA requirements, the sponsor will be required to pay back the amount of funds in error to the state agency.

There are many possible audit exceptions which relate to policies outlined in the Federal Register. A sponsor needs to study these requirements carefully and learn the policies of the state agency that administers the CCFP. Some state agencies may require pay-back of funds under audit policies they have developed that may be more strict than the federal requirements.

² Federal Register, Vol. 47, No. 162, Friday August 20, 1982; 226.8 (a).

³ Federal Register, Vol. 47, No. 162, Friday August 20, 1982; 226.8 (e).

Commodity Distributions

Food donated by the USDA is made available to each state. The CCFP state agency provides information to sponsors about the foods that are available. Sponsors interested in getting commodity foods for their providers must demonstrate the capability to receive and distribute the food according to procedures prescribed by the state agency.

Providers' Income Taxes

A family day care home is defined as a small business by the Internal Revenue Service. There are specific exemptions for family day care providers listed in IRS's Publication No. 587.

A family day care provider must have applied for and been granted (or be exempt from) a license, certification or approval as a family day care home or as a group day care home under applicable state law.

The provider is responsible for filing her own income tax forms. This is not the responsibility of the sponsor.

The reimbursement for food is considered a reimbursement for the costs incurred by the provider in her day care business. If the provider pays more for the food served to the children than reimbursed by the sponsor, that amount is considered a cost to her business. If a provider does not spend all of the funds reimbursed by the sponsor for food for the children in care, the additional amount is considered income. The provider must keep a record of her income and all expenses she incurs in connection with her day care business.

It is advisable that providers use an income tax consultant to assist in filing taxes, especially the first year they file as family day care providers.

Some sponsors have found ways to hold workshops on record-keeping and taxes for providers, using volunteer or paid tax consultants to talk to groups of providers.

It is the provider's responsibility to keep a record of the money she is reimbursed by a CCFP. The sponsor does not send providers tax statements at the end of the year, nor does the sponsor file 1099 forms with IRS.

STRETCH YOUR ADMINISTRATIVE DOLLARS

1. Use a "memory" typewriter or a word processor for sending letters to providers. For example, the List of Paragraphs used to explain deductions for meals can be stored and played out as needed. This saves typing time.
2. Send notices of workshops and other materials you want providers to have with their checks instead of making separate mailings.
3. We have found that a numerical system (provider numbers) saves time. For quick reference, we have a card file (Roll-A-Dex) which lists providers alphabetically by last name. In addition to the provider's name, the card has the provider's address, phone number and area coordinator's name. If you have providers in a number of counties, the card file can be color-coded by county.
4. Use frames attached to a table to hold hanging provider files. This reduces the time spent filing and retrieving files by at least 50 percent.

5. Employ a minimum number of full-time employees. Use part-time help for provider reimbursement processing (the first few days of the month).
6. Rely on your state agency to supply necessary forms in quantity. You will need to find an inexpensive "quick copy" printer for your own forms, or get volunteer or part-time help to copy them on an office copier. There may be a point where it is cheaper to use quick copy printing than to copy forms in your office. Check out which is the least expensive method.
7. Use volunteers when possible.
8. Contact wholesale paper supply houses to see if they will deliver or let you buy paper directly from them. It will be less expensive than buying from an office supply store, but a minimum order of, for example, \$50.00 may be required to get the wholesale price.
9. Businesses may donate furniture and other supplies to nonprofit agencies because they can claim the donations as tax deductions.
10. Streamline your procedure. Find shortcuts to administering the program while still complying with regulations.
11. Use information that has been developed by other sources. Share your information on ways to save money with other sponsors.
12. Use nutrition consultants who provide training as part of their job responsibilities and don't charge a fee. Use as many volunteers as possible to help with provider training sessions.
13. Use space for workshops donated by businesses and agencies that don't charge a fee.
14. Area coordinators should live in the geographic area they serve. This cuts down on their travel time, and has the added advantage of the provider and the coordinator having a neighborhood in common.
15. Comparison shop.

CONCLUSION

The Child Care Food Program is an interesting mix of a very structured, bureaucratic set of procedures and very well developed interpersonal skills.

It is important to convey to providers that you are charged with enforcing a set of regulations that you may not always agree with; that if you make exceptions, you may be subjected to paybacks that would jeopardize the program for all providers. On the other hand, you need to let providers know that you like and respect them, and that you appreciate the important work they are doing. Their work is not always easy, but it is

essential in the system of child care in this country. They need your support and help. The CCFP has many tangible and intangible benefits to many people, and is well worth the record-keeping and reporting required to administer it. The benefits spread to the community and parents in economic gains, but most importantly, the CCFP helps the children in care, who are the future generation of the country.

AFTERWORD

As the family day care experiences of Save the Children's Southern States Office have increased, it has become increasingly important to share this expertise with other Save the Children offices and with community groups throughout the country.

In 1984, the Southern States Office received a grant from the United States Department of Health and Human Services to conduct the Family Day Care Training and Replication Project. That grant made it possible to replicate programs in several geographic areas, including a fifteen-county area in Arkansas, the lower East Side area of New York, and Navajo Reservations in New Mexico and Arizona. The resulting publications encourage widespread use and support of family day care, particularly by community groups in small towns and rural areas. This publication on sponsoring a Child Care Food Program for family day care providers is one of those publications. Another of the publications, Family Day Care: An Option for Communities, is a companion to this one. It gives information on other ways communities can support family day care providers.

BIBLIOGRAPHY

Providing Food With Care: A Guide for Homes in the Child Care Food Program. (PA 1266, October 1982)

A brief guide for family day care providers and group day care home providers on how to plan balanced and nutritious meals. It is available from the Food and Nutrition Service of the USDA.

A Planning Guide for Food Service in Child Care Centers. (FNS64, January 1981)

Although written for the benefit of day care centers, this material includes information useful to family day care providers concerning meal patterns, food preparation, nutrition education and infant nutrition. It is available from the Food and Nutrition Service of the USDA.

Child Care Food Program: A Guide to Crediting Foods.

This publication offers a detailed list of foods that may be counted toward meeting the requirements for meals. It is available from the Child Care Food Program Coordinator, Georgia Department of Education, School and Community Nutrition Services, Twin Towers East, Atlanta, GA 30334.

The publications listed below are available from:

Toys 'N Things
906 North Dale Street
St. Paul, Minnesota 55103
Phone (612) 448-7284

Calendar-Keeper

This calendar and record-keeping system includes a large calendar for each month; an assortment of suggested child activities; USDA menu/recipe ideas; space to record attendance, payment, total meals and snacks, and expenses related to the family day care business; and a year-end tax worksheet.

Basic Guide to Record Keeping and Taxes and Annual Update for Preparing Your Federal Income Tax Return.

This publication furnishes a family day care provider with clear, step-by-step directions on how to keep accurate business records and how to use this information to complete the federal income tax return. The Annual Update is issued each year and reports on tax changes during the year which affect family day care.

Off to a Good Start. By Nancy Strobl and Nancy Van Domelen.

This book is designed for family day care providers in the Child Care Food Program and includes practical nutrition information, recipes specific to family day care, and nutrition-related activities for young children.

Recipes to Grow On. By Central Minnesota Child Care.

These are recipes which meet the Child Care Food Program requirements. They list serving size and meal components. The recipes were compiled and tried by family day care providers.

CHILD CARE PUBLICATIONS FROM SAVE THE CHILDREN

Family Day Care Series:

Family Day Care: An Option for Rural Communities

The Child Care Food Program and Family Day Care: A How-To Manual

Establishing a Family Day Care Agency

Family Day Care Training and Publicity: Audiovisual Resources

Family Day Care as a Child Protection Service

School-Age Child Care Series:

Counseling Parents About School-Age Child Care: The Role of the Referral Service

School-Age Child Care: A Guide for Working Parents

School-Age Child Care: Strategies for Community Change

Day Care Administration Series:

Day Care Personnel Management

The Effective Day Care Director: A Discussion of the Role and its Responsibilities

Recruiting and Enrolling Children: Tips on Setting Priorities and Saving Time

Day Care Financial Management: Considerations in Starting a For-Profit or Not-for-Profit Program

Time Management for Day Care Directors

Legal and Program Issues Related to Child Custody and Late Parents

Evaluating Children's Progress: A Rating Scale for Children in Day Care

For a description of these publications and information about ordering, contact

SAVE THE CHILDREN, SOUTHERN STATES OFFICE
1340 Spring Street, N.W., Suite 200
Atlanta, Georgia 30309
Telephone (404) 885-1578

APPENDIX A

FOOD SECTION

(Information on how to meet the food requirements)

FOOD SECTION

This section of your notebook gives information on how to meet the food requirements. It explains how to choose from the basic four food groups to make up menus for breakfast, snacks, lunch and supper.

It contains sample menus, shopping and cooking tips and tells you how much to buy for the number of children in your care.

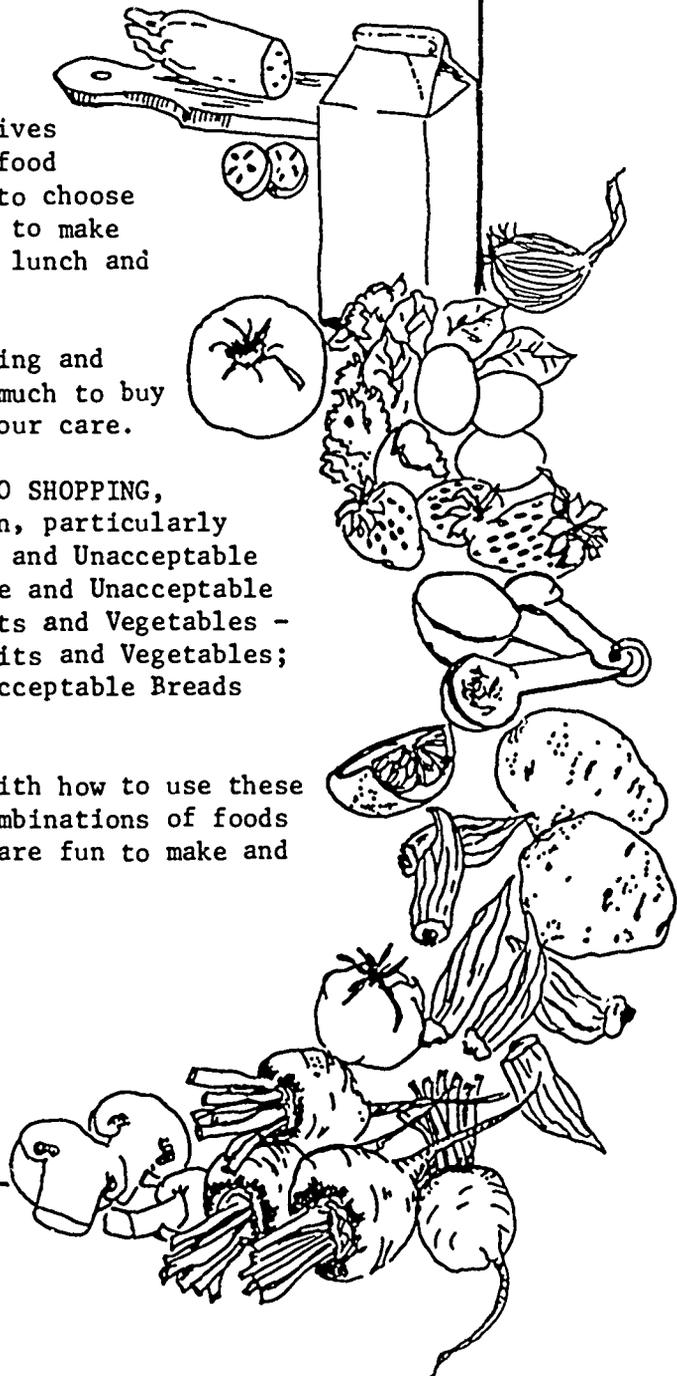
BEFORE YOU PLAN YOUR MENUS OR GO SHOPPING, please read through this section, particularly the pages on "Milk - Acceptable and Unacceptable Milk Products; Meat - Acceptable and Unacceptable Meats and Meat Alternates; Fruits and Vegetables - Acceptable and Unacceptable Fruits and Vegetables; and Breads - Acceptable and Unacceptable Breads and Bread Alternates."

Once you have become familiar with how to use these pages, you will find endless combinations of foods that meet the requirements and are fun to make and deliciously nutritious to eat.

HAPPY SHOPPING

COOKING

AND EATING!

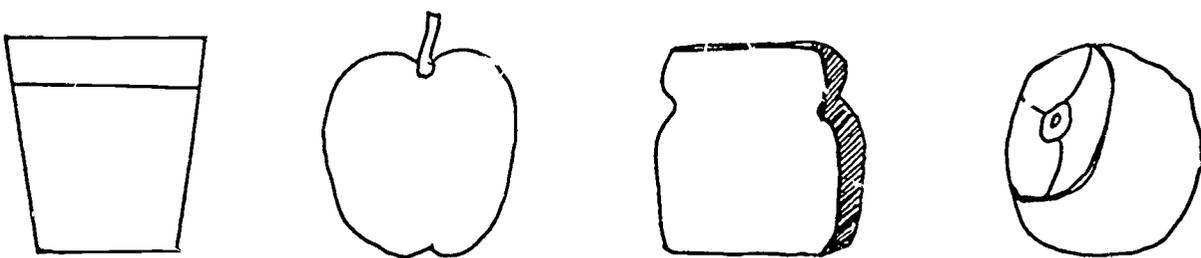


Revised 11/84

Minimum Requirements

The Child Care Food Program minimum meal requirements are set by the United States Department of Agriculture. The foods must be chosen from four basic food groups.

The pictures below represent the four groups. You will see these pictures on many of the materials in this handbook.



FLUID MILK

Includes whole milk, lowfat milk, skim milk, cultured buttermilk, or flavored milk made from these types of fluid milk.

BREADS AND CEREALS

Whole-grain or enriched breads, cooked grains and pasta meet the requirements for breakfast, snacks, lunch and supper. For snacks and breakfast, you may serve dry or cooked cereal.

MEAT AND MEAT ALTERNATES

Meat, poultry, fish, cheese, eggs, peanut butter, dried beans and peas are your choices for meeting this requirement.

FRUITS AND VEGETABLES

Fresh, frozen, canned and dried fruits and vegetables meet minimum requirements. Juice must be 100% (full-strength) fruit or vegetable juice. If a product says -aid, -ade, punch, cocktail, nectar, or -flavored, it is not full-strength 100% juice.

BREAKFAST

BREAKFAST MUST INCLUDE:



FLUID MILK



FULL STRENGTH FRUIT JUICE or
FULL STRENGTH VEGETABLE JUICE or
A FRUIT or A VEGETABLE



WHOLE-GRAIN OR ENRICHED BREAD or CEREAL

On the menu form, you will see a line like this:

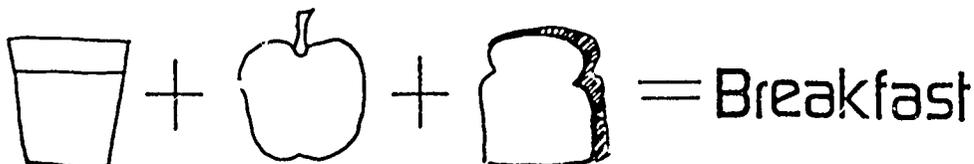
+ additional food (optional)

This line is for recording "extra" foods you serve after you have met the basic requirements. For example, you might serve a breakfast like this:

 fluid milk	milk
 fruit, vegetable or full strength juice	apple sauce
 cereal and/or bread equivalent	whole wheat toast
+ additional food (optional)	scrambled eggs with cheese

In this breakfast, the required foods are milk, apple sauce, and whole wheat toast. The additional scrambled eggs with cheese is optional, but it is high in protein. It is recommended that you serve additional foods such as eggs, cheese, meat, peanut butter, etc ,at breakfast a few times a week.

Foods rich in vitamin C are often served at breakfast. Make sure the children receive some of these at least once a day, though not necessarily at breakfast.



BREAKFAST SUGGESTIONS

BREAKFAST CAN BE SERVED HOT OR COLD CEREAL WITH FRUIT IN IT OR SERVED SEPERATELY:

☐ Milk
 ○ Peach slices
 ☐ Oatmeal

☐ Milk
 ○ Pineapple chunks
 ☐ Corn flakes

☐ Milk
 ○ Bananas
 ☐ Rice Krispies

SURPRISE THEM WITH SOMETHING DIFFERENT!

☐ Milk
 ○ Apple sauce
 ☐ Pancakes
 + Peanut butter

☐ Milk
 ○ Cantaloupe balls
 ☐ Raisin Bread

☐ Milk
 ○ Tomato soup in a cup
 ☐ Grilled cheese sandwich

☐ Milk
 ○ Apple cider
 ☐ Cinnamon toast

☐ Milk
 ○ Watermelon
 ☐ French toast

☐ Milk
 ○ Baked apple
 ☐ Cinnamon roll

☐ Milk
 ○ Strawberries or grapes
 ☐ Whole wheat toast

☐ Milk
 ○ Chicken vegetable soup
 ☐ Whole wheat crackers

☐ Milk
 ○ Celery
 ☐ Bread stuffing

TRADITIONAL BREAKFASTS

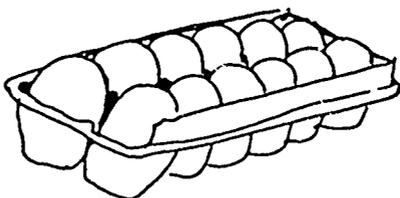
☐ Milk
 ○ Orange juice
 ☐ Toast
 + Bacon & eggs

☐ Milk
 ○ V-8 juice
 ☐ Waffles
 + Scrambled eggs

☐ Milk
 ○ Pineapple juice
 ☐ Pancakes
 + Pear halves

HOW MUCH TO SERVE FOR BREAKFAST

	<u>1 to 3 years</u>	<u>3 to 6 years</u>	<u>6 to 12 years</u>
Milk	1/2 cup	3/4 cup	1 cup
Fruit or vegetable	1/4 cup	1/2 cup	1/2 cup
Bread	1/2 slice	1/2 slice	1 slice
Cereal	1/4 cup	1/3 cup	3/4 cup



SNACKS

SNACKS MUST INCLUDE:

Two foods, each from different food groups, from the following:



FLUID MILK



FULL STRENGTH FRUIT JUICE or
FULL STRENGTH VEGETABLE JUICE or
A FRUIT or A VEGETABLE



WHOLE-GRAIN OR ENRICHED BREAD or CEREAL



MEAT/MEAT ALTERNATE

Note: Do not choose two foods from the same group. For example, do not choose apple juice and carrot sticks because fruits, vegetables and juices are all in the same group. Another example: Do not choose meat and cheese, because they are from the same group (cheese is a meat alternate).

Exception: Do not choose two liquids only. For example, do not choose milk and apple juice, because it is not an acceptable snack, although the two liquids are from different groups.

ABOUT COOKIES: Cookies with whole-grain or enriched flour are a bread equivalent AT SNACK TIME ONLY. Cookies may not be served more than twice a week. If you make your own cookies, choose recipes that have more oatmeal than sugar, more enriched flour than sugar, etc.

We discourage the use of sweet doughnuts, cookies, pastries, etc. If you do choose to use them, check the label to see that enriched flour or whole-grain flour is first on the ingredients list. Do not serve them more than twice a week.

SNACK SUGGESTIONS

Orange juice
Rye wafers

Pineapple chunks
Whole wheat bread
+ Yogurt

Whole wheat
crackers
Orange or grape-
fruit sections

Pineapple juice
Bran muffin

V-8 juice
Peanut butter with
grated carrots
on bread slice

Apple juice
Peanut butter
cookies

Cinnamon toast
Orange slices

Milk
Apple slices
+ Cheese

Wheat bread
with apple
butter
Milk

MORE SNACK SUGGESTIONS

Rye Crisp
Pineapple chunks

Hot chocolate milk
Bran muffin

Breadsticks
Fruit cup



Apple sauce
Raisin toast

Milk
Apple Slices

Celery sticks
Peanut butter



Carrot sticks
Wheat crackers

Saltines
Apple rings with
peanut butter

Pineapple juice
Graham crackers with
peanut butter



Milk
Canteloupe balls

Oatmeal cookies
Peach slices

Ginger snaps
Apple wedges

Apple sauce
Small pancake

Hot chocolate milk
Carrot bread

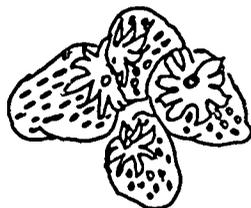
Milk
Raw vegetable platter
with cottage cheese
dip



Milk
Whole-grain cereal

Milk
English muffins with
apple sauce

Boiled sliced egg on
sesame crackers
Strawberries



Flour tortilla
Cheddar cheese

Milk
Banana wheels



Apple juice
Cinnamon toast

Chocolate milk
Cheese toast

Milk
Grated carrots with
raisins and pine-
apple juice

Tomato juice
Cheese toast



Bran muffin
Apple sauce

Jello with fruit
Raisin bread

Tomato soup
Whole wheat
crackers

Vegetable soup
Rye Crisp

Milk
Baked apple

Crackers
Celery stuffed
with sandwich
spread

Tomato juice
Toasted biscuits
with apple sauce

Cottage cheese
with pineapple
chunks
Graham crackers

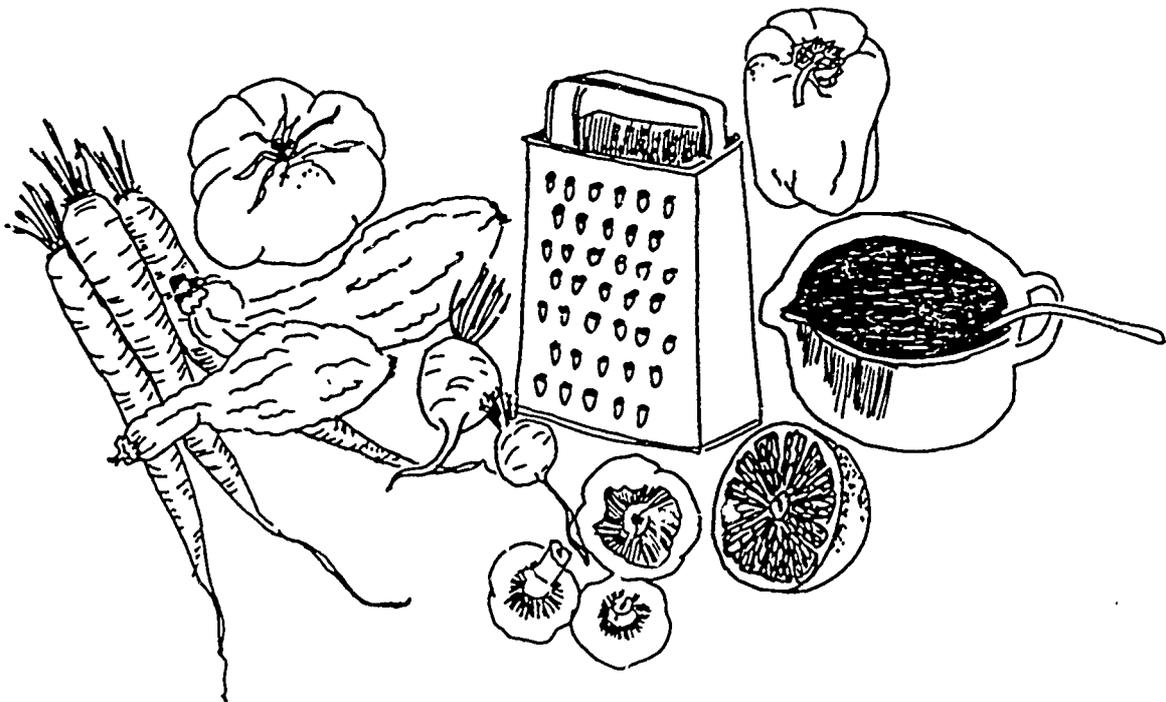
Hot chocolate
Banana bread



Orange Juice
Meat cubes

HOW MUCH TO SERVE FOR SNACKS

	<u>1 to 3 years</u>	<u>3 to 6 years</u>	<u>6 to 12 years</u>
Milk	1/2 cup	1/2 cup	1 cup
Juice, Fruit, or Vegetable	1/2 cup	1/2 cup	3/4 cup
Bread	1/2 slice	1/2 slice	1 slice
Dry Cereal	1/4 cup	1/3 cup	3/4 cup
Cooked Cereal, Grains and Pasta	1/4 cup	1/4 cup	1/2 cup
Meat or Poultry, Fish or Cheese	1/2 ounce	1/2 ounce	1 ounce
Eggs	1/2 egg	1/2 egg	1 egg
Peanut Butter	1 Tablesp.	1 Tablesp.	2 Tablesp.
Dried Beans and Peas	1/8 cup	1/8 cup	1/4 cup



LUNCH and SUPPER

LUNCH AND SUPPER MUST INCLUDE:

-  FLUID MILK
-  MEAT or
MEAT ALTERNATE
-  TWO FRUITS or
TWO VEGETABLES or
-  ONE FRUIT AND ONE VEGETABLE
-  A WHOLE-GRAIN OR ENRICHED BREAD or
BREAD ALTERNATE

The requirements are the same for lunch and supper.

SAMPLE LUNCHES AND SUPPERS

In this menu, the rice, which is served with the chow mein, serves as a bread alternate:

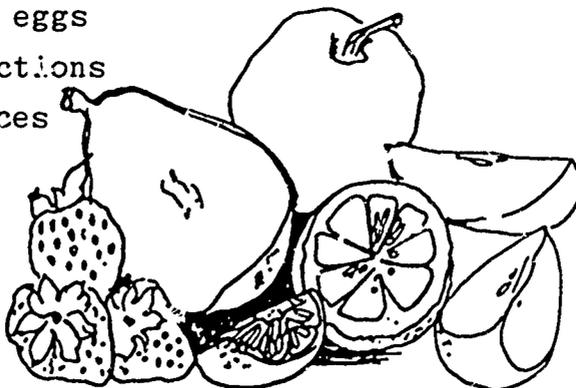
-  Milk
-  Home made pork chow mein
-  Bean sprouts and celery
-  Peach half
-  Rice

Here, the bread is in the sandwich:

-  Milk
-  Grilled cheese sandwich
-  Tomato soup
-  Celery sticks
-  Bread slices

Foods we frequently think of as being for breakfast only make good meals for lunch and supper. This menu uses eggs as a meat alternate:

-  Milk
-  Scrambled eggs
-  Orange sections
-  Apple slices
-  Waffles



MORE LUNCH AND SUPPER SUGGESTIONS

Here, the macaroni in the cheese serves as a bread alternate:

- | | |
|---|--|
|  Milk |  Milk |
|  Home made macaroni and cheese |  Tuna Casserole |
|  Cherry tomatoes |  Pear Halves |
|  Green beans |  Green Beans |
|  Macaroni |  Biscuits |

TRADITIONAL LUNCHES AND SUPPERS

- | | |
|---|--|
|  Buttermilk |  Milk |
|  Chicken drumstick |  Meat loaf |
|  Beets |  Creamed potatoes |
|  Carrot sticks |  Broccoli |
|  Onion roll |  Wheat buns |

HOW MUCH TO SERVE FOR LUNCH AND SUPPER

	<u>1 to 3 years</u>	<u>3 to 6 years</u>	<u>6 to 12 years</u>
Milk	1/2 cup	3/4 cup	1 cup
Meat or Poultry, Fish or Cheese	1 ounce	1 1/2 ounces	2 ounces
Eggs	1	1	1
Peanut Butter	2 Tablespns.	3 Tablespns.	4 Tablespns
Dried Beans and Peas	1/4 cup	3/8 cup	1/2 cup
Fruits (2 or more) or Vegetables (2 or more) or One Fruit and one Vegetable to Total	1/4 cup	1/2 cup	3/4 cup
Bread	1/2 slice	1/2 slice	1 slice
Cooked Grains and Pasta	1/4 cup	1/4 cup	1/2 cup

MILK

In the CCFP, "milk" means pasteurized fluid, unflavored or flavored skim milk, lowfat milk, or whole milk or cultured buttermilk that meets state and local standards. Milk should contain vitamins A and D at levels consistent with state and local standards.

Milk supplies most of the calcium in our diets. It also supplies riboflavin, protein, vitamin A and other nutrients as well.

At breakfast, you must provide a serving of milk. It may be used as a beverage and/or on cereal. At lunch and supper, you must serve milk as a beverage. Refer to CCFP meal patterns for quantity requirements. Different types of milk may be offered as choices. However, frequent servings of chocolate milk are discouraged because of the sugar in chocolate milk. Milk is also a good beverage to use for mid-morning or mid-afternoon snacks.

To improve the nutritional quality of meals, you may use additional milk (fluid, evaporated or nonfat dry) in preparing soups, baked products and other dishes; however, you can not credit this milk to meet the milk requirement.

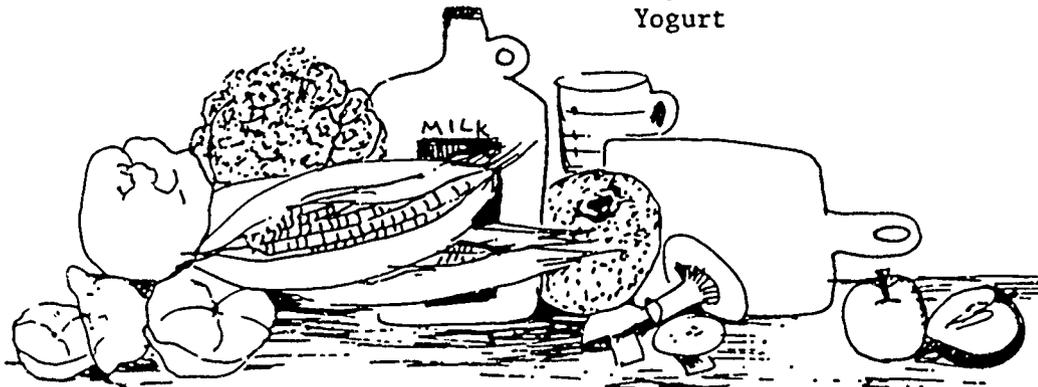
The Georgia Department of Education discourages the use of flavored milk or the addition of any substance to milk, due to its influence on the formation of children's eating habits.

ACCEPTABLE MILK AND MILK PRODUCTS

Whole Milk
Lowfat Milk Flavored or Unflavored
Skim Milk
Buttermilk

UNACCEPTABLE MILK AND MILK PRODUCTS

Cocoa Mix	Ice Cream and Ice Milk, Purchased or Homemade
Cream Cheese	Imitation Milk (Meadow Fresh, Royal American, etc.)
Cream Soups	Nonfat Dry Milk
Cream Sauces	Pudding
Cream, Whipping or Sour	Pudding Pops
Custard	Sherbet
Evaporated Milk	Tapioca
Half and Half	Yogurt



MEAT and MEAT ALTERNATES

Meat and meat alternates include meat (beef, pork, lamb, veal), poultry, fish, cheese, dry beans and peas, eggs and peanut butter. You can use any of these as a single ingredient or in combination with other foods. A meat and meat alternate must be used in the main dish or main dish and only one other menu item to be credited.

Meat and meat alternates provide protein, iron, B vitamins (thiamin, riboflavin, niacin) and other nutrients.

A serving of cooked meat is defined as lean meat without bone and fat. A serving of cooked fresh or frozen chicken or turkey includes meat and skin as normally served, excluding the weight of the bone.

Meat or meat alternate must be served at lunch or supper. To improve children's overall food intake, you should include meat or meat alternate at breakfast as often as possible.

You may also use a serving of meat or meat alternate as one of the components of a snack. Young children enjoy pieces of cheese, peanut butter on bread or crackers, meat and other protein-rich foods at snack time. Snacks provide excellent opportunities for introducing unfamiliar meats or meat alternates to young children.

The following meat and meat alternates may be used to meet the meat/meat alternate requirement. The list includes, but is not limited, to the following:

ACCEPTABLE MEAT AND MEAT ALTERNATES

Baked Beans	Corn Dogs
Beef	Dried Beans and Peas
Beef Jerky-made with pure beef	Eggs
Black-eyed Peas	Fish
Bologna	Frankfurters (Beef, Pork, Turkey), occasionally
Canadian Bacon	Luncheon Meats (all-meat), occasionally
Cheese (American, Cheddar, Cottage, Feta, Romano & Parmesan, Ricotta, Mozzarella and Swiss)	Meatballs
Cheese Food and Cheese Spread	Peanut Butter
(Velveeta, Cheese Whiz, etc.)	Refried Beans
Chicken	Sausage
Chili Beans	Turkey
	Vienna Sausage

UNACCEPTABLE MEAT AND MEAT ALTERNATES

Bacon	Nut Butters (other than peanut butter)
Bacon Bits	Ox Tails
Chitterlings	Peanuts/Nuts/Seeds
Cream Cheese	Pigs Feet, Tails, Ears
Fat Back/Streak-O-Lean	Powdered Cheese
Meat Analogues (Veggi-Burgers; Hot Dogs; Meat Strips, etc.)	Tofu
Neck Bones	Yogurt

FRUITS and VEGETABLES

Vegetables and fruits provide vitamins C and A. They also supply some iron, other vitamins and minerals and fiber. Fruits and vegetables that are easy to prepare and eat are practical to serve. Offer a variety of these foods. Use fresh fruits and vegetables frequently. When you use canned fruits, select ones that are packed in fruit juice, water or a light syrup.

At breakfast, a serving of fruit or vegetable or full-strength fruit or vegetable juice is required. Breakfast is an excellent time to serve vitamin C foods. These include citrus fruits and juices, like oranges or grapefruits. Other good choices are tomato juice, strawberries or cantaloupe, when they are in season. You can also serve dried fruit. Dried apricots, raisins and prunes provide variety in menus and are valuable sources of iron.

To meet program requirements for lunch and supper, you must serve two or more different vegetables or fruits at each meal. Full-strength vegetable or fruit juice may not be used to meet fruit or vegetable requirements. You may count cooked dry beans or peas as a vegetable or as a meat alternate, but not as both in the same meal.

Snack time is a good time to introduce new vegetables and fruits to children. For variety, you might want to serve some fruit or vegetable (1/8 cup) with juice and toast for snacks. Remember, if you serve fruit or vegetable juice for the mid-morning or mid-afternoon snack, you can not serve milk as the only other component.

When serving juice, full-strength juices are required.

Vegetables and fruits are credited as served. A 1/4-cup serving provides 1/4-cup of fruit/vegetable, unless otherwise indicated. Small amounts (less than 1/8-cup) of vegetables and fruits used for flavorings or as optional ingredients, such as garnishes, should not be counted to meet the vegetable/fruit requirement. These small amounts are generally not controlled and no determination can be made of the contribution to the meal.

The following fruits and vegetables may be used to meet the fruit/vegetable requirement. The list includes, but is not limited, to the following:

ACCEPTABLE FRUITS AND VEGETABLES

Fruit & Vegetable Juices

Apple	Grape	Prune
Apple Cider	Grapefruit	Tangerine
Carrot	Orange	Tomato
Celery	Pear	V-8
Cherry	Pineapple	

Fruits & Vegetables

Alfalfa Sprouts	Bananas	Broccoli
Apples	Beans	Cantaloupe
Apple Sauce	Bean Sprouts	Carrots
Apricots	Blueberries	Cauliflower

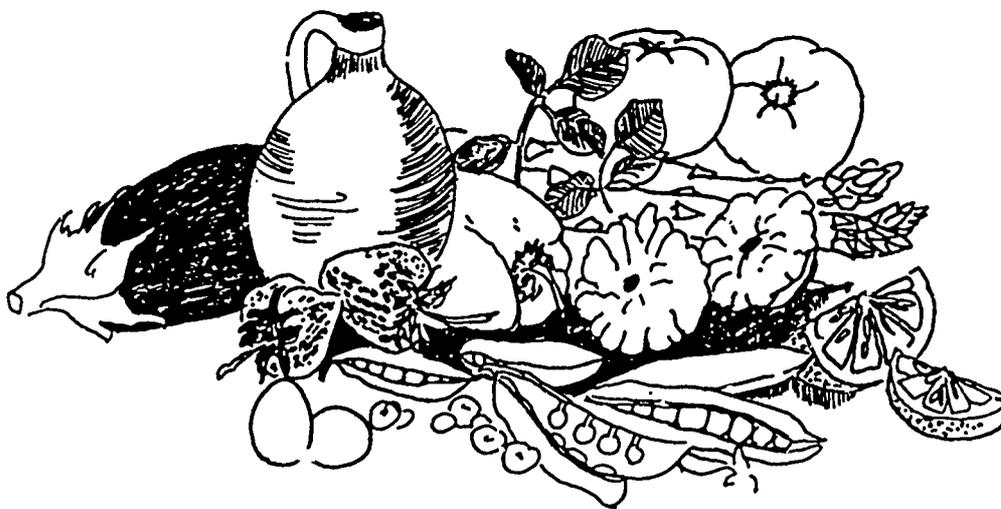
ACCEPTABLE FRUITS AND VEGETABLES (CONTINUED)

Fruits & Vegetables

Cherries	Mixed Vegetables (One Veg.)	Raisins
Corn	Mushrooms	Rhubarb
Cranberry Sauce	Okra	Squash
Dried Beans	Oranges	Strawberries
Dried Fruits	Peaches	Succotash (One Veg.)
Figs	Pears	Tangerines
Fruit Cocktail (One Fruit)	Peas	Tomatoes
Grapes	Peas & Carrots (One Veg.)	Tomato Sauce (Paste, Puree)
Grapefruit	Pineapple	Tossed Green Salad (One Veg.)
Green Chilies	Plums	Water Chestnuts
Kohlrabi	Potatoes	
Lettuce	Potato Skins	
Melons	Prunes	

UNACCEPTABLE FRUITS AND VEGETABLES

Apple Butter	Fruit Leather	Nectar
Catsup	Fruit Punch	Olives, Ripe & Green
Chili Sauce	Fruit Roll Ups	Pickle Relish
Coconut	Hominy	Pop Tart Filling
Corn Chips	Jello & Knox Blox	Popsicles
Cranapple Juice	Jelly, Jams, Preserves	Potato Chips & Sticks
Cranberry Juice Cocktail	Kool-Aid	Salsa
Fruit Flavored Powders & Syrups	Lemonade	Tang



BREAD and BREAD ALTERNATES

Bread and bread alternates served in the CCFP must meet the following criteria to be creditable:

1. Be whole-grain or enriched or made from whole-grain or enriched meal and/or flour as the primary ingredient(s) by weight as specified on the label or according to the recipe.
2. The item must be provided in quantities specified in this food section for the age of the child.

Enriched or whole-grain bread and cereals provide B vitamins, minerals (especially iron), protein and calories. Whole-grain by-products supply additional vitamins and minerals, as well as dietary fiber and variety of taste and texture.

At breakfast, you must serve bread, an acceptable bread product or cereal. To meet the requirement, you can also use a combination of bread and cereal, such as 1/4 slice of bread and about two (2) level tablespoons (1/8-cup) of cooked rolled oats (for children 3 to 6 years old). Remember that the meal patterns specify a different serving size for hot cooked cereals than for cold dry cereals.

At lunch and supper, you must serve bread or an acceptable bread product. A serving of enriched or whole-grain product such as enriched macaroni, rice, noodles, spaghetti, corn grits or bulgur also meet this requirement.

For mid-morning or mid-afternoon snacks, you can choose to serve bread, cereal or an acceptable bread product. Hot breads, such as rolls, biscuits, cornbread, muffins or raisin bread can add variety and appeal, as well as nutrients to snacks. Enriched soda and graham crackers also are appropriate to serve to young children as snacks. Although most crackers are made with enriched flour, USDA does not recommend that you use "party" crackers; i. e., snack crackers, onion crackers and the like, because it is difficult to determine portion sizes that are equivalent to a 1/2 slice of bread.

Enriched cookies are also creditable for snacks. However, they do not count as bread equivalents at breakfast, lunch or supper. Choose a type of cookie that you may offer in reasonable numbers to meet the minimum requirements for the age group you are serving. USDA recommends that you serve cookies as part of a snack no more than twice a week.

The following bread and bread products may be used to meet the bread/bread alternate requirement. The list includes, but is not limited to, the following:

ACCEPTABLE BREAD AND BREAD ALTERNATES

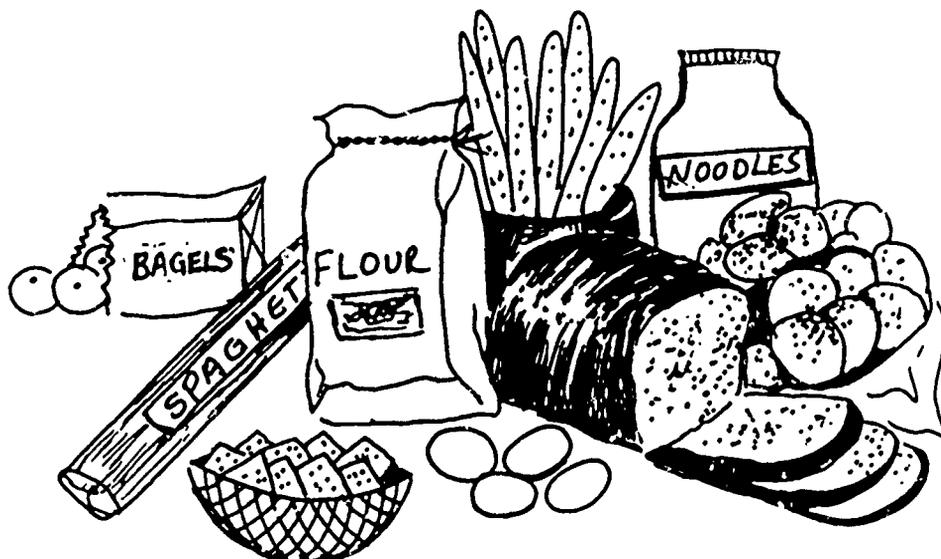
Bagels	Cookies (Snacks Only)
Banana Nut Bread, Zucchini, Pumpkin, etc.	Cornbread
Bran Muffins	Corndog breading
Bread Pudding (Snacks Only)	Crackers - Enriched
Bread Sticks	Croissants
Cereal, whole grain, enriched or fortified (name)	Doughnuts (Breakfast & Snacks Only)
	Dumplings
	Egg Roll/Won Ton Wrappers

ACCEPTABLE BREAD AND BREAD ALTERNATES (CONTINUED)

English Muffins	Pita Bread
Flat Bread	Pizza Crust
Fried Rice	Popovers
Graham Crackers (Snack Only)	Pretzels - Soft Only
Granola Bars (Snack Only)	Puff Pastry Shells
Granola Cereal (Breakfast and Snack Only)	Pumpkin Bread
Grits	Rice
Hush Puppies	Saltine & Soda Crackers
Macaroni	Spaghetti
Meat Pie Crust	Stuffing - Bread - Homemade
Melba Toast	Sweet Rolls (Breakfast & Snack Only)
Noodles	Taco Shells
Oatmeal	Tortillas - Corn & Flour
Pancakes	Waffles
Peanut Butter Cookies (Snack Only)	Zwieback
Pie Crust (Meat Pie or Quiche)	

UNACCEPTABLE BREAD AND BREAD ALTERNATES

Bread Stuffing (Commercial; i. e., Stovetop, etc.)	Pop Tarts
Cakes	Popcorn
Chips, Potato, Corn, Taco, Tortilla	Potato Sticks
Cupcakes	Pretzel Sticks, Hard, Thin
Date Bread	Tapioca
Gingerbread	Toaster Pastries
Hominy	Wheat Germ
Pie Crust (Dessert)	



CEREALS

CEREALS ELIGIBLE UNDER THE CHILD CARE FOOD PROGRAM

Eligible: Highly Recommended: Under 20% sugar added

Alpen Natural	Crunchola (dates	Raisin Bran
Bran Chex	and raisins)	Rice Chex
Buc Wheats	Grape Nuts	Kice Krispies
Cherrios	Heartland (dates	Romal Meal hot
Co Co Wheats	and raisins)	cereals
Corn Chex	Kix	Shredded Wheat
Corn Flakes	Life	Special K
Corn Total	Malt-O-Meal	Toasties
Cracklin' Bran	Product 19	Total
Cream of Rice	Puffed Rice	Uncle Sam
Cream of Wheat	Puffed Wheat	Wheat Chex
Crispy Rice	Quaker Oats	Wheaties
Crunchola	(instant and	Zoom
(peanut butter)	regular)	

Eligible: Acceptable: 20 to 35% sugar added

All Bran	40% Bran Flakes	100% Bran
Bran Buds	Frosted Mini Wheats	Sugar Frosted Corn
Brown Sugar-	Golden Grahams	Flakes
Cinnamon Frosted	Granola	Sugar Frosted
Mini Wheats	Granola (almonds	Flakes
C.W. Post Family	and filberts)	Sugar Sparkled
Style	Heartland	Corn Flakes
Fortified Oat Flakes	Nature Valley Gran-	Sun Country Gran-
Team	ola and Granola	ola
	Bars	Super Sugar Chex

Eligible: Not Recommended: 35 to 50% sugar added

BaronVon Redberry	Crunch Berries	Quaker Instant Oat-
Boo Berry	Frosted Flakes	meal (flavored)
Cap'n Crunch	Honey Comb	Quisp
Cocoa Krispies	Kaboom	Sir Grapefellow
Cocoa Puffs	Life Cinnamon	Sugar Pops
Crazy Cow	Orange Quangaroos	Super Sugar Crisp
Vanilla Crunch	Pink Panther	Trix
Boddy Buddies	Honey Nut Cherrios	

THE FOLLOWING ARE UNACCEPTABLE BECAUSE SUGAR IS THE MAIN INGREDIENT. THESE ARE NO LONGER CEREALS BUT CANDY.

Alpha Bits	Cookie Krisp	King Vitamin
Apple Jacks	Count Chocula	Lucky Charms
Breakfast Squares	Frankenberry	Sugar Smacks
Cinnamon Crunch	Froct Loops	Super Orange Crisp
Cocoa Pebbles	Fruity Pebbles	

SHOPPING GUIDE

Do you ever wonder how much lettuce will make salads for five children, ages 3 to 6, and how many bananas are enough to meet USDA requirements for four children, ages 3 to 6, and two school-age children?

Knowing the answers to how much to buy can help you reduce wasted food and cut food costs. If limited storage is a problem for you, knowing exactly how much to buy helps conserve space.

Planning ahead is easier when you use the Shopping Guide to help you determine the correct quantities for the number of children you care for.

HOW TO USE THE SHOPPING GUIDE

1. Record the number of children you serve.
2. Record the quantity needed according to minimum portion requirements for the age children you serve.
3. Record the main food in the menu you are preparing. (For example, stew with vegetables).
4. Reduce or increase the quantities given in the Shopping Guide to meet your needs for the required portions.
5. Record the amount you need to buy.

Example 1: I need to serve four children a 1/4-cup serving of peas. One pound of peas in the pod yields four 1/4-cup servings. I need four servings of 1/4 cup each. I buy one pound of peas in the pod.

Example 2: I need to serve four children, ages 3 to 6, beef stew. I need 1½ ounces of meat per child, and a total of 1/2 cup of vegetables for each child.

One pound of stew meat yields 8 servings. I need four 1½ ounce servings. I buy 1/2 pound of meat.

One pound of potatoes yields 8 servings. I need four 1/4 cup servings. I buy 1 1/2 pound of potatoes.

One pound of carrots yields 8 servings. I need four 1/4 cup servings. I buy 1/2 pound of carrots.

MEAT, POULTRY, FISH

Amounts in this category vary with the amount of bone, fat and breading. A serving for children age 3 to 6 is $1\frac{1}{2}$ ounces of lean meat, poultry or fish.

<u>Meats</u>	<u>Approximate Number Of Servings Per Pound</u>
Ground meats	6
Stew meats	6
Liver	8
Round steak	6
Center cut ham slices	6
Boneless leg of lamb	6
Blade chuck roast	4
Rib steak	4
Pork chops	4
Spare ribs	3
Short ribs	2
<u>Poultry, ready-to-cook</u>	
Chicken	5
Turkey	5
Duck and goose	4
<u>Fish</u>	
Whole	3
Dressed	5
Fish steaks	6
Filletts	6 or 7

ENRICHED AND WHOLE-GRAIN BREAD AND CEREAL PRODUCTS

A serving is $\frac{1}{2}$ slice of bread, 1 roll, or $\frac{1}{2}$ hamburger bun. For cooked cereals, a serving is $\frac{1}{3}$ cup or $\frac{1}{2}$ ounce. A serving of ready-to-eat cereal is $\frac{1}{3}$ cup or $\frac{1}{2}$ ounce for ages 3 to 6.

<u>FLUID MILK</u>	<u>$\frac{1}{2}$ cup serving</u>	<u>$\frac{3}{4}$ cup serving</u>	<u>1 cup serving</u>
$\frac{1}{2}$ gallon	16	10	8

VEGETABLES AND FRUIT

Remember to serve two or more kinds at lunch and supper. A vegetable serving is 1/4 cup of cooked vegetables at lunch or supper unless otherwise noted. A serving of fruit is 1/4 cup. At breakfast or snack, a serving of fruit or vegetables for age 3 to 6 is 1/2 cup.

<u>Fresh Vegetables</u>	<u>Serving per pound as purchased</u>	
	<u>1/4 cup serving</u>	<u>1/2 cup serving</u>
Asparagus	6-8	3-4
Beans, lima	4	2
Beans, snap	12	6
Beets, diced	8	4
Broccoli	6-8	3-4
Brussels sprouts	8-10	4-5
Cabbage		
raw, shredded	19-20	9-10
cooked	8-10	4-5
Carrots		
raw, diced, shredded	10-12	5-6
cooked	8	4
Cauliflower	11-12	5-6
Celery		
raw, chopped or diced	10-12	5-6
cooked	8	4
sticks	16	8
Cucumbers	9-10	4-5
Parsnips	10	5
Peas in the pod	4	2
Potatoes	8	4
Spinach	20-30	10-15
Squash, summer	6-8	3-4
Squash, winter	4-6	2-3
Sweet potatoes	6-8	3-4
Tomatoes--raw, diced, or sliced	8	4
<u>Frozen Vegetables</u> (Serving per 7 or 10 oz. package)	<u>1/4 cup serving</u>	<u>1/2 cup serving</u>
Asparagus	4-6	2-3
Beans, lima	6-8	3-4
Beans, snap	6-8	3-4
Broccoli	5-6	2-3
Brussels sprouts	6-7	3-4
Cauliflower	6	3
Corn, whole kernel	6	3
Peas	6	3
Spinach	4-6	2-3

FOOD PREPARATION

PREPARE ATTRACTIVE, NUTRITIOUS VEGETABLES

CHOOSING:

Select vegetables that are fresh and crisp. Avoid those with bruised, wilted, or over-ripe parts.

STORING:

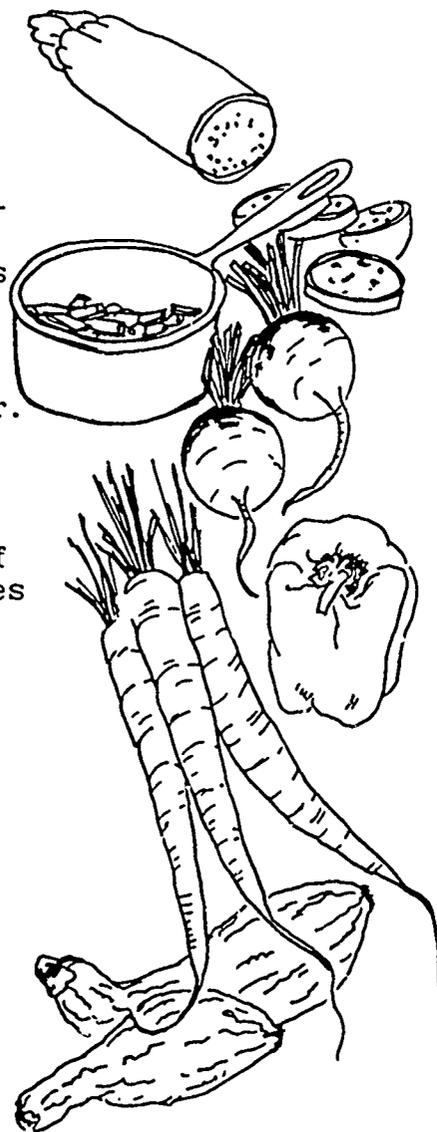
Preserve vitamins and quality by storing vegetables under refrigeration. Drain washed vegetables thoroughly before storing because extra dampness can lead to mold and rotting. Fresh green vegetables will keep crisp when put into containers or plastic bags in the refrigerator. Ripen tomatoes at room temperature and then store uncovered in the refrigerator.

PREPARING:

Wash vegetables thoroughly, especially if they are to be eaten raw. Washing removes dirt, bacteria and pesticides.

Use a sharp knife to make preparation easier. A sharp knife is safer than a dull knife, because with a dull knife you use more pressure which can lead to accidents.

Use an acrylic cutting board. Bacteria do not live on acrylic like they do in wooden boards.

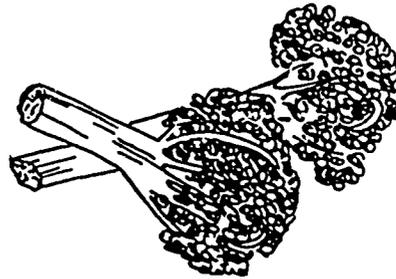


COOKING:

Cook vegetables quickly, in as little water as possible, in as short a time as possible. Bring water to a boil, add vegetables, cover and quickly bring back to a boil. Reduce heat and boil gently until tender. Serve immediately. Boiling too hard causes loss of nutrients.

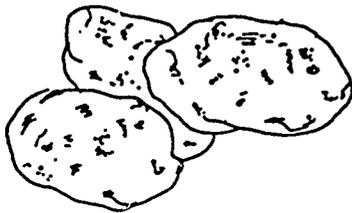
Frozen vegetables:

Defrost frozen vegetables in the refrigerator before boiling so that they will cook more uniformly.



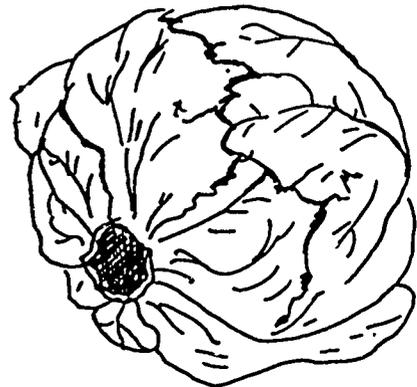
Canned vegetables:

Just reheat commercially canned vegetables. They have already been cooked. Use as much of the liquid as possible in soups and sauces. Boil home canned vegetables ten minutes to be safe from botulism.



WHICH METHOD IS BEST?

<u>Method</u>	<u>% Nutrients Lost</u>
Steaming	15%
Boiling in small amount of water	30%
Boiling in water covering vegetables	45%



Baking:

Bake vegetables in a moderately hot oven (300 to 350 degrees). Cover vegetable casseroles to keep nutrients from escaping.

Steaming:

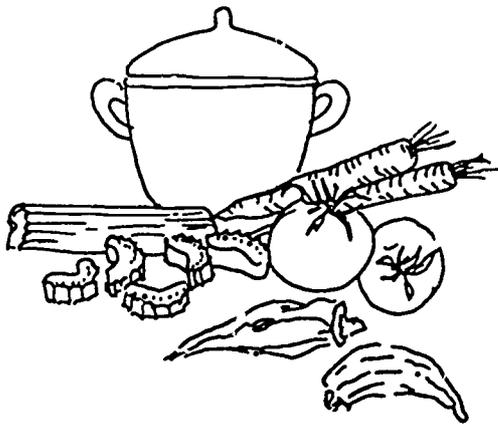
Cut vegetables into small pieces to shorten the cooking time. Steamed vegetables are crisp and tender, and they retain their color and nutrients.

Pressure Cooking:

Pressure cooking preserves many nutrients. Follow the directions given with your pressure cooker for fast, nutritious vegetables.

Stir Frying:

Use a hot frying pan and a small amount of oil to stir-fry vegetables which have been cut into small pieces. Fry vegetables starting with those that take the longest to cook (carrots, celery, etc.), and add other vegetables and stir. Add onions, green peppers, cabbage and other vegetables that need a shorter cooking time at the last. If you add a sauce to your stir-fried vegetables, reduce heat to low, add the sauce, and cook until sauce is thick and bubbly.



Holding Vegetables after Cooking:

When holding vegetables, cook, cool, then reheat when ready to use. Don't keep them warm for long periods of time because long exposure to heat destroys nutrients.

TIPS ON COOKING VEGETABLES

Save the liquid from cooked vegetables in a jar in the refrigerator or freezer. This liquid is loaded with nutrients and can be used in soups, gravy, baking bread or other times when you need liquid for cooking.

Vegetables from the cabbage and onion families have strong flavors. When boiling them, remove the lid for the first three minutes of boiling, then replace the lid. This allows strong acids to escape while nutrients are contained when the lid is back on the pot.

Root vegetables (carrots, potatoes, turnips, etc.) retain nutrients better if they are boiled in their skins. Plunge carrots, potatoes and beets in cold water after boiling, then peel. Make parings as thin as possible.

SHOP WISELY

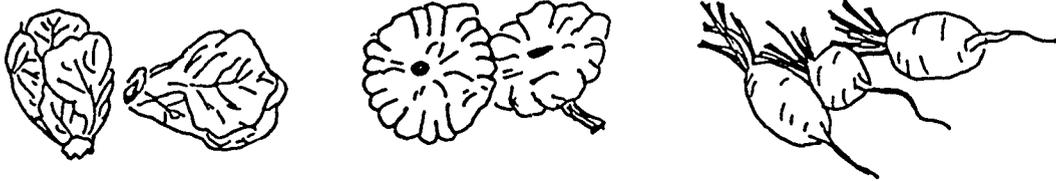
DON'T THROW AWAY YOUR DAY CARE PROFITS!

PLAN MENUS using the USDA basic food groups.

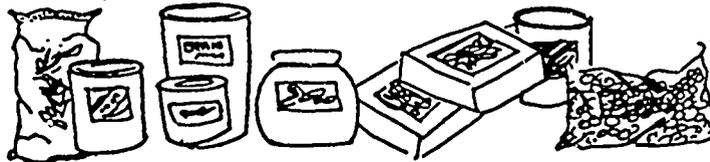
CHECK SUPPLIES ON HAND and buy only what you need for the menus.

CHECK STORE ADS to see what the specials are for the week. Plan menus around these bargains.

CLIP COUPONS. Shop with a list and stick to it. When possible, buy case lots.



LOOK FOR SPECIALS IN FROZEN AND CANNED GOODS during the late summer and early fall months.



GROW YOUR OWN VEGETABLES or buy when they are in season. Can or freeze them for use during the winter and spring. Meat can be bought in large quantities when on sale or frozen. Be sure to use them before the nutritional value is lost or the cost of canning or freezer operation adds undue cost to the food.

REMEMBER that trading stamps, give-aways and gifts are costing you money. Shop where food prices are low and quality is high.

SHOP AS INFREQUENTLY AS POSSIBLE. Daily trips to the grocery store cost time and money.

BEFORE YOU TRAVEL AROUND TO SEVERAL STORES to pick up the week's best buys, check to see if the savings are worth it. Driving around costs gasoline and time.

GET THE MOST FROM YOUR KITCHEN APPLIANCES. Pressure cookers and crock pots are great to use for cooking less expensive food.

SHOP ALONE whenever possible. Taking children or spouses or friends usually means spending more money. The longer you stay in the store, the more you will buy. Get in and out quickly.

AVOID PREPARED FOODS such as breaded fish or meat or seasoned meat extenders and ready-to-eat frozen foods.

DON'T BE INFLUENCED BY PRETTY PACKAGING. Attractive packages may add to the price.

DO NOT OVERBUY FRESH FOODS. If you don't have enough proper storage space for large quantities, the food quickly loses nutritional value.

PAY ATTENTION TO UNIT PRICING for cost per ounce. Large sizes are often, but not always, the least costly per ounce.

PURCHASE STORE BRANDS instead of nationally advertised brands. The nutritional value is usually equal, but prices are lower on the store brands. Compare brands within the store and figure the cost per serving of the foods.

DON'T BUY TOP GRADES OF MEAT. The cheaper cuts are just as nutritious as the expensive ones.

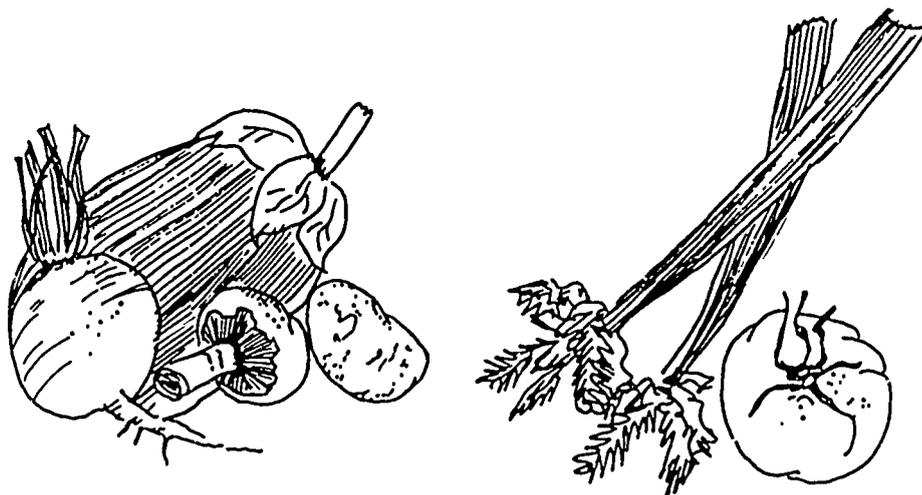
WATCH THE CASH REGISTER AS YOU CHECK OUT. Remind the checker of special prices.

DON'T PEEL OR THROW AWAY EDIBLE PORTIONS of foods such as broccoli stalks, thick potato peelings, dark lettuce leaves. These are high in nutrient value and can go into the soup pot.

MAKE THE GROCERY STORE YOUR LAST STOP BEFORE HOME. Don't leave groceries in the car. Put them away as soon as you get home.

CHECK YOUR IMPULSES to pick up "goodies" like candy and gum while waiting in the checkout line.

USE LEFTOVERS in ways that are exciting and interesting. Don't leave leftovers in the refrigerator until they dry out. Skip a day and then use them in some other dish. For example, that little dish of kidney beans can go into today's chiii; those little dabs of left-over vegetables can go into a soup, etc.



HAVE FUN

ENCOURAGE GOOD EATING HABITS

Feeding young children can be fun if you know how to bring children and foods together happily. Pleasant eating experiences are as important as nutritional foods.

Here are some things you can do to encourage good eating habits and make mealtime fun.

Have tables, chairs, dishes, etc., that suit young children. Use bright colors at the table.

Provide a quiet time just before meals so that the atmosphere can be friendly and relaxed at mealtime.

Encourage children to help with the meal. Let them set the table, help bring food to the table, and let them clean up their space after eating.

Avoid long delays in food service so that the children will not have to sit and wait.

At the table, create an atmosphere of acceptance and respect for each child so that the meal will be both nutritionally and emotionally satisfying.

Serve foods family style and eat at the table with the children.

Give small servings and encourage the children to take second helpings if that is necessary to insure that they get all the required quantities.

Children should not be forced or hurried to eat. Make plenty of time for the meal.

INTRODUCING NEW FOODS

Introduce only one new food at a time. Offer a very small amount at first, at the beginning of the meal when children's appetites are strongest. Allow plenty of time for the children to look at and examine the food. If they turn down a new food, don't make a fuss. Offer it again in a few days.

It is especially important to make new foods look attractive. If the children do try a new food, serve it again soon so that they become familiar with it.

APPENDIX B
(List of USDA Regional Offices)

USDA REGIONAL OFFICES

Persons desiring information on the CCFP may write to the USDA Regional Offices as indicated below:

In the states of:

Connecticut
Maine
Massachusetts
New Hampshire
New York
Rhode Island
Vermont

Northeast Regional Office
Food and Nutrition Service
United States Department of Agriculture
33 North Avenue
Burlington, MA 01803

In the states of:

Delaware
District of Columbia
Maryland
New Jersey
Pennsylvania
Puerto Rico
Virginia
Virgin Islands
West Virginia

Mid-Atlantic Regional Office
Food and Nutrition Service
United States Department of Agriculture
One Vahlsing Center
Robbinsville, NJ 08691

In the states of:

Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee

Southeast Regional Office
Food and Nutrition Service
United States Department of Agriculture
1100 Spring Street, N.W.
Atlanta, GA 30309

In the states of:

Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Midwest Regional Office
Food and Nutrition Service
United States Department of Agriculture
50 E. Washington Street
Chicago, IL 60602

In the states of:

Colorado
Iowa
Kansas
Missouri
Montana
Nebraska
North Dakota
South Dakota
Utah
Wyoming

Mountain Plains Regional Office
Food and Nutrition Service
United States Department of Agriculture
2420 West 26th Avenue, Room 430
Denver, CO 30211

In the states of:

Arkansas
Louisiana
New Mexico
Oklahoma
Texas

Southwest Regional Office
Food and Nutrition Service
United States Department of Agriculture
1100 Commerce Street, Room 5-C-30
Dallas, TX 75242

In the states of:

Alaska
American Samoa
California
Guam
Hawaii
Idaho
Nevada
Oregon
Trust Territory of the Pacific Islands
Northern Mariana Islands
Washington

Western Regional Office
Food and Nutrition Service
United States Department of Agriculture
550 Kearny Street, Room 400
San Francisco, CA 94108
