

Meal Service Requirements in the Child and Adult Care Food Program (CACFP)



Requirements

Use this handout to help ensure meal service requirements are met for CACFP operators. For more information, review Section 16 "Meal Service Requirements" in the CACFP Manual available on the **SDE CACFP website**.

Meal Service Types

Institutions may serve one or more of the following meal types:

- Breakfast
- Morning (AM) snack
- Lunch
- Afternoon (PM) snack
- Supper
- Late night snack



Reimbursement Limits

Child care centers; Head Start programs; outside-school-hour centers; family day care homes; and adult day care centers

- **2 meals and 1 snack, or 2 snacks and one meal**

At-Risk after school care centers

- **1 meal and 1 snack**

Emergency Shelters

- **Up to 3 meals per day**



Institutions may only claim reimbursement for the meal types specified in the Institution's approved site or provider application packets in MyIdahoCNP.

Meal Service Times

Breakfast may not start after 9:30 a.m.

Lunch 11:00-1:30 p.m.





Supper 4:00-7:00 p.m.



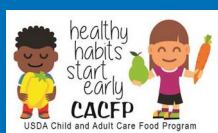
Infant Meal Service Times

Infant meal service time is the start of the approved meal service time to the start of the next approved meal service time.

During Meal Service Requirements

- Safe drinking water is available 
- Meal pattern requirements are met for all meals and snacks
- Foods and beverages are not used as punishment or rewards 
- Participants are not separated by gender 
- Food is prepared and served following State and local safety and sanitation regulations 

New or updated meal service times must be approved by the State agency prior to serving and claiming meals with the new or updated meal service time.



This institution is an equal opportunity provider.

Meal Counting Requirements

Meal counts may not be recorded *prior* to the meal service or *before* the participant is served a reimbursable meal.

Time of Service Meal Counts

All Child Care Centers, Head Start Programs, At-Risk After School Centers, Outside School Hour Centers, Emergency Shelters and Adult Day Care Centers must record meal counts at the time of service. These records must include the following information:

- Center name
- Classroom name, if record is maintained by classroom
- Month, day, year
- Participant's first and last name
- Daily meals served to each participant by meal type
- Daily meals served to adults performing labor necessary to food service

DAILY MEAL COUNT-Actual Count Method

Sponsor Name: ABC Daycare Month & Year: January 2023

Center/Classroom Name: Little Ducks

B- Breakfast AM- Am Snack L- Lunch PM- Pm Snack SU- Supper LS- Late Night Snack

First & Last Name	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	B	A	L	P	SU	B	A	L	P	SU	B	A	L	P	SU	B	A	L	P	SU	B	A	L	P	SU
1. Sally Barns	X	X	X			X	X	X			X	X	X			X	X	X			X	X	X		
2. Timmy Smith	X	X	X			X	X	X			X	X	X			X	X	X			X	X	X		
3. Cassie Day	X	X	X			X	X	X			X	X	X			X	X	X			X	X	X		
4. Elena Good	X	X	X			X	X	X			X	X	X			X	X	X			X	X	X		
5. Xavier Roberts	X	X	X			X	X	X			X	X	X			X	X	X			X	X	X		
6.																									
7.																									
8. TEACHERS																									
9. Mrs. Smith	X	X	X			X	X	X			X	X	X			X	X	X			X	X	X		
10. Mr. Jones	X	X	X			X	X	X			X	X	X			X	X	X			X	X	X		
11.																									
12.																									
13.																									
14.																									
15.																									
Total	5	5	4			5	5	4			4	4	4			4	5	4			4	3	2		

Sheet Breakfast Lunch Supper Snacks
Totals 22 22 18

Record meals served to Program adults, but **do not** add to meal count totals for reimbursement

Family Day Care Homes are allowed to record daily meal counts at the end of the day, however a home may choose to, or be required by a State agency or sponsor to record meal counts at the time of service as a corrective action.

At-Risk After School Centers Only may record meal counts at the time of service using a record to tally the meals by counting the number of participants receiving a reimbursable meal.

Idaho CACFP - At-Risk Centers
DAILY MEAL COUNT

Sponsor Name: City Kids Club-At-Risk

Center/Classroom Name: Main Cafeteria Meal Type (circle): B L SN **SU**

Date: January 19, 2023

Meals Served to Children (cross off number as each child receives a meal):

31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230
231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250
251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290
291	292	293	294	295	296	297	298	299	300

Total Children Meals = **30** [1]

Meals served to adults:

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					

Total Program Adult Meals = **3** [2]

By signing below, I certify that the above information is true and accurate:
Signature: Samantha Smith Date: 1/19/2023

IMPORTANT: Complete daily for each Meal/ Snack service. One Meal Count Form per classroom/center is required when serving in the classroom or at multiple centers. Maintain all daily meal counts as supporting documentation for claim.
Idaho Department of Child Nutrition- CACFP Revised: December 8, 2015
This institution is an equal opportunity provider.

Unallowable Meal Count Methods

- Counting number of meals prepared or sent by the kitchen
- Determining meal count by subtracting the number of entrees leftover after the meal service, from the number of entrees prepared
- Counting the number of meals ordered from a vendor
- Counting meals after the meal is completed based on teacher's memory
- Using daily attendance records
- Counting the number of trays or plates on which food is served

Meal Modifications

➤ With Medical Modification Form

If form is complete, and recommended substitutions provided, meals do not need to meet meal pattern requirements to be claimed for reimbursement.

➤ Without Medical Modification Form

The substitution must meet CACFP meal pattern requirements *and* be accompanied by a written parent or guardian request to support the substitution in order for the meal to be claimed for reimbursement.

