

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum 12A For Child and Adult Care Food Program Sponsoring Organizations and Independent Centers (Adult Care Component)

Topic: Meal Requirements

Date: November 2011

The Child and Adult Care Food Program (CACFP) will reimburse an adult day care institution for a maximum of two meals (breakfast, lunch, or supper) and one snack per day **or** two snacks and one meal per day served to eligible adult participants.

Meal Pattern Requirements

The CACFP will reimburse only for meals and snacks that meet the CACFP minimum meal pattern requirements (attached).

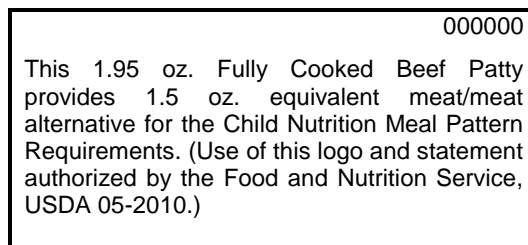
Milk: Fluid milk must be fat-free (skim) or low-fat (1%) milk. Fluid milk served may also be fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. **Whole milk and reduced-fat (2%) milk may not be served as part of a reimbursable meal.** Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored.

Water: centers are encouraged to ensure that drinking water is available to all adult participants.

Menus: Written, dated menus must be maintained for all meals served. All food items served as the required food components, including any substitutions made, must be documented on the menus kept on file as supporting documentation of the meal and snacks claimed for reimbursement.

Food production records: Daily dated production records must be maintained for each approved meal service reflecting the total quantity of each food item used in the preparation of the meal. All quantities should be expressed in terms of can size, weight or volume. Production records must be completed for the purpose of planning for the amount of food that will be prepared and made available at each meal which must, at a minimum, provide the serving sizes required by the CACFP Adult Meal Pattern for each adult anticipated for service. See *Guidance Memorandum 9A* for the instructions on how to complete production records and the prototype form [Lunch/Supper and Breakfast /Snack Production Record (PI-1488-A)].

Commercially-prepared, combination food items: These food items can only be credited to the CACFP meal pattern when the actual content (i.e. meat, bread, fruit/vegetable, etc.) is known and documented. Examples of such food items are pizza, corn dogs, chicken nuggets, fish sticks, ravioli, and cheese sauce. Acceptable documentation includes the actual Child Nutrition (CN) label marked on the product. The following is an example of what a CN label looks like:



Documentation of the CN label contribution information provided within a list of products from a commercial distributor is also acceptable, as long as the products purchased by the agency are identified on the list.

Another form of acceptable documentation is the manufacturer's product specification sheet with a statement of the amount of cooked lean meat/meat alternate or other component provided by the food per serving. This must include an original signature from the manufacturer. Documentation must be current and retained with your agency's CACFP records in order for these foods to count toward a reimbursable meal. In some cases (canned Beef Stew, Chili Con Carne, Corned Beef Hash etc.) the contribution a food item makes towards the CACFP meal pattern

requirement(s) can be determined by reference to the USDA *Food Buying Guide for Child Nutrition Programs* (November 2001, Section 1 and Appendix C).

Special Dietary Needs

A written statement from a recognized medical authority must be on file for any eligible adult participant with a restrictive diet that excludes a required component in order to claim his/her meals for reimbursement. This statement must indicate the food(s) being eliminated and include recommended alternate food(s).

The following have been identified as medical authorities in Wisconsin, based on Wisconsin Statutes, Chapter 146.81:

- Physician
- Physical Therapist
- Licensed Nurse
- Registered Dietician
- Respiratory Care Practitioner
- Speech and Language Pathologist
- Chiropractor

USDA regulations 7 CFR Part 15b require centers to provide food substitutions or make modifications in meals for adults whose disabilities restrict their diets. A center must provide substitutions or make modifications for an adult with a disability when that need is supported by a statement signed by a licensed physician. The physician's statement must identify:

- The adult's disability;
- An explanation of why the disability restricts the adult's diet;
- The major life activity affected by the disability;
- The food(s) to be omitted from the adult's diet, and the food or choice of foods that must be substituted.

Non-dairy milk substitutions: Adult participants may request in writing that they be served a non-dairy milk substitution without providing a medical statement. This written request must identify the medical or other special dietary need (i.e. life style choice) that restricts their diet, and it is recommended that the request also list the name of the non-dairy milk substitution to be used. The non-dairy milk substitution must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, Vitamin D, and other nutrients to levels found in cow's milk, as outlined in the National School Lunch Program (NSLP) regulations in order to be part of a reimbursable meal. Because the Nutrition Facts Label on food products does not list all the required nutrients (see below), agencies will need to request documentation from the product manufacturer to confirm and certify the presence of all required nutrients at the proper level, when reimbursing meals served with a non-dairy milk substitute.

Milk Substitute Nutrition Standards	
Nutrient	Per Cup
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B-12	1.1mcg (µg)

The following products are approved in Wisconsin for use as non-dairy milk substitutions:

- Kikkoman Pearl Soymilk, Smart Creamy Vanilla
* 8.25 fluid ounce single-serving container, UPC Code 0-41390-06141-7
- Kikkoman Pearl Soymilk, Smart Creamy Chocolate
* 8.25 fluid ounce single-serving container, UPC Code 0-41390-06151-6
- Pacific Natural Foods Ultra Soy All Natural Nondairy Beverage, Plain
* 8.25 fluid ounce single-serving container, UPC 0-52603-08311-9
* Quart (32 fluid ounces), UPC 0-52603-08200-6
- Pacific Natural Foods Ultra Soy All Natural Nondairy Beverage, Vanilla
* Quart (32 fluid ounces), UPC 0-52603-08225-9

A meal containing a non-dairy milk substitution supplied by the adult participant is reimbursable when:

- (a) a written request from the adult participant or medical authority for the non-dairy substitute is on file,
- (b) the center has documentation that the non-dairy substitute being used meets all the required nutrient standards as detailed above, and
- (c) all other required meal components are supplied by the center and documented.

For all other substitutions, if an adult participant chooses to supply the substitute(s), a signed medical statement must be on file and the center must supply at least one required meal component to claim the respective adult's meals for reimbursement as long as the meals meet the meal pattern requirements.

“Offer versus Serve” Option

USDA regulations permit an “offer versus serve” option for reimbursable meals served to participants in adult care centers. “Offer versus serve” is a provision under which adult day care centers **must offer all required servings of the food components set forth in the CACFP adult meal pattern**, but participants may decline a certain number of servings. *Offering the required components in an “either/or” question form does not satisfy this requirement.* Agencies must indicate whether their sites implement the “offer versus serve” provision on each site's respective CACFP Site Application as part of their CACFP application.

The “offer versus serve” provision is not a requirement, but is an option provided to adult day care centers. Adult day care centers should not implement “offer versus serve” if center officials feel that their clients are not capable of selecting food items or if the center serves meals with pre-assembled meal trays. Also, individuals are not required to refuse food items if the “offer versus serve” option is implemented. Reimbursement rates are not affected if an adult declines a food item.

The “offer versus serve” provision is an option for breakfast, lunch, and supper, **but not for snacks**. It can reduce plate waste, improve acceptability of the meal, and encourage participants to choose a meal that is more specific to their preferences.

- Breakfast: one of the four food items can be declined [*one serving of milk, one serving of vegetable/fruit, and two servings of bread/bread alternate*].
- Lunch: two of the six food items can be declined [*one serving of milk, two servings of vegetable/fruit, two servings of bread/bread alternate, and one serving of meat/meat alternate*].
- Supper: two of the five food items can be declined [*two servings of vegetable/fruit, two servings of bread/bread alternate, and one serving of meat/meat alternate*].
- Snack: the meal pattern requires only two food components, so neither can be declined.

Meal Service Methods

In accordance with the CACFP Adult Meal Pattern:

- Pre-plated style from a line, table, or cart: all required food components in at least their minimum serving size requirements must be placed on each participant's serving dish(es) and within his/her drinking cup in front of him/her at the table in order for each meal to be eligible for reimbursement.
- Family-style dining : A sufficient amount of prepared food must be provided in common serving dishes and placed on each table. The amount prepared must provide at least the minimum required serving sizes of each of the meal components for all adults at the table in order for the meal to be eligible for reimbursement. Each participant should be encouraged to take all food items in their required minimum serving size as they serve themselves. If a participant does not take a required meal component, or takes less than the full required serving size of each meal component, he/she should be encouraged to take some of the item(s) again.
- Cafeteria-style: all required food components in at least their minimum serving size requirements must be placed on each participant's meal tray while the participants move through the serving line in order for each meal to be eligible for reimbursement.

The “offer versus serve” option is applicable to both the “pre-plated” and “cafeteria” style meal service methods above.

Self-Preparation or Purchase of Meals

Meals can be prepared at the center or can be purchased from a local health care facility or other vendor. If meals are purchased the center is still responsible to make sure meals meet the meal pattern requirements. See *Guidance Memorandums 4 and 13A* for more information.

MEAL PATTERN (Adult Day Care Centers Only)

Breakfast

Food Components	Adult Participants
Milk	
Milk, Fluid ⁵	1 cup ¹
Vegetable and Fruits	
Vegetable(s) and/or fruits	1/2 cup
OR	
Full-strength vegetable or fruit juice or an equivalent of any combination of vegetable(s), fruit(s), and juice	1/2 cup
Grains/Breads² (must be whole grain or enriched)	
Bread.....	2 slices (servings)
OR	
Cornbread, biscuits, rolls, muffins, etc ³	2 servings
OR	
Cold dry cereal ⁴	1 1/2 cups or 2oz.
OR	
Cooked cereal.....	1 cup
OR	
Cooked pasta or noodle product.....	1 cup
OR	
Cooked cereal grains or an equivalent quantity of any combination of grains/breads.....	1 cup

¹ For the purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

² Bread, pasta or noodle products, and cereal grains, shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain or enriched or fortified.

³ Serving size and equivalents to be published in guidance materials by FNS.

⁴ Either volume (cup) or weight (oz.), whichever is less.

⁵ Fluid milk must be fat-free (skim) or low-fat (1%) milk.

If the adult day care center elects to implement the “offer versus serve” provision, adult participants may decline **one of the four** food items (one serving of milk, one serving of vegetable and/or fruit, and two servings of grains/breads) required at breakfast.

MEAL PATTERN (Adult Day Care Centers Only)

Lunch/Supper

Food Components	Adult Participants
Milk	
Milk, Fluid (optional for supper) ¹⁰	1 cup ¹
Vegetables and Fruits²	
Vegetable(s) and/or fruits.....	1 cup total
Grains/Breads³ (must be whole grain or enriched)	
Bread.....	2 slices (servings)
OR	
Cornbread, biscuits, rolls, muffins, etc. ⁴	2 servings
OR	
Cooked pasta or noodle products.....	1 cup
OR	
Cooked cereal grains or an equivalent quantity of any combination of grains/breads.....	1 cup
Meat and Meat Alternate	
Lean meat or poultry or fish ⁵	2 oz.
OR	
Alternate protein products ⁶	2 oz.
OR	
Cheese.....	2 oz.
OR	
Yogurt, plain or flavored, unsweetened or sweetened.....	8 oz. or 1 cup
OR	
Eggs (large) ⁷	1 egg
OR	
Cooked dry beans or peas.....	1/2 cup
OR	
Peanut butter or soynut butter or other nut or seed butters	4 Tbsp.
OR	
Peanuts or soynuts or tree nuts or seeds ⁸	1 oz. ⁹ = 50%
OR	
An equivalent quantity of any combination of meat/meat alternates.	

¹ For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

² Serve two or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

³ Bread, pasta or noodle products, and cereal grains, shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour.

⁴ Serving size and equivalents to be published in guidance materials by FNS.

⁵ Edible portion as served.

⁶ Alternate protein products may be used as an acceptable meat alternate. Such products must meet the requirements as listed in appendix A of this guidance memorandum.

⁷ One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

⁸ Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

⁹ No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

¹⁰ Fluid milk must be fat-free (skim) or low-fat (1%) milk.

When implementing the “offer versus serve” provision, adult participants may decline: **two of the six** food items (one serving of milk, two servings of vegetable and/or fruit, two servings of grains/breads, and one serving of meat or meat alternate) required at lunch; **two of the five** food items (two servings of vegetable and/or fruit, two servings of grains/breads, and one serving of meat or meat alternate) required at supper.

MEAL PATTERN (Adult Day Care Centers Only)

Snack

Food Components	Adult Participants
Milk, Fluid ¹⁰	1 cup ¹
Vegetables and Fruits	
Vegetable(s) and/or fruits	1/2 cup
OR	
Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice ²	1/2 cup
Grains/Breads ³	
Bread	1 slice (serving)
OR	
Cornbread, biscuits, rolls, muffins, etc ⁴	1 serving
OR	
Cold dry cereal ⁵	3/4 cup or 1 oz.
OR	
Cooked pasta or noodle product	1/2 cup
OR	
Cooked cereal or grains or an equivalent quantity of any combination of grains/breads	1/2 cup
Meat and Meat Alternate	
Lean meat or poultry or fish ⁶	1 oz.
OR	
Alternate protein products ⁷	1 oz.
OR	
Cheese	1 oz.
OR	
Eggs (large) ⁸	½ egg
OR	
Cooked dry beans or peas	¼ cup
OR	
Peanut butter or soynut butter or other nut or seed butters	2 Tbsp.
OR	
Peanuts or soynuts or tree nuts or seeds ⁹	1 oz.
OR	
Yogurt, plain or flavored, unsweetened or sweetened	4 oz. or 1/2 cup
OR	
An equivalent quantity of any combination of meat/meat alternates.	

¹ For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

² Juice may not be served when milk is the only other supplement (snack) component.

³ Bread, pasta or noodle products, and cereal grains, shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain or enriched or fortified.

⁴ Serving size and equivalents to be published in guidance materials by FNS.

⁵ Either volume (cup) or weight (oz.), whichever is less.

⁶ Edible portion as served.

⁷ Alternate protein products may be used as acceptable meat alternates. These products must meet the requirements as listed in Appendix A of this guidance memorandum.

⁸ One half egg meets the required minimum amount (one-ounce or less) of meat alternate.

⁹ Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

¹⁰ Fluid milk must be fat-free (skim) or low-fat (1%) milk.

For a reimbursable snack, adult participants must be served **any two of the four** required snack food items (one serving of milk, one serving of vegetable and/or fruit, one serving of grains/breads, and one serving of meat or meat alternate). **The “offer versus serve” provision does not apply to snack.**

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Food and Nutrition Services
Child and Adult Care Food Program

Guidance Memorandum 12A

Appendix A

Alternate Protein Products

- A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?
1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
 2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
 - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
 - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
 - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).
 - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2.a through c of this appendix.
 - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
 - f. For an alternate protein product mix, manufacturers should provide information on:
 - (1) The amount by weight of dry alternate protein product in the package;
 - (2) Hydration instructions; and
 - (3) Instructions on how to combine the mix with meat or other meat alternates.
- B. How are alternate protein products used in the Child and Adult Care Food Program?
1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
 2. The following terms and conditions apply:
 - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
 - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).
- C. How are commercially prepared products used in the Child and Adult Care Food Program?
- Schools, institutions, and service institutions may use a commercially prepared meat or meat alternate product combined with alternate protein products or use a commercially prepared product that contains only alternate protein products.