



HDCFS Department  
Box 2218  
South Dakota State University  
Brookings, SD 57007  
(605) 688-5730 or 1-800-354-8238

## Integrity in the Child and Adult Care Food Program HOW DO I MEASURE UP?

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### UNDERSTANDING AND COMPLYING WITH PROGRAM ADMINISTRATIVE REQUIREMENTS?

- ✓ Do I maintain my daily attendance records?
- ✓ Do I keep accurate meal counts during meal service by meal type for each child?
- ✓ Do I maintain daily menus by meal type?
- ✓ Do I maintain meal substitution records?
- ✓ Do I maintain medical statement records for all substitutions related to medical or special dietary needs?
- ✓ Do I ensure that all meals claimed comply with the appropriate meal patterns?
- ✓ Do I collect child enrollment forms and updates?
- ✓ Do I comply with eligibility requirements for claiming my own children?
- ✓ Do I claim only meals approved for reimbursement?

- ✓ Does my claim for reimbursement stay within the two meals and one snack (or 2 snacks and one meal) per child per day?
- ✓ Does my claim for children served stay within the authorized capacity?
- ✓ Do I only claim meals for children 12 years old and younger, migrant children through 15 years, or individuals that have documented disabilities, as defined by the State?
- ✓ Do I report meal changes (types/times) promptly?
- ✓ Do I comply with Civil Rights requirements?

### COMPLYING WITH STATE REQUIREMENTS?

- ✓ Do I maintain current license/approval status?
- ✓ Do I inform my Sponsor when continued licensing/approval is interrupted?
- ✓ Do I stay within my licensed or authorized capacity?

### COMPLYING WITH SPONSOR'S ADMINISTRATIVE REQUIREMENTS?

- ✓ Do I comply with training requirements?
- ✓ Do I comply with requirements as a result of a monitoring visit?
- ✓ Do I submit timely and accurate claims?

### KNOWING THE CACFP MEAL PATTERN REQUIREMENTS FOR CHILDREN?

- ✓ Do I prepare and serve all meals and snacks in accordance with the requirements of the CACFP?
- ✓ Do I apply the CACFP meal pattern to meet age appropriate needs (for example, provider does not serve skim or low fat milk to children under two years of age)?
- ✓ Can I plan one month of menus utilizing the CACFP meal patterns for children and infants (if applicable)?
- ✓ Do I prepare meals with at least the minimum amounts of food required to be served to each group?
- ✓ Do I know that non-creditable items cannot be counted as part of the reimbursable meal (only served as an extra after requirements have been met)?
- ✓ Do I consult with parents before a decision is made to serve solid or

new foods to infants and before switching from formula/breast milk to whole milk?

- ✓ Do I serve foods within the infant meal pattern that are of a texture and consistency appropriate to age group and child's development?
- ✓ Do I claim meals utilizing breast milk or parent-provided formula served to infants four months of age or older only when the other required/optional component(s) are supplied by the provider?
- ✓ Do I serve breast milk or iron-fortified infant formula unless it is necessary for a parent to provide other formula for reasons documented by a medical authority?

### HAVING KNOWLEDGE OF NUTRITION AND NUTRITION EDUCATION?

- ✓ Do I serve a variety of foods to include a minimum of one serving daily of a fruit, vegetable, or juice high in vitamin C; a food high in vitamin A at least three times a week and foods that are a good source of iron daily?
- ✓ Do I display an understanding of the food guide pyramid and its applicability to meal planning?
- ✓ Do I consider the Dietary Guidelines in preparing menus for children ages two years and older?
- ✓ Do I understand and utilize food labeling when buying foods and preparing meals?

- ✓ Do I demonstrate a basic knowledge of developmental characteristics of children in relation to feeding?
- ✓ Do I incorporate nutrition related activities into on-going functions?
- ✓ Do I communicate with parents to understand an individual child's nutritional needs, feeding behaviors and habits?
- ✓ Do I offer water throughout the day?

**COMPLYING WITH CACFP  
FEEDING ACCOMODATIONS FOR  
CHILDREN WITH MEDICALLY  
DOCUMENTED INDIVIDUAL  
DIETARY NEEDS?**

- ✓ Do I meet special dietary needs of children in care (due to allergies, disabilities, chronic illnesses, etc.)?

**MAKING ACCOMMODATIONS FOR  
CHILDREN WHO HAVE  
INDIVIDUAL DIETARY REQUESTS  
IN COMPLIANCE WITH THE MEAL  
PATTERN?**

- ✓ Do I meet individual dietary requests of children in care (such as ethnic, religious, and vegetarian preferences, etc.)?

**PLANNING MENUS AND PURCHASING  
FOODS TO MEET THE MEAL PATTERN  
REQUIREMENTS?**

- ✓ Do I demonstrate knowledge of crediting the following: self-prepared foods, commercially prepared foods, and combination foods?
- ✓ Do I consider the following when planning menus: variety/cycle

menus, seasonal foods, texture, shape, color, temperature, children's acceptability, introduction of new foods, cultural/ethnic foods, developmentally appropriate foods, nutritional value of foods?

- ✓ Do I purchase enough food to adequately meet the quantity requirements?
- ✓ Do I purchase and serve quality foods that are properly inspected, where applicable/required?
- ✓ Do I avoid serving any home-canned foods?

**PREPARING AND SERVING CACFP  
MEALS DEMONSTRATING  
PROFICIENCY IN BASIC FOOD  
PREPARATION TECHNIQUES?**

- ✓ Do I prepare sufficient amounts of foods to meet minimum meal portion sizes for all age groups?
- ✓ Do I ensure that recipes used provide a sufficient amount of planned components?
- ✓ Do I use food preparation skills and techniques as well as cooking methods to retain nutrients?
- ✓ Do I follow USDA requirements when serving meals family style?

**STORING FOOD PROPERLY?**

- ✓ Do I store dry goods, frozen, and refrigerated foods at the proper temperatures (i.e. 40 F for refrigerated foods and 0 F for frozen foods)?

- ✓ Do I check thermometers daily in refrigerator and freezer to verify proper cold food storage temperatures?
- ✓ Do I promptly store frozen and refrigerated foods after procedures?
- ✓ Do I rotate food using “First In, First Out” storage procedures?
- ✓ Do I discard food after expiration date?
- ✓ Have I established and do I implement alternate frozen and refrigerated food storage plan in the event of a long-term power outage?
- ✓ Do I store food in containers that are labeled and covered with tight fitting lids?
- ✓ Do I store food off of floor and away from cleaning supplies?

#### PROPERLY PREPARING, HOLDING AND SERVING FOOD?

- ✓ Do I wash hands and arms with soap and running water prior to food preparation, handling, or serving?
- ✓ Do I wash fruits and vegetables thoroughly prior to use?
- ✓ Do I wash tools and utensils (with hot soapy water) used to prepare one food item before using them to prepare another?
- ✓ Do I scrub cutting boards with hot water and detergent and sanitize between uses for different foods?

- ✓ Do I avoid serving foods from damaged cans or foods without labels?
- ✓ Do I thaw all frozen, potentially hazardous food in refrigerator, microwave, or other Health Department approved methods (i.e. not at room temperature)?
- ✓ Do I heat all leftovers to 165 f or higher as rapidly as possible?
- ✓ Do I cook food as near to serving time as possible and hold food at 140-165 F prior to and throughout meal service?
- ✓ Do I label, date, and store leftovers promptly in the refrigerator after service (i.e. other than in cooking container(s) and within two hours) and discard food that has been served, but not eaten?
- ✓ Do I store prepared and uncooked foods away from raw meats?
- ✓ Have I established a plan for holding refrigerated foods below 45 F during field trips, picnics, etc.?
- ✓ Do I wash and sanitize table surface before and after eating; serve food on plates, etc.; and do not place food on a bare table or high chair top?
- ✓ Do I air-dry dishes after cleaning and sanitizing?
- ✓ Do I discard leftover baby food in a jar?
- ✓ Do I discard leftover breast milk, infant formula, or milk in a bottle?

KEEPING THE CHILD CARE  
FACILITY AND EQUIPMENT  
CLEAN AND SANITARY?

- ✓ Do I clean all areas (floors, surfaces, carpets, shelves, equipment, etc.) regularly?
- ✓ Do I clean and disinfect frequently touched toys daily for infants and toddlers and weekly for older (non-diapered) children?
- ✓ Do I clean bathrooms daily (or more often, as needed), and supply soap and single use towels?
- ✓ Do I defrost and clean refrigerators, freezers and microwaves on a regularly scheduled basis?
- ✓ Do I require children to wash hands and arms with soap and running water immediately before eating?
- ✓ Do I provide each child with clean individual eating and drinking utensils?
- ✓ Do I wash hands after each diaper changing?
- ✓ Do I keep animals out of food preparation, food storage, and eating areas, and wash hands after handling animals or animal waste?
- ✓ Do I keep the child care facility free from pest infestation?
- ✓ Do I store all garbage away from food preparation area in non-absorbent, washable garbage cans?

MAINTAINING A SAFE  
ENVIRONMENT FOR CHILDREN  
AND CARETAKERS?

- ✓ Does my facility have an adequate number and type of working smoke detectors and fire extinguishers, and do I know how to use them?
- ✓ Have I established and do I implement emergency procedures in the event of a fire, medical or other emergency situations?
- ✓ Do I store cleaning supplies, medicines, pesticides and other toxic substances out of the reach of children and away from food?
- ✓ Do I make appropriate safety modifications to the facility?
- ✓ Do I demonstrate a knowledge of basic first-aid?
- ✓ Do I store a first-aid kit in an easily accessible area?
- ✓ Do I demonstrate knowledge of age appropriate CPR and Heimlich maneuver?
- ✓ Do I demonstrate an understanding of food borne illnesses, recognizing the physical symptoms in a child, and following the appropriate procedures when a child becomes ill?
- ✓ Do I recognize the signs of abuse/neglect, and report instances to the appropriate authority?
- ✓ Are my furnishings, play equipment, and materials sturdy, free of sharp points or corners, splinters,

protruding nails or bolts, loose rusty parts, hazardous small parts, or paint that contains lead or other poisonous materials?

### UNDERSTANDING THE VARIOUS STAGES OF PHYSICAL DEVELOPMENT AND THE IMPACT ON FEEDING?

- ✓ Can I identify a sequence of large and small motor development (sucking/chewing, rotary chewing, hand to mouth, balance, etc.)?
- ✓ Do I serve the appropriate textures of food for different levels of development?
- ✓ Do I recognize common meal behaviors and discuss them with parents (refusing new foods, preferences, changes in appetite, etc.)?
- ✓ Do I discourage eating when playing, lying down, or riding in vehicles?
- ✓ Do I encourage socialization (manners, sharing, communication skills)?
- ✓ Do I encourage a positive environment (serve as a role model, avoid distractions during meal time, have age appropriate equipment, have appropriate time allowance for children to eat and do not use food as a reward or punishment, sit and eat with children when possible, etc.)?