PARTICIPANT'S WORKBOOK

OPTIONAL BEST PRACTICES

A CACFP Meal Pattern Requirements Supplemental Training

USDA United States Department of Agriculture Food and Nutrition Service

INSTITUTE OF child nutrition RESOURCES • TRAINING • RESEARCH

Optional Best Practices

CACFP Meal Pattern Requirements
Supplemental Training

Participant's Workbook

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Institute of Child Nutrition
The University of Mississippi

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The purpose of the Institute of Child Nutrition is to improve the operation of child nutrition programs through research, education and training, and information dissemination.

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Introduction

Background Information

The CACFP Meal Pattern Requirements training was developed based on the updated Child and Adult Care Food Program (CACFP) meal pattern requirements, published on April 25, 2016. This eight-hour training included an introduction lesson and four core-content lessons: (1) Infant Meal Pattern Requirements, (2) Child and Adult Meal Pattern Requirements, (3) Child and Adult Meal Service, and (4) Optional Best Practices.

To better meet the needs of those in the field, the CACFP Meal Pattern Requirements materials now feature the following supplemental trainings:

- *Infant Meal Pattern Requirements*
- *Child and Adult Meal Pattern Requirements*
- *Optional Best Practices*

Training Overview and Objectives

This Optional Best Practices training features information and strategies for implementing the CACFP's optional meal pattern best practices. Through this one-hour training, participants will explore each practice, as well as tips and strategies for implementation.

At the end of this training, participants will be able to:

- identify a minimum of five CACFP best practices to further improve the nutritional quality of meals.
- list three strategies for implementing a minimum of two CACFP best practices.

Target Audience

This training is designed specifically for individuals operating a CACFP. Target audiences may include, but are not limited to, the following program types:

- Child Care Centers
- Family Child Care Homes
- Adult Day Care Centers
- At-Risk Afterschool Programs
- Emergency Shelters

Affiliates, such as sponsoring organizations and State agencies, may also find this training useful when managing or assisting these program types.

Functional Area and Competencies

The core competencies, knowledge, and skills, represented in Functional Area #5: Nutrition and Meal Management, in the Institute of Child Nutrition's Competencies, Knowledge, and Skills for Child Care Providers in CACFP Operations, establishes the foundation for providing nutritious meals to all CACFP participants as well as creating an environment supportive to learning healthy eating behaviors. Therefore, this training focuses on the following competencies:

- Competency 5.1: Assures appropriate implementation of meal planning, food purchasing, and meal management that meets CACFP meal pattern requirements.
- Competency 5.3: Develops procedures to collaborate with CACFP stakeholders to ensure goals for healthy eating and menu planning are met.

Source: Institute of Child Nutrition. (2015). Competencies, knowledge and skills for child care providers in CACFP operations. Retrieved from http://www.theicn.org/ResourceOverview.aspx?ID=579.

Ground Rules

To help this training run smoothly and allow all participants to benefit from the course, please refer to the ground rules below.

- Be a team player.
- Be respectful of everyone.
- Share ideas with the class.
- Be on time for all sessions.
- Stand up when your mind goes on vacation.
- Always ask for clarification if you do not understand.
- Turn your mind on and your electronic devices to silent or off.

You can also find these rules on the ICN website at http://theicn.org/Resource Overview.aspx?ID=267

TRAINING-AT-A-GLANCE

Introduction
• Introduction to Best Practices • Purpose and Objectives • Pre-Assessment
Objective 1: Participants will be able to identify a minimum of five CACFP best practices to further improve the nutritional quality of meals.
• Infants • Vegetables and Fruits • Grains • Meat/Meat Alternates • Milk
Objective 2: Participants will be able to list three strategies for implementing a minimum of two CACFP best practices.
• Strategies for Implementation
Conclusion
• Summary • Post-Assessment

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Handouts and Worksheets

CACFP in the Last 30 Years

Since 1968, the Child and Adult Care Food Program (CACFP) has been one of the most rewarding federally funded programs available. In fact, it serves nutritious meals and snacks to over 4 million children and nearly 120,000 adults each day as part of the care received in facilities operating this program. Not only has it provided nutritious meals, but this program has also contributed to the overall health and wellness of young children and adults. However, the nutritional needs and the eating habits of children and adults are quite different today from those when the program first started.

According to the Dietary Guidelines for Americans (DGA), the overall health status of this country has shifted from deficiencies in essential nutrients, such as a lack of vitamins A and C, to chronic diseases, such as hypertension, heart disease, type 2 diabetes, and even some forms of cancer. In addition, there has been a shift in eating habits. The DGA reports many Americans are eating diets high in added sugars, saturated fats, and sodium. In addition, about 75% of Americans' diets are low in vegetables, fruits, and dairy. Last, about one in three children are overweight or obese, which is often due to poor eating habits and lack of physical activity.

Because of these shifts, Congress called for United States Department of Agriculture to review and revise the CACFP meal pattern requirement to better align with the DGA and to address the current health status of children and adults. Following this call to action, USDA published the new nutritional standards featuring the updated meal pattern requirements on Monday, April 25, 2016.

The updated meal pattern requirements are expected to enhance the overall nutritional quality of meals and snacks served in CACFP settings. Additionally, these improvements are projected to help young children develop healthy eating habits early and safeguard the overall wellness of adult participants. CACFP operators must implement the updated meal patterns by October 1, 2017.

Additionally, USDA established best practices for further improving the overall health and wellness of child and adult participants. These practices were also identified by the DGA and the National Academy of Medicine; however, not adopted due to potential cost and complexity challenges for operators.

Because these are optional practices, failure to comply cannot result in a meal disallowance or a serious deficiency finding. However, USDA highly encourages all CACFP operators to implement these best practices.

Dietary Guidelines for Americans: Overarching Themes

1 Follow a healthy eating pattern across the lifespan.

All food and beverage choices matter. Choose a healthy eating pattern at an appropriate calorie level to help achieve and maintain a healthy body weight, support nutrient adequacy, and reduce the risk of chronic disease.

2 Focus on variety, nutrient density, and amount.

To meet nutrient needs within calorie limits, choose a variety of nutrient-dense foods across and within all food groups in recommended amounts.

3 Limit calories from added sugars and saturated fats and reduce sodium intake.

Consume an eating pattern low in added sugars, saturated fats, and sodium. Cut back on foods and beverages higher in these components to amounts that fit within healthy eating patterns.

4 Shift to healthier food and beverage choices.

Choose nutrient-dense foods and beverages across and within all food groups in place of less healthy choices. Consider cultural and personal preferences to make these shifts easier to accomplish and maintain.

5 Support healthy eating patterns for all.

Everyone has a role in helping to create and support healthy eating patterns in multiple settings nationwide, from home to school to work to communities.

Breastfeeding Friendly Child Care Environment

Establishing a breastfeeding friendly environment is one of the most essential ways to show your commitment to infants and their healthy growth and development. Although there are a number of ways to complete this rewarding task, keep these tips and strategies in mind as you move forward.

Essential Items for Breastfeeding Area

The basic items for establishing a breastfeeding area may include:

- A private area with a door, wall, or curtain
- Appropriate signage identifying the area as a breastfeeding space
- Comfortable chair and small table
- Access to running water and soap
- Electrical outlets

Establishing Breastfeeding Area Checklist

- ☐ Designate an individual or group to be responsible for development and implementation of the 10 Steps.
- ☐ Establish a supportive breastfeeding policy and require that all staff are aware of and follow the policy.
- ☐ Establish a supportive worksite policy for staff members who are breastfeeding.
- ☐ Train all staff so that they are able to carry out breastfeeding promotion and support activities.
- ☐ Create a culturally appropriate breastfeeding friendly environment.
- ☐ Inform expectant and new families and visitors about your breastfeeding friendly policies.
- ☐ Provide appropriate learning activities for children to learn about breastfeeding.
- ☐ Provide a comfortable place for mothers to breastfeed or pump their milk in privacy, if desired. Educate families and staff that a mother may breastfeed her child wherever they have a legal right to be.
- ☐ Establish and maintain connections with your local breastfeeding coalition or other community resources.
- ☐ Maintain an updated resource file of community breastfeeding services and resources in an accessible area for families.

For additional tips and strategies, refer to the Wisconsin Department of Health Services, *10 Steps to Breastfeeding Friendly Child Care Centers Resource Kit*, the original source of this document, at https://www.dhs.wisconsin.gov/publications/p0/p00022.pdf.

Vegetables Subgroups

Dark Green Vegetables	
• Beet Greens • Bok Choy • Broccoli • Chicory • Collard Greens • Dark Green Leafy Lettuce • Kale	• Mustard Greens • Parsley • Romaine Lettuce • Spinach • Swiss Chard • Turnip Greens • Watercress

Starchy Vegetables	
• Cassava (Yuca) • Corn • Fresh Cowpeas, Field Peas, or Black-Eyed Peas (Not Dry) • Green Peas • Lima Beans, Canned, Fresh, or Frozen	• Jicama (Yam Bean) • Parsnips • Pigeon Peas • Plantains • Potato Products, White • Taro (Malanga) • Water Chestnuts • Yautia (Tannier)

Red/Orange Vegetables	
• Acorn Squash • Butternut Squash • Carrots • Cherry Peppers • Hubbard Squash	• Pimentos • Pumpkin • Red/Orange Peppers • Sweet Potatoes • Tomatoes

Beans/Peas (Legumes)	
• Beans, Black, Kidney, Navy, Pink, Pinto, Red, White • Black-Eyed Peas Mature, Dry • Edamame • Garbanzo Beans, Chickpeas	• Great Northern Beans • Green Peas, Dry • Lentils • Lima Beans, Dry • Soy Beans, Mature, Dry • Split Peas

Other Vegetables			
• Asparagus • Avocado • Bamboo Shoots • Bean, Green or Wax • Bean Sprouts • Beets • Bell or Chili Peppers	• Breadfruit • Brussels Sprouts • Cabbage • Cactus (Nopales) • Cauliflower • Celery • Chayote (Mirliton) • Chinese Snow Peas	• Cucumbers • Eggplant • Green Onions • Iceberg (Head) Lettuce • Kohlrabi • Mushrooms • Okra • Onions	• Radishes • Rutabagas • Seaweed • Sugar Snap Peas • Tomatillos • Turnips • Zucchini

Discussion Highlights: Vegetables and Fruits Best Practices

Purpose: The purpose of this activity is to identify ways to apply the information discussed in this section in CACFP settings.

Instructions: Use the space below to list any key points noted during your group's discussion.

Ideas for Incorporating Whole Grain-Rich Grains

- Sandwich (on whole wheat bread, pita, sandwich bun, or roll)

- Corn Bread (made with whole wheat cornmeal)
- Kangaroo Pocket (veggies and fillings in a whole wheat pita pocket)
- Veggie Roll-Up (veggies wrapped in a whole wheat tortilla with hummus)
- Burrito or Quesadilla (using a whole wheat flour or whole corn tortilla)
- Stir-Fry (with brown rice)
- Hot Pasta Meal (using whole wheat noodles)
- Pasta Salad (using whole wheat pasta)
- Mexican Brown Rice Salad
- Casserole (with wild rice)
- Soup, Chili, or Stew (with whole wheat macaroni or barley)
- Snack (featuring whole wheat crackers and cheese)
- Side Dish (featuring quinoa or whole wheat dinner roll)

- Breakfast (featuring oatmeal or whole grain ready-to-eat breakfast cereals, such as whole grain cereal flakes or muesli)
- Vegetarian Meal (featuring beans and brown rice)
- One Pot Meal (featuring barley, veggies, and beans or meat in a slow cooker)

Adapted Source: USDA. (2013). Nutrition and wellness tips: Build a healthy plate with whole grains. Retrieved from http://bit.ly/2kYAavG.

Tips for Offering More Nutritious Proteins

Go lean with protein

- The leanest beef cuts include round steaks and roasts (eye of round, top round, bottom round, round tip), top loin, top sirloin, and chuck shoulder and arm roasts.
- The leanest pork choices include pork loin, tenderloin, center loin, and ham.
- Choose lean ground beef. To be considered lean, the product has to be at least 90% lean with 10% fat.
- Buy skinless chicken parts, or take off the skin before cooking.
- Boneless skinless chicken breasts and turkey cutlets are the leanest poultry choices.
- Choose lean turkey, roast beef, or ham for sandwiches instead of luncheon/deli meats with more fat, such as regular bologna or salami.

Vary your protein choices

- Choose seafood at least twice a week as the meat/meat alternate in a meal. Look for seafood rich in omega-3 fatty acids, such as salmon, trout, and herring. Some examples of seafood options might include one of the following:
  - Salmon steak or filet
  - Salmon loaf
  - Grilled or baked trout
  - Canned tuna
- Choose beans, peas, or tofu as a main dish or part of a meal often. Some common examples might include the following foods:
  - Chili with kidney or pinto beans
  - Stir-fried tofu
  - Split pea, lentil, minestrone, or white bean soups
  - Baked beans
  - Black bean enchiladas
  - Garbanzo or kidney beans on a chef's salad
  - Rice and beans
  - Falafel sandwiches on pita bread
  - Veggie burgers

  - Hummus (chickpeas spread) on pita bread
- Choose unsalted nuts as a snack, on salads, or in main dishes. Some examples might include the following options:
  - Adding slivered almonds to steamed vegetables
  - Adding toasted peanuts or cashews to a vegetable stir-fry instead of meat
  - Adding walnuts or pecans to a green salad instead of cheese or meat

Keep it safe to eat

- Separate raw, cooked, and ready-to-eat foods.
- Do not wash or rinse meat or poultry.
- Wash cutting boards, knives, utensils and counter tops in hot soapy water after preparing each food item and before going on to the next one.
- Store raw meat, poultry, and seafood on the bottom shelf of the refrigerator so juices do not drip onto other foods.
- Cook foods to a safe temperature to kill microorganisms. Use a meat thermometer, which measures the internal temperature of cooked meat and poultry, to make sure that the meat is cooked all the way through.
- Chill (refrigerate) perishable food promptly and defrost foods properly. Refrigerate or freeze perishables, prepared food, and leftovers within 2 hours.
- Plan ahead to defrost foods. Never defrost food on the kitchen counter at room temperature. Thaw food by placing it in the refrigerator, submerging airtight packaged food in cold tap water (change water every 30 minutes), or defrosting on a plate in the microwave (only if cooking immediately after).
- Avoid raw or partially cooked eggs or foods containing raw eggs and raw or undercooked meat and poultry.

Women, who may become pregnant, are pregnant, nursing mothers, and young children should avoid some types of fish and eat types lower in mercury. Call 1-888-SAFEFOOD for more information.

Adapted Source: USDA. (2013). Nutrition and wellness tips: Build a healthy plate with Protein. Retrieved from http://bit.ly/2kYAavG.

Flavored Milk – Does it Meet the Best Practice?

Best Practice: Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, or adults, serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces.

Steps for Calculating Total Sugars

Step 1: Find the Nutrition Facts Label on the package.

Step 2: Look at the Serving Size on the milk.

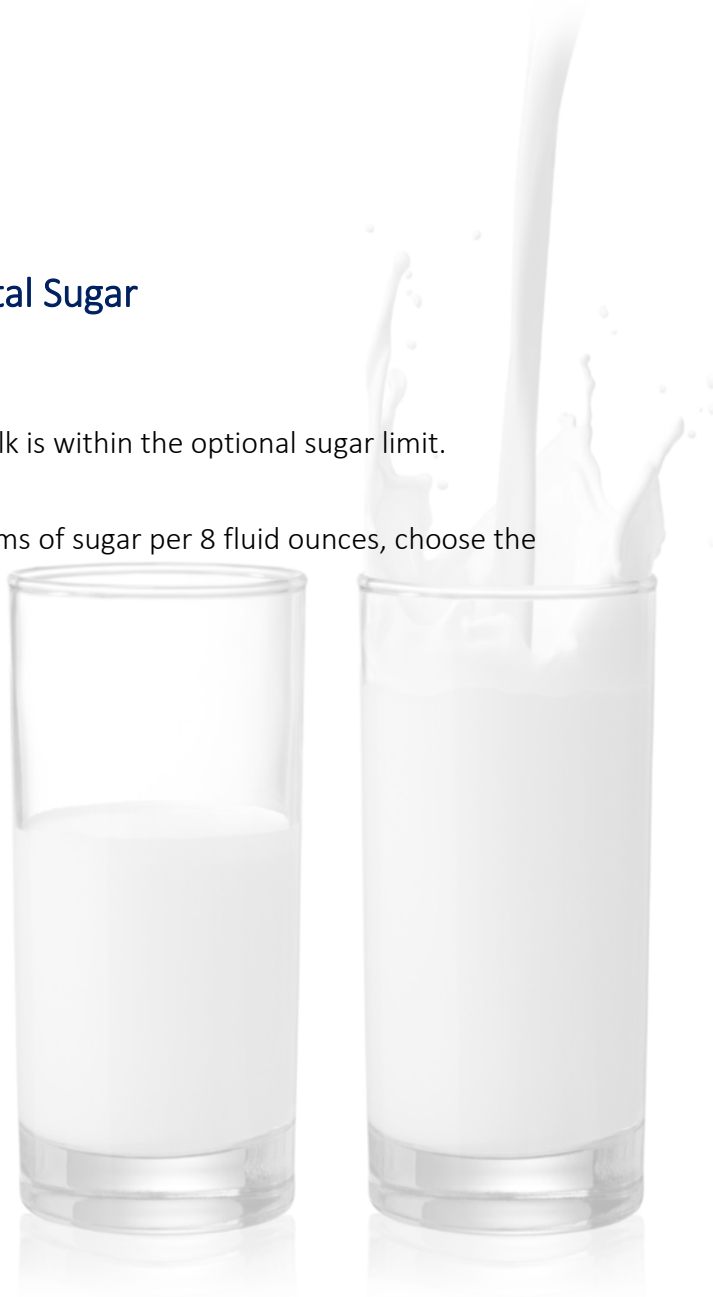
Step 3: Find the amount for Sugars.

Step 4: Divide the Sugars number by the Serving Size number.

$$\frac{(\textbf{Sugars})}{(\textbf{Serving Size})} = \text{Total Sugar}$$

Step 5: If the answer (Total Sugar number) is 2.75 or less, the milk is within the optional sugar limit.

If you are unable to find flavored milk with no more than 22 grams of sugar per 8 fluid ounces, choose the flavored milk with the lowest amount of sugar.



CACFP Meal Pattern Requirements: Optional Best Practices

Infants

- Support mothers who choose to breastfeed their infants by encouraging them to supply breastmilk for their infants while in child care and offering a quiet, private area that is comfortable and sanitary for mothers who come to the center or family child care home to breastfeed.

Milk

- Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, or adults, use the Nutrition Facts Label to select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milk within this sugar limit is not available.
- Serve water as a beverage when serving yogurt in place of milk for adults.

Grains

- Provide at least two servings of whole grain-rich grains per day.

Vegetables and Fruits

- Make at least one of the two required components of snack a vegetable or a fruit.
- Serve a variety of fruits, and choose whole fruits (fresh, canned, frozen, or dried) more often than juice.
- Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week.

Meat/Meat Alternates

- Serve only lean meats, nuts, and legumes.
- Limit serving processed meats to no more than one serving per week.
- Serve only natural cheeses and choose low-fat or reduced-fat varieties.

Additional Best Practices

- Incorporate seasonal and locally produced foods into meals.
- Limit serving purchased pre-fried foods to no more than one serving per week.
- Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy or cookie pieces), and sugar-sweetened beverages (e.g., fruit drinks or sodas).
- In adult day care centers, offer and make water available to adults upon their request throughout the day.

Adapted Source: USDA, (2016). Child and Adult Care Food Program: Best Practices. Retrieved from http://bit.ly/2lylarF.

3-2-1 Action

Purpose: The purpose of this activity is to identify strategies for implementing the best practices in CACFP settings.

Instructions: Think about your program and the best practices covered in this lesson. What are three actions you can take to implement a minimum of two best practices, within one year from today? List those two best practices, the three actions you are planning to take to implement the best practice, and the date you wish to accomplish this plan.

Best Practice:
Action 1:
Action 2:
Action 3:

Best Practice:
Action 1:
Action 2:
Action 3:
Completion Date:

Key Points to Remember

Purpose: The purpose of this activity is to reflect on the information covered in this lesson and to list any key points needed for later use.

Instructions: Think about the information covered in this lesson. List some key points you wish to remember for when you return to your facility.

Key Point 1:
Key Point 2:
Key Point 3:
Key Point 4:

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APPENDIX

KEY TERMS 20
ANSWER KEY 21
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Key Terms

Key Terms	Definition
Dietary Guidelines for Americans	The nation's trusted resource for evidence-based nutrition recommendations. This resource provides policy makers and professionals with the information they need to help the public make informed choices about their diets at home, school, work, and within their communities.
Expressed milk	Milk that is produced and expelled from the breast, bottled, and served to the infant.
Family style meal service	A type of meal service that allows children and adults to serve themselves from common platters of food with assistance of supervising adults.
Grain-based desserts	Grain-based desserts are those items in USDA's *Food Buying Guide for Child Nutrition Programs* that are denoted as desserts with superscripts 3 and 4. This definition of grain-based desserts includes cakes, cookies, sweet piecrusts, fruit turnovers, doughnuts, cereal, breakfast, and granola bars, toaster pastries, sweet rolls, sweet crackers, and brownies.
Food components	Food categories that make up a reimbursable meal, including fluid milk, vegetables, fruits, grains, and meat/meat alternates.
Meal pattern	A specific template with meal components and minimum serving sizes for different age groups that must be followed in order for the meal to be reimbursed. The template is customized for breakfast, lunch, supper, and snacks.
Offer Versus Serve (OVS)	OVS is a concept that applies to menu planning and the menu service. OVS allows participants to decline some of the food offered in a reimbursable breakfast, lunch or supper. OVS is not allowed for snacks and can only be used in at-risk afterschool programs and adult day care centers.
Reimbursable meal	Meals that meet all applicable meal pattern requirements.
Whole grain-rich	Foods that contain 100% whole grains, or at least 50% whole grains and any remaining grains are enriched.

Answer Key

* There are no right or wrong answers for this activity. These points are simply some potential responses.

(Large Group Discussion): Vegetables and Fruits Best Practices*
• Incorporate more vegetables from each subgroup. • Purchase vegetables and fruits in season. • Choose a variety of different types of vegetables and fruits, such as frozen, fresh, dried, etc.

Key Points to Remember*
Key Point 1: *The best practices are optional, but highly recommended for all CACFP operators.*
Key Point 2: *Create a quiet, private, comfortable, and sanitary area for mothers who wish to breastfeed in the child care center or home.*
Key Point 3: *Limit serving purchased pre-fried foods to no more than one serving per week.*
Key Point 4: *Serve only unflavored milk to all participants.*

Assessment
1. At snack, at least one component should consist of a fruit or a _____. • B, vegetable. 2. Select the correct best practices for serving whole grain-rich items. • C, Provide at least two servings of whole grain-rich items per day. 3. Processed meats should be limited to a single serving per day. True or False? • B, False 4. Serve only _____ milk to all participants. • B, Unflavored milk 5. When yogurt is served in place of milk to adults, serve_____ as the beverage. • C, water 6. Serve at least one serving of each of the vegetable subgroups once per week. True or False? • A, True 7. When planning meals and snacks, which item should you avoid? • B, Fruit drinks 8. This week's menu calls for processed meats on Monday and Tuesday. Does this practice meet the optional best practices guidelines? • B, No 9. Flavored milk should contain no more than ____ grams of sugar per ____ fluid ounces to meet the optional best practice requirements. • B, 22 grams of sugar per 8 fluid ounces 10. Throughout the day, offer and make water available to adults upon their request. True or False? • A, True

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