



INFANT CENTER (CACFP) Procedural Module



“Nourishing Children to Achieve Excellence”

Overview

Meeting the needs of the Infant Center (IC) children begins with following procedures outlined through the Child and Adult Care Food Program (CACFP). The CACFP is authorized by section 17 of the National School Lunch Act (42 U.S.C. 1766) and the program is administered by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) through the California Department of Education (CDE).

The Child and Adult Care Food Program (CACFP) was founded in 1968 to provide federal funds for healthy meals and snacks served to children in child care centers and family day care settings. The Child and Adult Care Food Program (CACFP) is a key source of support for serving nutritious meals and snacks to the children enrolled within the over 90 Early Education Centers and 4 Infant Centers throughout the district. In order for the Los Angeles Unified School District Food Services Division to receive reimbursements for the approximately 50,000 breakfast, lunch and snacks served, procedures must be strictly adhered to. Monthly claims must be accurate and supported by Food Services IC Daily Meal Record, Snack Count Form and production records.

CACFP Family Style Meal Service

In a CACFP setting, our meal service is a “Family Style” even though almost all the items are in single serving as we do not prepare large bulk items. We do this to ensure a sufficient amount of prepared food is placed at each table to provide the full required portions of each of the components for all children or adults at the table and to accommodate supervising adults if they wish to eat with the children and adults. Our Family style meal service allows children and adults to be introduced to new foods, new tastes and new menus, while developing a positive attitude toward healthy foods in group eating situation and developing good eating habits.

Children seated at the table do not need to take a full portion, however, during the course of the meal, it is the responsibility of the supervising adults to actively encourage each child and adult to take the full required portion of each food component of the meal pattern. For example, children 3-5 years old must be served 6 fluid ounces of milk at breakfast, lunch and supper meals.

In line with the nutritional goals of the CACFP, family style meal service encourages a pleasant eating environment, promotes mealtime as a learning experience and provides educational activities that are centered around food. Supervising adults should provide assistance to children and adults as needed. Centers using the family style meal service may not claim second meals for reimbursement.

Procedural Guidelines

A. MENU PRODUCTION

1. Infant Center Production Worksheet must be completed daily
 - a. Infant formula and baby food provided to the IC is entered manually on the IC Production Worksheet
 - b. The Infant Meal Record completed by the staff at the Infant Center will act as a balance point for inventory provided, particularly formula.
2. Current menu must be followed and any substitutions noted on the posted weekly menu, production worksheet and within the CMS completed production record
3. Forecasting and ordering is based on production history
 - a. Leftovers must be monitored and orders adjusted as needed
4. If receiving meals from the NNC, the items need to be counted and recorded on the receiving ticket
5. Breakfast items prepared are based on production history
6. Lunch items prepared require a daily IC update
 - a. IC site staff must call in the number of lunch menu items required to the cafeteria daily, by 10:00am
7. HACCP guidelines must be followed
 - a. Equipment Temperature Logs must be posted and completed daily
 - b. Daily Food Temperature logs must be completed during production, meal service and at completion of meal service
 - c. The refrigerator, cooler, and freezer are for Food Services use only. No outside food may be stored within Food Services equipment
 - d. It is Food Services responsibility to clean and sanitize all refrigerators, freezers and coolers
8. IC/CMS Production Record
 - a. Production Worksheet must be completed daily
 - b. Production numbers must be recorded in the CMS Production Record and production records completed daily
 - c. Formula and baby food is tracked manually by the manager or designee on the Production Worksheet.
9. IC Daily Meal Record
 - a. IC Daily Meal Record must be completed and verified daily by the Food Services Manager and Food Services staff
 - b. All meal counts must be accurately calculated
10. IC Daily Entry
 - a. Completed daily within CMS for each meal service
11. Storage/Inventory
 - a. It is Food Services responsibility to monitor inventory of condiments, paper goods, infant formula and baby food
 - b. Infant formula and baby food provided must be recorded on the Infant Center Production Worksheet
 - i. Infant Center inventory must be counted and monitored daily by Food Services staff

- c. Inventory of all items stored at the Infant Center must be safely stored in an amount to cover the Infant Center for one week at a time maximum
- d. Milk and juice inventory must be taken prior to the beginning of service and following both breakfast and lunch meal service

B. MEAL SERVICE

Meals for infants (birth – 11 Months of age) are served formula throughout the day (on demand). Meal service schedules for toddlers have been approved by the California Department of Education (CDE) and must be strictly observed, The Food Service Manager should schedule staff accordingly, so all meals can be served in a timely manner.

i. Meal Service Times	
2. Breakfast	3. 8:30 am to 9:00am
4. Lunch	5. 11:30 am to 12:00pm
6. Snack	7. 2:30pm to 3:00pm

- a. The CACFP guidelines state all meals are served family style
 - i. Children sit together around a table with the teacher at the center guiding behavior and food choices
 - b. Point of Service procedures must be followed
 - i. Children must be seated at the table to receive a meal
 - ii. No extra meals or meals for late arriving children are left at the table.
 - iii. Full portions of every food item must be available and offered
 - iv. Meal counts are recorded on the EEC Daily Meal Record per table, per classroom at the time the child has been served a reimbursable meal.
 - c. Teachers and aides must offer and encourage all children to take and try all menu items
 - d. Children are allowed to refuse any part of the meal
 - e. Milk portions must be accurate and follow the correct portion sizes:
 - i. Children age 1 to 6 years of age must be served 6 ounces of milk
 - ii. Children 6 years and older must be served 8 ounces of milk.
 - iii. Lactose Free milk is offered to students who have lactose intolerance without requiring documentation
 - iv. Parents/Guardians may request soy milk for their child by completing the *“Request to Substitute Soy Milk for Fluid Milk”* form - A medical authority signature **is not** required.
1. Menu items served must match the current monthly IC menu for breakfast and lunch, and the IC snack menu
 - a. Menu substitutions must be documented on the posted weekly menu, within the CMS Production Record and on the Production Worksheet

2. Reimbursable meals for Infant Center
 - a. Breakfast, lunch and snack may be claimed daily for infants in attendance as long as the food is offered
 - b. Breast milk may be claimed if the Infant Center staff feed the child or if the mother comes to the Infant Center and directly breastfeeds her infant.
3. Infant Meal Records must be completed daily at time of each meal service for every child in attendance by the Infant Center staff
4. Infant Meal Pattern must be followed, and correct portions documented by the Infant Center staff on the Infant Meal Record

California Department of Education Nutrition Services Division		Child and Adult Care Food Program CACFP-SC (REV. 6/2015)	
Individual Infant Meal Record			
MONTH _____ YEAR _____ FORMULA _____		CENTER/PROVIDER _____	
NAME _____		MEDICAL STATEMENT ON FILE? YES ___ NO ___	
AGE _____ DATE OF BIRTH _____			
RECORD THE COMPONENT(S) AND AMOUNT(S) SERVED AFTER EACH MEAL. SEE THE INFANT MEAL PATTERN FOR MEAL COMPONENT REQUIREMENTS.			
FOOD COMPONENTS	DAY DATE	DAY DATE	DAY DATE
BREAKFAST:			
(1) Breast milk* or iron-fortified fluid infant formula			
(2) Infant cereal—dry, iron-fortified			
(3) Fruit and/or vegetable			
LUNCH OR SUPPER:			
(1) Breast milk* or iron-fortified fluid infant formula			
(2) Infant cereal—dry, iron-fortified			
(3) Meat or meat alternate: meat, fish, poultry, egg yolk, cooked dry beans or peas, cheese, cottage cheese, chicken liver or chicken spread			
(4) Fruit and/or vegetable			
ADD-ON/MEAL SUPPLEMENT:			
(1) Breast milk* or iron-fortified fluid infant formula or full-strength fruit juice			
(2) Bread or crackers made from whole grain or enriched flour or meat			

*Breast milk, provided by the infant's mother only, is recommended for the first year.

5. IC staff requesting a meal for an adult must purchase the meal
 - a. Staff must pay for meals at the time the meal is served
 - b. State and Federal reimbursements are received for student meals only
 - c. Adult meals are available for purchase at the following cost:

Adult Prices	
Breakfast	Lunch
\$3.75	\$4.50

6. All HACCP guidelines must be adhered to:
 - a. Food Temperature Logs must be completed daily
 - b. Refrigerator and Freezer Temperature Logs must be completed daily
 - c. Thermometer calibration is completed daily and logged on the Thermometer Calibration Log.
 - d. EEC/IC Monthly Sanitation Checklist is completed each month by the 15th of the month.
 - e. Milk temperature must be taken and recorded daily, Food Services will supply one extra milk for this purpose (discard this milk after using it to check the temperature)
 - f. IC staff must wear gloves when serving menu items to children
 - e. Food Services staff must follow all food safety procedures
 1. Gloves must be worn
 2. Correct attire must be worn
7. Leftovers at the completion of meal service must be collected and returned to the Infant Center Procedural Module 2018 - 2019 (10.1.2018)

Food Services staff for disposal

- a. No menu items may be saved for later service

8. Specific duties outlined

- a. Food Services responsibilities

- i. Deliver all items in disposable packaging for easy clean-up
- ii. Pick up all condiments
- iii. return unused cartons of milk to the cooler
- iv. Verify attendance with the office manager
- v. Verify that the daily sign in confirms the total meals served
- vi. Monitor disposal of all daily leftovers of opened formula and baby food

- b. IC site staff responsibilities

- vii. Provide paper goods, utensils, and gloves to each table
- viii. Encourage, offer all menu items to children
- ix. Provide full portions of every menu item to the children
- x. Wipe down tables and throw away trash
- xi. Dispose of all daily leftover prepared/opened formula, baby cereal and baby food jars at the end of the day

- c. Use of leftover prepared/opened formula, cereal and/or baby food the following day is prohibited

9. IC Daily Meal Record must be completed at the end of each meal service

- a. The final meal counts must be recorded daily and verified by the Food Services staff and Food Services manager

C. Record Keeping

1. Required Record Keeping Documents

- a. The IC Daily Meal Record

- i. Records the number of children receiving baby food, infant formula or breast milk (see example highlighted below in green)
- ii. Records the number of breakfast and lunch reimbursable meals served per classroom per table.
- iii. Serves as a balance point between the number of meals claimed and the amount of food produced and served.
- iv. The Food Services Manager and Food Services designated staff will complete the IC Daily Meal Record for each meal service
- v. The Food Services Manager will complete the *EEC/IC Weekly Compliance Checklist*
- vi. All records must be stored for 3 years plus the current year at the main cafeteria site
- vii. Copies of Daily Meal Records, Snack Count forms, and HACCP Records must be stored at the IC site for one year plus the current year
 - 1. Infant Daily Meal Records are completed daily by the Infant Center staff for each child enrolled
- viii. Infant Daily Meal Records must be collected, and a copy stored with all IC Daily Meal Records at the main cafeteria site
- ix. Infant Daily Meal Records serve as a balance point between the

inventory delivered and used at the Infant Center
IC Daily Meal Record Example:

EARLY EDUCATION CENTER DAILY MEAL RECORD

Program Name: ABC Infant Center	Loc Code: 9999	Date: July 21, 2018
Prep School Site Name: ABC Elem	Loc Code: 1111	EEC License Capacity
Total Enrollment: 19	ATTENDANCE Today: EEC	Infant Center 13

Beginning milk inventory 30																											
Beginning juice inventory 30																											
Breakfast Menu Item Description					Portion Size			Amount Prepared			Amount Rec'd at Serving Site			Children Served			Adults Served			Amount Left							
WG Pancake & Chicken Hoagie					1 each			11			11			11			0			1							
Fresh Cut Cantaloupe					4 oz			11			11			11			0			1							
Juice: orange					4 OZ.			11			11			11			0			1							
Milk younger than 6 years old					6 OZ.			11			11			11			0			1							
Milk 6 years and older					8 OZ.																						
		ROOM 1					ROOM 2					ROOM 3					ROOM 4					TOTAL					
TABLE	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5							
CHILDREN	4	6																					10				
Number of Infants receiving only Baby Food, Breast Milk or Baby Formula																							3				
TOTAL CASH COLLECTED FOR ADULT MEALS SERVED: \$00																							TOTAL CHILDREN SERVED			13	

Milk inventory after breakfast																									20									
Juice inventory after breakfast																									20									
Lunch Menu Item Description					Portion Size					Amount Prepared					Amount Rec'd at Serving Site					Children Served					Adults Served					Amount Left				
Bean & Cheese Burrito					1 each 6.5 oz					15					15					15					0					0				
Applesauce cup					4 oz.					15					15					15					0					0				
Fresh Honeydew					4 oz.					15					15					15					0					0				
Juice:					4 OZ.																													
Milk younger than 6 years old					6 OZ.					15					15					15					0					0				
Milk 6 years and older					8 OZ.																													

Milk inventory after lunch 5																								
Juice inventory after lunch 20																								
SUPPLIES NEEDED																								
Plates										Napkins										Condiments				
Spoons 1 case										Forks										Cups				
Baby Food Needed:										Provided:										Baby Formula Needed:				
																				Provided:				

Lucy Van Pelt

Food Service Manager's Signature

Peppermint Patty

Food Service Staff Member's Signature

Instructions for accurate completion

The following areas highlighted in yellow are completed by the Food Services Manager:

Top section

Program Name:	ABC IC	Loc Code	: 9999	Date:	July 20, 2018
Prep School Site Name:	ABC Elem	Loc Code:	1111	EEC License Capacity:	110
Total Enrollment:	115	ATTENDANCE Today:		EEC	Infant Center

Breakfast section: complete breakfast menu item description with recipe numbers included and accurate portion sizes for all menu items recorded

accurate portion sizes for all menu items received																																		
Beginning milk inventory:																																		
Beginning juice inventory:																																		
Breakfast Menu Item Description		Portion Size		Amount Prepared		Amount Rec'd at Serving Site		Children Served		Adults Served		Amount Left																						
WG Pancake & Chicken Hoagie		1 each																																
Fresh Cut Cantaloupe		4 oz																																
Juice: orange		4 OZ.																																
Milk younger than 6 years old		6 OZ.																																
Milk 6 years and older		8 OZ.																																
		ROOM 1					ROOM 2					ROOM 3					ROOM 4					TOTAL												
TABLE		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5													
CHILDREN																																		
Number of Infants receiving only Baby Food, Breast Milk or Baby Formula																																		
TOTAL CASH COLLECTED FOR ADULT MEALS SERVED:																									TOTAL CHILDREN									
SERVED																																		

Lunch area: complete lunch menu item description with recipe numbers included, and accurate portion sizes for all menu items recorded

Milk inventory after breakfast:																									
Juice inventory after breakfast:																									
Lunch Menu Item Description		Portion Size					Amount Prepared		Amount Rec'd at Serving Site					Children Served		Adults Served		Amount Left							
Bean & Cheese Burrito		1 each 6.5 oz																							
Applesauce cup		4 oz.																							
Fresh Honeydew		4 oz.																							
Juice:		4 OZ.																							
Milk younger than 6 years old		6 OZ.																							
Milk 6 years and older		8 OZ.																							
		ROOM 1					ROOM 2					ROOM 3					ROOM 4					TOTAL			
TABLE		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5				
CHILDREN																									
Number of Infants receiving only Baby Food, Breast Milk or Baby Formula																									
TOTAL CASH COLLECTED FOR ADULT MEALS SERVED:																						TOTAL CHILDREN			
SERVED																									

1. Milk inventory is completed prior to each meal service and at the end of lunch service.
2. Juice inventory is completed prior to each meal service and at the end of lunch service.
3. Amount prepared
4. Amount received at the site
5. Number of children served per room per table
6. Total number of children served (row) children served (column)
7. Adults served column amount left, total cash collected for adult meals served
8. Supplies needed.
 - a. **Inventory must be taken daily, and additional items required documented in this area.

Milk inventory after lunch	6	
Juice inventory after lunch	3	4oz. portions
SUPPLIES NEEDED		
Boats		Condiments
Sporketts	1 case	Cups
Baby Food Needed:	Provided:	Baby Formula Needed: Provided:

Program Name:	ABC IC	Loc Code:	9999	Date:	July 20, 2018
Prep School Site Name:	ABC Elem	Loc Code:	1111	EEC License	
Capacity:	110				
Total Enrollment:	115	ATTENDANCE Today:		IC 93	Infant Center


At the end of day, the Food Services Manager will verify all information is correct on the Daily Meal Record and sign the form as confirmation that it is complete, and the information provided compares to the number of items prepared, served and in attendance.

The *Snack Count* form is used to record the number of snack items served per classroom


The **yellow** highlighted areas completed by the **Food Services Manager and Food Services staff**

The **blue** highlighted areas are completed by the **IC Attendant/Designee**:

1. The IC Attendant/Designee will take and record the milk temperature. Food Services will supply one extra milk for this purpose (discard this milk after using it)
2. The IC Attendant/Designee will complete columns 4-9.
3. The IC Attendant/Designee must distribute the snack menu items per table, per classroom and record meal counts at the POS, then complete total columns accurately.
4. The IC Attendant/Designee will gather the leftover snack menu items, keep milk refrigerated, and return leftovers to the Food Services staff the next morning.
5. The IC Attendant/Designee is required to monitor the snack service
6. The IC Attendant/Designee will sign and provide the form to the Food Services staff.



Los Angeles Unified School District
Food Services Division



EEC Snack Count Form

- Complete and return daily.
- One form per program.

Attendant or Designee Must Initial Daily:

____ "And Justice for All" poster and menu placed in prominent area

____ Receipt of meals initialed and temperature taken

____ Meals counted at Point of Service

Program Name:

Loc Code:

Total Enrollment of Program:

Number in Attendance Today:

Prep School Site Name:

Loc Code:

EEC License Capacity:

Date:

1 Snack Components	2 Portion Size	3 Amount Prepared	4 Amount Received From Cafe	Initial	Time	Milk Temp	6 *Time: Beginning of Service	7 Adult Meals	8 Children Served	9 Amount Left
Milk younger than 6 years old	6 oz.									
Milk older than 6 years old	8 oz.									
Juice, specify type:	4 oz.									
1% Milk for Quality Control purpose only	6 oz.	1								

Snack Count: EEC Attendant/Designee count children by table and classroom, then provide total served.

	ROOM 1					ROOM 2					ROOM 3					ROOM 4					TOTAL
Table	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
Children																					

	ROOM 5					ROOM 6					ROOM 7					ROOM 8					TOTAL
Table	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
Children																					

Number of infants receiving only Baby Food, Breast Milk or Baby Formula:

Total cash collected for adult meals served:

Total children served:


To ensure the safety and quality of the food, all perishables must be served within one (1) hour of delivery.
 Attendance Records reviewed daily by Program Coordinator and submitted to the Food Services Manager.
 Failure to complete and submit reports as required will jeopardize your snack program.
 All shaded areas are to be filled in by the program coordinator. The Food Services Manager completes all other areas.


Manager or Designee Signature

EEC Attendant or Designee Signature

A. CMS Daily Entry

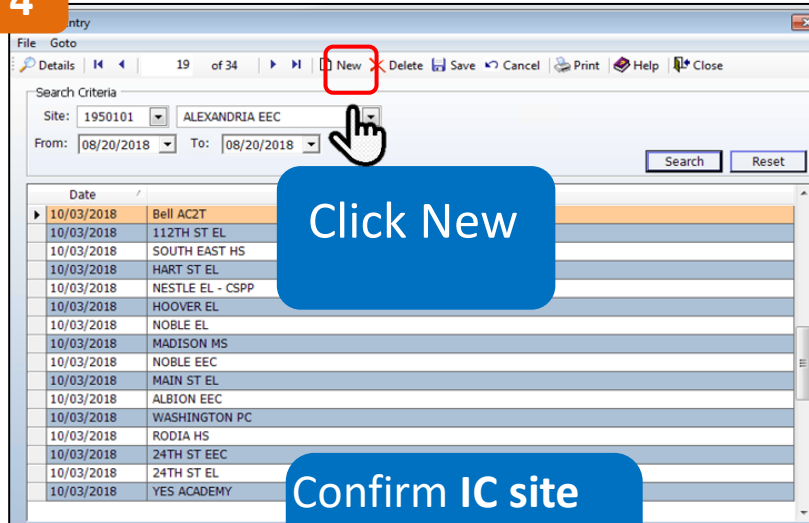
1. Meal counts on the IC Daily Meal Record and Snack Count form are recorded daily by the Food Services Manager in CMS
 - a. Meals are entered into CMS on the Daily Entry screen for each meal service
 - b. Meals claimed must be justified by the attendance on the Daily Sign In sheets
 - c. Meals served in excess of the license capacity will be automatically recorded in the Excess Meals box.

1
 **Front of the House**

2
 **Accountability**
Enter and edit accountability data.

3
 **Daily Entry**
Enter and edit daily entry amounts.

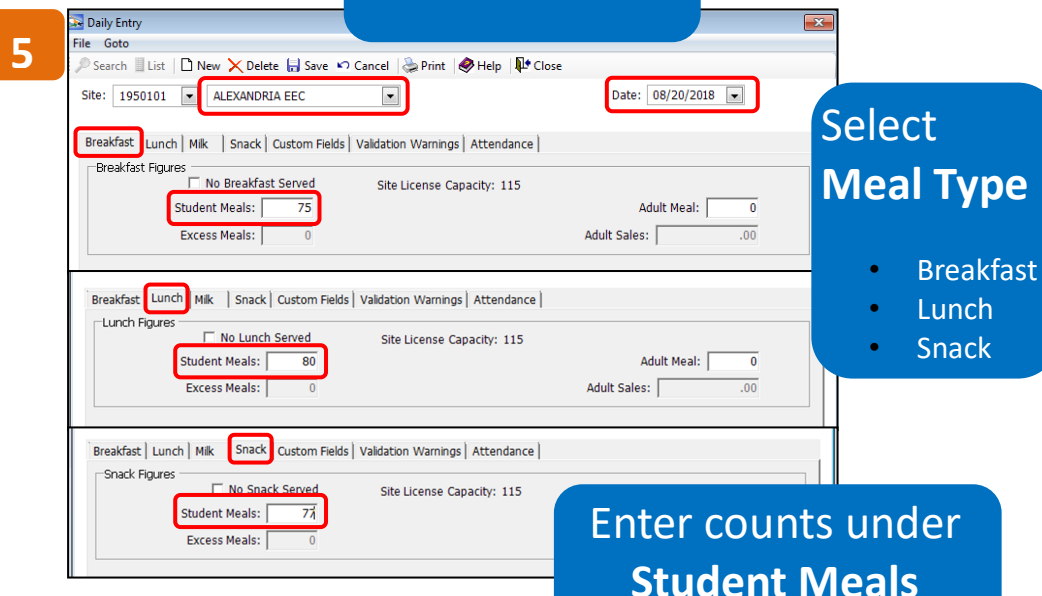
4



Click New

Confirm IC site and Date

5



Select Meal Type

- Breakfast
- Lunch
- Snack

Enter counts under Student Meals

D. Claiming Meals Served

1. Reimbursable Meals defined for Infant Center

Breast milk or formula is reimbursable from birth through five months, when the IC staff serves the meal or if the mother comes to the Infant Center and directly breastfeeds her infant.

- If the parent signs the Opt Out form the formula provided by the parent is not reimbursable
- The total amount of breast milk or formula offered to the child must follow the infant meal pattern. Meals are planned as developmentally appropriate according to the Infant Center Menus posted on the Café LA Website.

2. One breakfast, lunch and snack may be claimed for each infant if they are offered meals.

- Meal counts on the IC Daily Meal Record and Snack Count form are recorded daily by the Food Services Manager in CMS
 - Meals are entered into CMS on the Daily Entry screen for each meal service and show the **total meals** served to Infant Center and IC enrolled children
 - Meals claimed must be justified by the attendance on the Daily Sign In sheets
- Food Services Managers will enter the following on the Attendance tab of the CMS Daily Entry.
 - Enrollment
 - Attendance as indicated on the Daily Sign In Sheets
 - Food Services staff must verify the student count on the Daily Sign In sheet at the end of each lunch service.

The screenshot shows the 'Daily Entry' form in a web browser. A blue box at the top says 'Confirm ECC Site and Date'. A red box highlights the 'Site' dropdown menu, which is set to 'ALEXANDRIA EEC'. Another red box highlights the 'Date' dropdown menu, which is set to '08/20/2018'. A red box highlights the 'Attendance' tab. Below the tabs, there is a section for 'Attendance Totals' with two input fields: 'Enrollment' and 'Attendance'. The 'Enrollment' field has the value '83' and the 'Attendance' field has the value '84'. A blue box at the bottom says 'Enter Enrollment and Attendance'. A red box highlights the 'Attendance' field.

6

Confirm ECC Site and Date

Site: 1950101 ALEXANDRIA EEC Date: 08/20/2018

Breakfast | Lunch | Milk | Snack | Custom Fields | Validation Warnings | Attendance

Attendance Totals

Enrollment: 83 Attendance: 84

Enter Enrollment and Attendance

- c. If the number of children signed in on the Daily Sign In sheet does not confirm the total of meals served, the manager must do the following:
 1. Verify with the Office Manager and IC Principal that attendance does not meet or exceed the number of meals served.
 2. Ask the IC Office Manager to confirm all parents to sign their children in and out of the IC each day, teachers will place a check mark for children in attendance with no parent signature.
 3. Food Services Manager/Staff will return the following morning to check the attendance Daily Sign In sheet for signatures from the previous day, teachers will place a check mark for children in attendance with no parent signature.
 4. If the Daily Sign In sheet still does not verify the number of meals served, the Food Services Manager must not claim the meals for any child not signed in on the previous day.
 5. When entering meal counts into CMS, the Food Services Manager will subtract the number of children without a parent signature on the Daily Sign In sheet from the total number of meals served that are recorded on the IC Daily Meal Record and claim the difference **(DO NOT MAKE ANY CHANGES TO THE NUMBER OF MEALS SERVED ON THE IC DAILY MEAL RECORD)**
 6. Food Services Managers will then list on the note section of the Bank Deposit page the following:
 - a. ____# of EEC children were not verified by the attendance record and will not be claimed.
1. Food Services Managers must notify their Area Food Services Supervisor when attendance does not verify the number of meals served

B. Uniform Meal Counts or Block Claiming

1. When claim reports show uniform meal counts on a consistent basis, the Food Services Division will take the following steps to verify the child did attend on those days in question:
 - a. Within 60 days of identifying any school that has block claiming for 15 days, the Area Food Services Supervisor (AFSS) and Food Services Manager (FSM) will take the following steps:
 1. Obtain a copy of the school's enrollment roster for the time period the block claim was identified
 2. Obtain a copy of the sign in sheets for the same time frame
 3. Randomly select 10% of all children in attendance during the same time frame
 4. Call those families identified within the 10% and verify that the children were actually in attendance
 5. Document time and date call was made, the name of the person spoken to, their relationship with the child and information provided regarding the child's attendance during the 15 days in question
 - b. Information obtained is submitted to the Food Services Division

Central Office and Food Services will contact the Early Education Center.

E. Special Diets

1. Children with severe allergies and/or disability which results in special dietary needs, may request a special diet
2. Special Diet Requests are required to justify the use of:
 - a. Specialized or low-iron formula
 - b. Formula served to children 13 months and older
 - c. Milk served to infants under one year
 - d. Substitutions to the infant meal pattern for a food allergy, food intolerance or medical condition.
3. A Special Diet Request is not required to justify the use of:
 - a. Non-specialized iron-fortified infant formula for infants through 12 months
 - b. Breast milk for infants or children of any age
4. Special diets will be served to the child when appropriate paperwork is completed.
 - a. The Food Services Manager provides the IC with the *Medical Statement for Requesting Special Diets* form
 - b. The IC site staff gives the parent/guardian form to complete
 - c. The completed form is returned to the Food Services Manager
 - d. The Food Services Manager keeps a copy of the completed form and forwards the original to the Nutrition Specialist
 - e. The Nutrition Specialist reviews the form and provides a special diet menu and/or guidelines for the Food Services Manager to follow
 - f. The completed *Medical Statement for Requesting Special Diets* form special diet menu and/or guidelines completed by the Nutrition Specialist must be maintained at the Central Office
 - g. A copy is provided to the Food Services Manager
 - i. A copy is kept in the main cafeteria site and at the IC

F. Food for Instructional Purposes

1. Food may be ordered from the cafeteria
2. Food Services Managers will invoice the Infant Center and payment will be from the Instructional Material Account (IMA)
 - a. Charges applied will be cost plus 15% for handling
 - b. Allow 2 weeks for delivery

G. Backup Food for Emergencies at the IC location

1. The IC may purchase bulk food from the cafeteria to store at the center for use in emergencies
2. Infant Center will be charged the cost of the item(s), plus 15%
3. The IC will be responsible for the proper storage, use, replacement/rotation of this food

H. License Capacity

1. The Food Services Division does not receive reimbursements for meals served over the license capacity
2. The license capacity may be exceeded for various reasons

- a. The presence of school age children on pupil free days
 - b. The presence of school children on off track days
 - c. The presence of school age children during snack time
 - d. The Early Education Center over enrolled and all children were in attendance
3. When attendance exceeds the license capacity, the following steps must be taken:
- a. The Food Services Manager must contact the Area Food Services Supervisor
 - b. The Food Services Manager will prepare enough meals for all children and claim all meals served in the “Student Meals” box of the Daily Entry. Meals in excess of License Capacity will be calculated and automatically entered in the box “Excess Meals”
 - c. The Food Services Division Finance Department will bill the Early Childhood
 - d. The Food Services Division will notify the California Department of Education (CDE)

I. Postings

- 1. “*And Justice for All*” poster must be posted within the IC in a visible location
- 2. Menus are posted in the IC in a location visible to parents and staff
- 3. IC Binder must be utilized and stored at the IC for current paperwork, refer to “Binder Table of Contents” posted on the Café LA website.
- 4. IC site staff must store all food services paperwork for 1 year plus the current year
- 5. Equipment Temperature logs must be posted and completed daily

J. Civil Rights

- 1. In accordance with Federal law and United States Department of Agriculture (USDA) policy, the Los Angeles Unified School District Food Services Division is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability
- 3. The Food Services Division *SOP on Civil Rights* outlines the required guidelines for filing a complaint of discrimination
- 4. The “*And Justice for All*” poster must be posted within the IC in an easily visible location for all parents, staff and children

K. Opting Out of the Program

- 1. Families may opt out of the Food Services CACFP program
 - a. Opting completely out of the program requires parents/guardians to sign the “opting out completely form” on the Food Services website
 - b. Opting out of one meal service schedule (parents who provide breakfast to their children, but want lunch and snack served to their child) complete a two page form stating the food they provide meets the CACFP nutritional guidelines located on the Food Services website
- 2. Food Services Managers must notify Food Services staff and IC staff when a parent/guardian has opted out of the CACFP program. No meals for that child may be served or claimed for reimbursement

L. Ordering Non-Food Supplies

1. Managers will order supplies according to the EEC Non-Food Supplies ordering guidelines
 - a. Non-Food Supplies guidelines are created to establish the maximum amount needed for the daily operation. Site managers will monitor inventory to determine the amount necessary to conduct business.
 - b. Non-Food Supplies Order guidelines are listed on the Food Services website, managers must obtain Central Office pre-approval to request items not listed on the approved list.

EEC Non-Food Supplies			
Approved Supply List for EEC's			
Any other items desired or requested must be pre-approved by Dr. Shaheen.			
Stock Number	Stock Description	Case Description	EEC Quantities
4126	Sporketts	1000/case	Equal to meal count.
4228	Tray Boat 3lb	500/case	Equal to meal count.
4396	Wipers Medium Weight	300/case	Maximum: One per table, per classroom, per serving period.
4514	Gloves Vinyl Medium	100/box	Provide as needed.
4515	Gloves Vinyl Large	100/box	Provide as needed.
4516	Gloves Vinyl X-Large	100/box	Provide as needed.
4568	Tray Carry Out	500/case	Use as bulk serving bowl.
5270	Dish Detergent	Bottle	Provide as needed, approximately one per month.
5615	Bag Liner, Black 45 Gal	125/case	One per classroom, per serving period.
4557	Cold paper cup	20/100 ct	Infant Center only, provide as needed.

Responsibilities Outlined

The Role of the Area Food Services Supervisor

- A. Area Food Services Supervisor (AFSS) must conduct yearly training with Food Service Managers and coordinate training for IC Administrators and staff on the following topics:
 1. Recordkeeping
 - a. All paperwork must be maintained at both the main school site and the IC site
 2. CMS required daily entries for meal counts

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3. Methods of food preparation and meal service
4. HACCP procedures
5. Program regulations
6. Proper point of service procedures
7. Proper Infant Center Inventory practices

B. October Survey

1. Train staff on proper procedures for completing the October Survey
2. Follow up daily with IC Food Services Manager to ensure compliance with the October Survey requirements
 - a. Confirm daily distribution (as needed) of the Meal Applications
 - b. Verify IC Food Services Manager is collecting all meal applications, batching and sending to the Central Office for processing daily
 - c. Verify that Food Services Managers are **processing the IC applications during the final week of October only**, batching and sending to the Central Office immediately

C. Monitoring

1. Frequency of Scheduled Monitoring
 - a. Each IC must conduct reviews of each facility three times in a consecutive 12-month period, with intervals no greater than six months.

Monitoring Requirements		
Monitor	Completed By Date	<u>All monitors are unannounced and submitted to Central Office within two weeks of completion</u>
1st Monitor	October or November	
2nd Monitor	February or March	
3rd Monitor	May or June	

D. Program Requirements that must be assessed during AFSS reviews

1. Inventory provided to the IC staff
2. Infant Center staff completing the individual Infant Meal Record when meal is served
3. Infant meal patterns followed and posted
4. License capacity, and if we are serving over the license capacity
5. point of service procedures being followed
6. Food services staff provides all menu items in the proper portion size
 - a. Additional meals are not provided for students not yet seated
 - b. Adequate milk portion(s)
7. HACCP procedures are being followed
 - a. Complete Food and Equipment temperature logs
 - b. IC site is clean and well organized

- c. Equipment cleaned and sanitized
 - d. All leftover menu items disposed of
- 8. School site and IC site have copies of the menus, IC Daily Meal Record and Snack Count forms
- 9. IC Daily Meal Records and the Snack Count forms filled out completely
- 10. Menu and "Justice for all Poster" posted at the EEC/IC
- 11. Annual enrollment documents available and up-to-date for the current
- 12. All IC parents are signing in at EEC/IC site
 - a. Any discrepancies must be communicated with the EEC/IC Office Manager and principal at the EEC/IC
 - b. This must be recorded as a corrective action and follow up is required
- 13. If IC attendance show less students in attendance than the number served
 - a. This is a corrective action and follow up is required
- 14. CMS production record completed daily
- 15. CMS Daily Entry form for the IC completed daily
- 16. All issues or findings during monitoring must be clearly defined on the monitoring form. Follow up must be completed within 45 days

The Role of the Food Services Manager

- 1. Forecast and order all menu items
 - a. Infant formula and baby food must be manually added to the daily Production Worksheet and Record
- 2. Inventory totals must be counted and tracked daily by the Food Services Worker using the Inventory log
- 3. Monitor Food safety and quality
- 4. Civil Rights SOP must be followed
- 5. Must verify all information on the following paperwork for accuracy and completion
 - a. IC Daily Meal Record
 - b. Food Temperature Logs
 - c. Snack Count Form
 - d. Production Worksheet
 - e. CMS Production Record
 - f. CMS Daily Entry of meal counts
- 6. Files all required paperwork at the IC site and main cafeteria site. Record any updates on both school and IC sites copies
- 7. Files are stored for 3 years plus the current year
- 8. **Coordinates IC site annual training with AFSS**

9. Follows up with the EEC/IC site staff and Food Services staff to verify all procedures are followed

10. Follows all October Survey Instructions

11. Confirms all postings are visible

The Role of the Food Services staff

1. Participates and completes the annual CACFP training
2. Follows all CACFP procedures and Food Services guidelines and policies for the Following:
 - a. Menu production
 - b. Meal service times
 - c. Point of service procedures
 - d. HACCP procedures
 - e. Cleans and sanitizes all refrigerators, freezers and coolers weekly
 - f. Record keeping procedures
 - g. Civil Rights
 - h. Postings

The Role of the IC site staff (Attendant, Office Manager, Designated Staff)

1. Communicate daily with the main cafeteria site regarding the required number of meal items for lunch service. Call the main cafeteria site by 10:00am with meal counts
2. Ensure all enrollment documents are current for the school year and signed by parents
3. Ensure that all parents/guardians sign children in and out on the Daily Sign In sheet
4. Meal Service responsibilities
 - a. Provide all paper goods, utensils and gloves to each table prior to each meal service
 - b. Provide the proper portions to children for each meal service
 - c. Encourage children to try menu items
 - d. Practice food safety by washing hands before service and wearing gloves during meal service
 - e. Serve the snack items to children seated at the table
 - i. Menu items may not be provided to children who are not seated
 - f. Provide meal counts and complete the Snack Count Form daily
 - g. Provide all leftover items to the Food Services staff
 - h. Wipe down tables and throw away all trash at the completion of meal service
 - i. Leftovers may not be used at a later time or date
5. Communicate daily with the Food Services manager or staff regarding concerns or questions
6. Follow all CACFP guidelines