



The Child and Adult Care Food Program

MEMORANDUM

TO: All Institutions Participating in the Child and Adult Care Food Program (CACFP)

FROM: *Norma Birkhead*
Norma Birkhead, Manager, CACFP and Summer Food Service Program (SFSP)

SUBJECT: State Agency Policy on Parents Providing Meal Components – REVISED

DATE: July 31, 2014

STATE AGENCY MEMO: CACFP #14-2014

The purpose of this memorandum is to provide guidance on parents providing meal components for meal types claimed by institutions for reimbursement. As reiteration, all meal types being served to participants must meet the Child and Adult Care Food Program (CACFP) federal regulation standards found in 7 CFR 226.20: Meal Requirements.

The U.S. Department of Agriculture (USDA), Food and Nutrition Services (FNS) issued a memorandum on April 28, 2003 “*Reimbursement of Infant Meals in the Child Nutrition Programs*,” stipulating that institutions may receive reimbursement for meals for infants 0 through 3 months old that contain only breast milk or iron-fortified infant formula, or both, supplied by a parent or guardian. However, for an institution to receive reimbursement the meal must be served and fed to the infant by the caregiver and the caregiver must always offer the infant a complete, developmentally appropriate meal. For infants ages 4 months through 11 months old, parents or guardians may choose to provide one or more of the meal pattern components as long as this is in compliance with District of Columbia Municipal Regulations, and the center or provider must provide at least one of the other meal components in, at least, the minimum quantity specified in the CACFP meal pattern for the meal to be reimbursable. USDA has recently reissued this guidance and for your convenience, we are attaching “*Issues Related to Feeding Infants in the Child and Adult Care Food Program*” a Question and Answer sheet issued by USDA on this topic.

Medical substitutions

The following information specifies when meals can or cannot be claimed for reimbursement. As specified in FNS Instruction 784-3, Section 226.7(m) (see attachment), parents or guardians are allowed to provide one or more meal components for documented medical reasons for children ages 12 months and older as long as (1) documentation from a recognized medical authority is on file detailing the medical or special dietary need, the food(s) to be excluded, and the food(s) to be substituted, **and** (2) at least one component of the meal is supplied by the center or provider. In the case of medical disabilities, the center or provider is required to make the necessary substitution at their expense and cannot accept parent or guardian contribution unless they have an approved hardship waiver. A hardship waiver may be requested by the center/provider or sponsoring organization on the center/provider’s behalf if providing the necessary substitutions for medical reasons is a financial burden. If approved, the parent may be allowed to provide one or more components of the meal.



Non-medical substitutions

In cases of religious or personal preferences, the CACFP child meal pattern requirements (see 7 CFR 226.20: Meal Requirements) and non-dairy milk substitutions (see memorandum SA #10-11 and CACFP #11-14) are able to accommodate for a variety of situations that may arise, specifically the fluid milk component and/or meat/meat alternate component. Therefore, substitutions for food preferences provided by parents/guardians due to religious or personal reasons **cannot** count toward a reimbursable meal. If parents/guardians do provide substitutions due to non-medical reasons and these substitutions are served to the child in lieu of the institution-provided meal components, then the institution cannot claim those meals for reimbursement.

Institutions should immediately come into compliance with this guidance.

If you have questions regarding the information contained in this guidance, please contact your CACFP Specialist or me at (202) 442-4010 or norma.birckhead@dc.gov.

Attachments:

- Reimbursement of Infant Meals in the Child Nutrition Programs
- Q & A's, Issues Related to Feeding Infants in the Child and Adult Care Food Program
- FNS Instruction 784-3, Section 226.7(m)