

CACFP ESSENTIALS SERIES

Nutrition Essentials: Part 3

Meal Service & Food Safety Requirements for the Child and Adult Care Food Program



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for **organizations operating the Child and Adult Care Food Program (CACFP)**.



This training is required for all new organizations who will be applying to participate in the CACFP.

Objectives

At the end of this training, attendees should be able to:

- understand CACFP meal service requirements and meal service styles;
- understand how to collect meal counts at the point of service; and,
- understand the food safety requirements for the CACFP.

TRAINING HOURS

Information to include when documenting this training for Continuing Education and Training Credit:

Training Title: Meal Service & Food Safety Requirements for the Child and Adult Care Food Program

Hours of Instruction: 0.5 Hours

This training counts toward Empower Program training requirements. It is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your Registry transcript, please provide your ID in the completion survey.

Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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Meal Service Requirements



SECTION 1

Meal Service Requirements



HANDWASHING

Required before consuming all meals and snacks. If a sink is not available, hand sanitizer is sufficient.



MEAL & SNACK TIMES

Only meals and snacks served during the CACFP mealtime can be counted and claimed for reimbursement.



COMPONENTS

All food components must be served at the same time and in at least the minimum portion size.



CONSUMPTION

Meals and snacks can't be taken off-site. If you serve a reimbursable meal to a participant and mark the meal count form, they must be given a reasonable amount of time to eat.

Meal & Snack Times

SELECTING MEAL & SNACK TIMES

When applying to participate in the CACFP, every institution selects what meals and snacks they want to participate in and what the service times of each will be.

Meal and snack times must be chosen to align with the customary mealtimes and the maximum duration of meal service. There must be a minimum of two hours between the start of each meal and/or snack.

- Breakfast: Max 1.5 hours must end by 9am.
- AM Snack: Max 1 hour
- Lunch: Max 2 hours between 11am-1pm
- PM Snack: Max 1 hour
- Supper: Max 2 hours between 5pm-7pm
- Evening Snack: Max 1 hour after 7pm



Meal & Snack Times

SELECTING MEAL & SNACK TIMES

Meal and snack times mean “at some point during my approved CACFP mealtime, I am serving reimbursable meals/snacks to enrolled participants.” *This means that if your CACFP lunch is from 11 am to 12:30 pm, all participants should be offered a lunch sometime between those times.*

Additional Considerations:

- All classrooms don't have to be served at the same time.
- There is no set amount of time that the participants must sit at the table.
- A reasonable amount of time must be provided for the participants to consume the meal.

EXAMPLE

For example, you have an approved CACFP lunch from 11 am-1 pm. Classrooms serve lunch at different times and participants are given a reasonable amount of time to consume the meal. All meals fall within the approved CACFP lunch time of 11 am – 1 pm, they can all be claimed for reimbursement.

Approved CACFP Lunch: 11:00am-1:00pm

- **Classroom 1:** Served @ 11:00am ✓
- **Classroom 2:** Served @ 11:15am ✓
- **Classroom 3:** Served @ 11:45am ✓
- **Participant Arrives:** Served @ 12:20pm ✓

Meal & Snack Times

SNACK EXAMPLE

Let's look at an alternate scenario. You have an approved AM Snack from 9 am - 10 am. The classrooms serve AM Snack at different times, and all give participants a reasonable amount of time to eat. One participant arrives after 10 am and is given a snack.

Approved CACFP AM Snack: 9:00am-10:00am

- **Classroom 1:** Served @ 9:15am
- **Classroom 2:** Served @ 9:34am
- **Classroom 3:** Served @ 10:10am
- **Participant Arrives:** Served @ 10:27am



In classrooms 1 and 2, a reimbursable AM Snack was served within the approved CACFP time of 9 am-10 am, so these snacks can be claimed for reimbursement.

The participant who arrived at 10:27 and the participants in classroom 3 were all served a snack outside of the approved snack time so those meals cannot be claimed for reimbursement.

Please note that it is your choice to serve a meal or snack outside the approved times, for example if a child arrives late for lunch after an appointment and says he hasn't eaten lunch yet, but when this happens you cannot claim the meal for reimbursement.

Optional: Shifts

TWO SHIFTS

Each meal or snack can be provided in two shifts with at least a 30-minute break between shifts.

Purpose

You want to choose meal and snack times where you can comfortably serve all participants. You cannot claim meals or snacks served outside of your chosen times!

Example: *Some participants arrive at 6am and some after 8am. If you do not use shifts, your breakfast could be 6:30am – 8am but all meals served after 8am cannot be claimed.*

Quiz Time

You run the ABC Daycare center and have noticed that some participants arrive at 6am and some after 8am. Your breakfast is usually 6:30am-8am but all meals served after 8am cannot be claimed. How can you adjust your meal schedule to accommodate the influx of participants?

- A Stop serving meals at 8am without exceptions.**
- B Instead of 6:30-8am, choose: Shift 1: 6:30am-7am + Shift 2: 8am-9am.**
- C Serve meals after 8am but not claim them.**



Quiz Time

You run the ABC Daycare center and have noticed that some participants arrive at 6am and some after 8am. Your breakfast is usually 6:30am-8am but all meals served after 8am cannot be claimed. How can you adjust your meal schedule to accomodate the influx of participants?

A Stop serving meals at 8am without exceptions.

B Instead of 6:30-8am, choose: Shift 1: 6:30am-7am + Shift 2: 8am-9am.

C Serve meals after 8am but not claim them.

If you use shifts, your breakfast could be 6:30am-7am and 8am-9am. Each meal or snack can be provided in two shifts with at least a 30-minute break between shifts. This way you can claim all meals served and accommodate the influx of participants.



Keep In Mind

CLAIMING: PER PARTICIPANT PER DAY

Although you may serve up to 3 meals and 3 snacks to a participant in one day, there are only a certain amount that can be claimed for reimbursement.

Per Participant Per Day:

- **2 Meals & 1 Snack**

or

- **1 Meal & 2 Snacks**

or

- **3 Snacks**

Emergency Shelters are permitted to claim 3 meals per participant per day, and At-Risk programs are limited to one meal and one snack per participant per day.



Serving Styles



SECTION 2

Serving Styles

2 MAIN TYPES OF CACFP MEAL SERVICE

There are 2 main types of meal service available to all organizations: Pre-plated and family style. Both are allowable, but it is best practice to serve all meals and snacks family style if you can.

Reimbursable meals are based on what is served, not on what is consumed!



Pre-Plated Meal Service

Correct portion sizes and required components are pre-plated for every participant.



Family Style Meal Service

All required components are made available on each table in bowls, plates, and pitchers. There is enough on the table for each participant to serve themselves at least the minimum portion size.

Serving Styles

AZDHS LICENSING REQUIREMENTS

Lunch & Supper Requirements

If you are licensed by Arizona Department of Health Services (AZDHS) Bureau of Child Care Licensing (BCCL), then at least one of the following must occur:

1. Food is served from common containers on the table where children are seated.
2. Children serve themselves (to the extent they are able) from the common containers.
3. Common containers of food are passed around the table from child to child.
4. Staff member sits at the table and eats the lunch or dinner with the children.

Please keep this in mind when making decisions on serving styles.

Serving Styles

PRE-PLATED MEAL SERVICE

Allowable: All meals and snacks

Meal service is considered pre-plated if a staff member plates the food in the kitchen or the classroom for the participants.



If you are licensed by BCCL through DHS, you do need to incorporate 1 of the 4 AZDHS requirements at lunch and supper.

Serving Styles

FAMILY STYLE MEAL SERVICE

Allowable: All meals and snacks

Family style meal service is **best practice** for all meals and snacks. Family style meals require every table to have bowls or pitchers with all required components. Enough food must be available on the table for the participants sitting at that table to serve themselves at least the minimum portion.

- *For example, if each participant must be served 1 cup of milk, and there are 4 participants at the table, at least 4 cups of milk should be in the pitcher.*

Staff should encourage, but not force, participants to serve themselves at least the minimum portion of each component.

Serving Styles

FAMILY STYLE MEAL SERVICE

Allowable: All meals and snacks

Requirements:

- ✓ A sufficient amount of food must be placed on each table to provide each component's full, required portions.
- ✓ Participants must be allowed to serve the food components themselves. Supervising adults actively encourage participants to serve themselves the required portion.
- ✓ Second Meals cannot be claimed for reimbursement.



Family style meal service aligns with CACFP nutritional goals by creating a pleasant eating environment, allowing children to serve themselves, and integrating educational food-related activities. Even if a full service isn't feasible, offering some components in this manner can still be beneficial.

Serving Styles

FAMILY STYLE MEAL SERVICE TIPS

In addition to requirements, there are many tips to assist you in a successful family style meal service!

- ✔ **Simplify Portions:** Use spoons and serving utensils that match the minimum portion size requirements.
- ✔ **Participants Choose How Much:** Although you make the components and portions available, the participant chooses how much to eat!
- ✔ **Make Extra Available:** Have extra available in case of drops and spills.

Serving Styles

FAMILY STYLE MEAL SERVICE RESOURCE

It is best practice to include all aspects of family style meal service at all meals and snacks.

The Family Style Meals Arizona resource was created in collaboration between AZDHS Licensing, the Empower Program, CACFP, Quality first, and AZ Health Zone. It shares regulation and best practice for family style meals across all programs.

FAMILY-STYLE MEALS ARIZONA

Meal and snack times provide unique opportunities to create positive experiences with food. Serving meals and snacks in a family-style setting lays the foundation for a lifetime of happy, healthy eating.

THE BASICS

Family-Style Meals in Arizona means the meal service includes at least **1** of the following at lunch and dinner:

- Children serve themselves, independently or with the help of a staff member.
- Food is served from a container on the table where children are seated.
- A staff member sits at the table and eats the meal with children.
- Children pass a serving container from individual to individual.

BEST PRACTICE: Include **all 4** aspects of family-style meals at every meal and snack. Empower facilities are expected to have a written family-style meals policy and share it with families.

REGULATION Requires STAFF TO

- E**ncourage, but never force, children to eat food.
- A**ssist each child who needs assistance with eating.
- T**each self-feeding skills and habits of good nutrition.

BEST PRACTICE Encourages STAFF TO

- Turn off all screens (television, videos, phones).
- Invite families to observe or participate in meal or snack time.
- Children choose and serve most or all foods themselves.
- Allow children to follow their own hunger and fullness cues.
- Provide learning opportunities during accidents and spills.

MASTER THE MEAL SERVICE

- Requires **FACILITIES TO**
- Use **containers** for each food or entrée.
- at least the minimum **portion** by age.
- ed **components** available at the same time.
- BEST PRACTICE Encourages FACILITIES TO**
- serving scoops that match the required portion size.
- child size utensils and wide-rimmed plates.
- ve drinks in an open cup when children are ready.
- ve pouring easier! Fill pitchers half way.
- children set and clear the table.
- ve second servings available.
- up extra napkins and utensils available for drops and spills.

MODEL

- I sit and talk with the kids, modeling good social interaction. What is your favorite animal? Rawr!
- I try new foods and follow my own hunger and fullness cues.
- I don't bribe with food or withhold food. It's not a punishment or reward. Children can leave food on their plate or ask for more!

This document contains shared family-style meal guidance for regulatory requirements and best practices and was developed as a collaboration between the following organizations:

ARIZONA DEPARTMENT OF HEALTH SERVICES | QUALITY FIRST | AZ HEALTH ZONE | EMPOWER

The above organizations would like to thank the Arizona Early Childhood Education Association for contributing provider feedback.

Family Style Meal Service in Arizona

Serving Styles

OPTION FOR ADULT DAY CENTERS & AT-RISK AFTERSCHOOL PROGRAMS

Allowable: Meals Only *Option for Adult Day Centers and At-Risk Only*

Adult Day Care Centers and At-Risk Afterschool Programs have an additional serving style option - **Offer Versus Serve**.

Offer Versus Serve (OVS) is only allowed in CACFP adult day care and CACFP at-risk afterschool settings for breakfast, lunch, and supper meals.

OVS is an approach to menu planning and meal service that allows participants to decline some of the food offered in a reimbursable breakfast, lunch or supper. Children and adults who are offered food choices are more likely to eat the foods they enjoy rather than throw the food away.

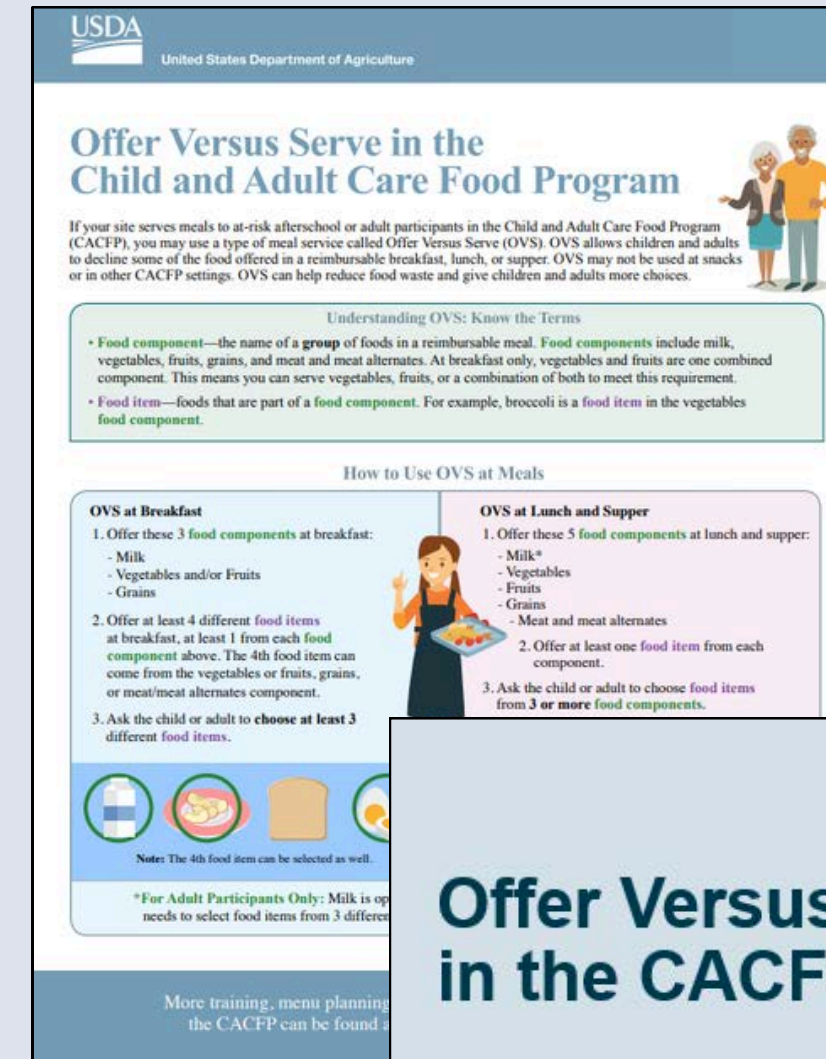
Using OVS is optional and adult day care centers and at-risk afterschool programs choose to use OVS must notify their State agency.

Serving Styles

OFFER VERSUS SERVE RESOURCES FOR AT-RISK AND ADULT DAY CENTERS

There are two USDA Team Nutrition resources available to adult day care centers and at-risk afterschool programs for those who would like to learn more about Offer Versus Serve Meal Service:

- [Offer Versus Serve in the CACFP Resource](#)
- [Offer Versus Serve in the CACFP Webinar \(Recording\) \(Slides\)](#)



Offer Versus Serve in the CACFP

A Training Presentation for
Child and Adult Care Food
Program (CACFP) Operators



[Offer Versus Serve in the CACFP USDA Resources](#)

Disclaimer

CHILDREN CONTROL “HOW MUCH”

It is important to mention that children control how much they eat at every meal and snack. They can leave food on their plate or ask for seconds – because we are allowing children to honor their own hunger and fullness cues. As adults, we can encourage but never force children to eat food.

USDA’s resource, “Phrases that Help and Hinder,” may be used to help your staff manage the meal service and learn more about what phrases help a child develop healthy eating habits.



Phrases that *HELP* and *HINDER*

As the caregiver, you play the biggest role in your child’s eating behavior. What you say has an impact on developing healthy eating habits. Negative phrases can easily be changed into positive, helpful ones!



Phrases that <i>HINDER</i>	Phrases that <i>HELP</i>
INSTEAD OF ... <i>Eat that for me.</i> <i>If you do not eat one more bite, I will be mad.</i> Phrases like these teach your child to eat for your approval and love. This can lead your child to have unhealthy behaviors, attitudes, and beliefs about food and about themselves.	TRY ... <i>This is kiwi fruit; it’s sweet like a strawberry.</i> <i>These radishes are very crunchy!</i> Phrases like these help to point out the sensory qualities of food. They encourage your child to try new foods.
INSTEAD OF ... <i>You’re such a big girl; you finished all your peas.</i> <i>Jenny, look at your sister. She ate all of her bananas.</i> <i>You have to take one more bite before you leave the table.</i> Phrases like these teach your child to ignore fullness. It is better for kids to stop eating when full or satisfied than when all of the food has been eaten.	TRY ... <i>Is your stomach telling you that you’re full?</i> <i>Is your stomach still making its hungry growling noise?</i> <i>Has your tummy had enough?</i> Phrases like these help your child to recognize when he or she is full. This can prevent overeating.
INSTEAD OF ... <i>See, that didn’t taste so bad, did it?</i> This implies to your child that he or she was wrong to refuse the food. This can lead to unhealthy attitudes about food or self.	TRY ... <i>Do you like that?</i> <i>Which one is your favorite?</i> <i>Everybody likes different foods, don’t they?</i> Phrases like these make your child feel like he or she is making the choices. It also shifts the focus toward the taste of food rather than who was right.
INSTEAD OF ... <i>No dessert until you eat your vegetables.</i> <i>Stop crying and I will give you a cookie.</i> Offering some foods, like dessert, in reward for finishing others, like vegetables, makes some foods seem better than others. Getting a food treat when upset teaches your child to eat to feel better. This can lead to overeating.	TRY ... <i>We can try these vegetables again another time. Next time would you like to try them raw instead of cooked?</i> <i>I am sorry you are sad. Come here and let me give you a big hug.</i> Reward your child with attention and kind words. Comfort him or her with hugs and talks. Show love by spending time and having fun together.



Adapted from “What You Say Really Matters?” in *Feeding Young Children in Group Settings*, Dr. Janice Fletcher and Dr. Laurel Brannen, University of Idaho.

Phrases that Help and Hinder

Quiz Time

Family Style meal service is the only type of CACFP meal service.

A True

B False



Quiz Time

Family Style meal service is the only type of CACFP meal service.

A True

B False

There are two types of accepted meal service for CACFP. Family Style meal service and Pre-Plated meal service.

Additionally, Emergency Shelters and At-Risk Afterschool Sites may serve meals using the Offer Versus Serve meal service style.



Point of Service Meal Counts



SECTION 3

Point of Service Meal Counts

“POINT OF SERVICE” 101

Point of Service Explained:

“Point of Service” means “during the meal service.” The meal service starts when participants are seated around the table and ends when participants leave the table after the meal.

Accuracy is Important

Reimbursement is based on actual meal counts for each type of meal each month. If your meal counts are incorrect, the money you receive will be incorrect!

Meal count errors may be very costly. If errors are identified and fiscal action is applied, ADE will request immediate repayment.



Meal Count Form

POINT OF SERVICE MEAL COUNT SHEET

This is the point of service meal count sheet for child participants 1 year and older and adult participants.

- Notice that names are listed on the left.
- Checkmarks are placed next to the participant's names on the meal column that matches the meal being served.
- The classroom, the week, and the dates for each weekday are all listed at the top of the page.

This is a weekly form that should be provided to each classroom. At the end of the week, the owner or director will collect all of the meal count forms for tallying.

Point of Service Meal Count Sheet

Classroom: _____

Week of: _____

Instructions: Using a checkmark, check off meals served to a participant at the point of meal service (at the very beginning of the meal, during the meal, or toward the end of the meal *before* participants leave the table). Recall that a participant can only be claimed for a maximum of two meals and one snack, two snacks and one meal, or three snacks per day. For participants that consumed more meals/snacks than can be claimed, clearly indicate which meals/snacks will be claimed for reimbursement. Consider using color ☒ or slash marks */*.

Names of Participants	Monday				Tuesday				Wednesday				Thursday				Friday							
	BREAKFAST	AM SNACK	LUNCH	PM SNACK	BREAKFAST	AM SNACK	LUNCH	PM SNACK	BREAKFAST	AM SNACK	LUNCH	PM SNACK	BREAKFAST	AM SNACK	LUNCH	PM SNACK	BREAKFAST	AM SNACK	LUNCH	PM SNACK				
Totals																								
STAFF MEALS (Must be tracked. DO NOT CLAIM)																								
Totals																								

August 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

Access the Point of Service Meal Count Sheet on ADE HNS' CACFP Forms and Resources webpage.

Meal Count Form

CHECKMARKS



Mark a “check” next to an enrolled participant’s name when a reimbursable meal is served during the approved mealtime.

Meal Counts are not the same as daily attendance rosters! A participant who is not in attendance or refuses to come to the table should not be marked on the meal count form.

Later, the person responsible for submitting monthly claims will choose which meals and snacks can be claimed.



Meal Count Form

AVOIDING COMMON ERRORS

- 1 Only mark the meal count form when the participant is eating in your classroom. Otherwise, leave it blank. This avoids duplicates when children attend multiple classrooms.
- 2 Know the mealtimes! If breakfast ends at 9am but a child is served a meal when he arrives at 9:15am, you can serve the meal but you can't mark it on the meal count form. Meals served outside the mealtime are not reimbursable.
- 3 If the meal is over and all participants have cleared from the table, it is too late to take meal counts! Prioritize meal counts during the meal to make sure you don't miss out on reimbursement!

Point of Service Meal Count Sheet					Instructions: Using a checkmark, check off meals served to a participant at the point of meal service (at the very beginning of the meal, during the meal, or toward the end of the meal before participants leave the table). Recall that a participant can only be claimed for a maximum of two meals and one snack, two snacks and one meal, or three snacks per day. For participants that consumed more meals/snacks than can be claimed, clearly indicate which meals/snacks will be claimed for reimbursement. Consider using color or slash marks .																						
Classroom: _____																											
Week of: _____																											
					Monday																						
					BREAKFAST	AM SNACK	LUNCH	PM SNACK																			
Names of Participants																											
Totals																											
					Tuesday																						
					BREAKFAST	AM SNACK	LUNCH	PM SNACK																			
Totals																											
					Wednesday																						
					BREAKFAST	AM SNACK	LUNCH	PM SNACK																			

Quiz Time

MEAL COUNT ACTIVITY

Count or No Count?

Although a meal may be served, it does not mean that it can be counted on the meal count form and submitted for reimbursement.

Four scenarios will be presented. You choose if the meal can be counted or not counted!



Quiz Time

SCENARIO ONE

Count or No Count?

The approved CACFP PM Snack is 2:30-3:30pm. All children in classroom #5 are served PM Snack at 2:45pm. Johnny's dad arrives at the center 1 minute after the snack is being served to pick up Johnny. Johnny takes one bite of snack and leaves with his dad. Can this meal be counted?



Quiz Time

SCENARIO ONE

Count or **No Count?**

The approved CACFP PM Snack is 2:30-3:30pm. All children in classroom #5 are served PM Snack at 2:45pm. Johnny's dad arrives at the center 1 minute after the snack is being served to pick up Johnny. Johnny takes one bite of snack and leaves with his dad. Can this meal be counted?

No, the meal can not be counted because this child was not given a reasonable amount of time to eat.



Quiz Time

SCENARIO TWO

Count or No Count?

The 4-year-old classroom serves meals family style. All required foods are in bowls and pitchers on the table for a reimbursable lunch. Xavier comes to the table but when the teacher encourages Xavier to serve himself the foods and milk, he refuses to plate food or eat, saying he is not hungry. Can this meal be counted?



Quiz Time

SCENARIO TWO

Count or No Count?

The 4-year-old classroom serves meals family style. All required foods are in bowls and pitchers on the table for a reimbursable lunch. Xavier comes to the table but when the teacher encourages Xavier to serve himself the foods and milk, he refuses to plate food or eat, saying he is not hungry. Can this meal be counted?

Yes! This meal can be counted because the child came to the table, was offered a reimbursable meal, and was encouraged to plate the food.



Quiz Time

SCENARIO THREE

Count or No Count?

The approved CACFP breakfast is 6:30am-8:00am. Alice arrives at the center at 8:10am and tells the Director that she didn't eat breakfast today and is hungry. The director takes a breakfast meal to her classroom for Alice to eat. Can this meal be counted?



Quiz Time

SCENARIO THREE

Count or **No Count?**

The approved CACFP breakfast is 6:30am-8:00am. Alice arrives at the center at 8:10am and tells the Director that she didn't eat breakfast today and is hungry. The director takes a breakfast meal to her classroom for Alice to eat. Can this meal be counted?

This meal cannot be counted because the approved mealtime is over.



Quiz Time

SCENARIO FOUR

Count or No Count?

All children in Classroom #2 wash their hands, sing songs, and sit at the table waiting for lunch to be served. Jack refuses to come to the table and instead stays in the reading area. Ms. Wilson encourages Jack to come to the table and saves him a seat at the table, with a plate and cup.



Quiz Time

SCENARIO FOUR

Count or **No Count?**

All children in Classroom #2 wash their hands, sing songs, and sit at the table waiting for lunch to be served. Jack refuses to come to the table and instead stays in the reading area. Ms. Wilson encourages Jack to come to the table and saves him a seat at the table, with a plate and cup.

This meal cannot be counted because Jack did not come to the table. Therefore, he was not offered a reimbursable meal.



Meal Count Form

AT-RISK MEAL COUNT SHEET

At-risk afterschool program organizations can choose to use the meal count form previously shown or this at-risk afterschool-specific meal count sheet. This at-risk meal count sheet is particularly useful for drop-in style At-Risk programs because it has a special additional section where the site supervisor may tally attendance.

This form has a space at the top to write the organization name, date and meal type, time, and number of meals delivered.

When a meal or snack is served to an at-risk afterschool program participant, you can simply mark the numbers on this paper with a circle or line. At the end of the meal service, you will indicate the total meals served. You cannot just circle on number, for example, 94, but instead each number must be marked as meals are passed out. You also have the option of marking attendance and staff meals served on this form before the site supervisor signs and dates.

CACFP At-Risk Afterschool Program Point of Service Meal Count Sheet

Sponsor Name: Reach and Grow Afterschool Program		Date: 9/9/2020
Site Name: Mae C. Jemison Science Center	Meal Type: ☐ Snack ☒ Supper	
Site Address: 5423 N. Everland Rd., Phoenix, AZ 85015	☐ Breakfast ☐ Lunch	
Site Supervisor: Sunny Davidson	Site Phone: 602-555-7427	
# of Meals Delivered: 125	Temp. at delivery (hot foods): 167	Temp. before service (hot foods): 158
Delivery Date/Time: 9/9/20 2:30pm	Temp. at delivery (cold foods): 52	Temp. before service (cold foods): 37

First meals served to children (cross off number as each participant receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
Total meals served: 125																			

Children present, but not participating in the meal service:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Total additional attendees: 2																			

Total meals served + Total additional attendees = Attendance total: 125

Staff meals served:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Staff meals total: 3																			

By signing below, I certify that the above information is accurate:

Sunny Davidson

Site Supervisor Signature

9/9/20

Date

This institution is an equal opportunity provider.

Access the At-Risk Meal Count Sheet on ADE HNS' [CACFP Forms and Resources webpage](#).

Meal Count Form

AT-RISK MEAL COUNT SHEET



Mark or circle each number when a reimbursable meal is served during the approved mealtime.

The person who takes meal counts using the at-risk meal count form must be present during the meal, because a circle or mark on a meal count form means that a reimbursable meal was provided during the approved meal time. When a circle or mark is written on the meal count form, it means that this staff member can visually see the participant being offered a meal, knows the meals meet the meal pattern requirements, and that this meal is being served during the approved meal time.

EXAMPLE:

First meals served to children (cross off number as each participant receives a meal):																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
Total meals served:																		121	

Meal Count Form

AT-RISK MEAL COUNT SHEET & ATTENDANCE

Meal Counts are not the same as daily attendance rosters! A participant that is not in attendance or should not be marked as receiving a meal.

If you are using ADE’s At-Risk Meal Count Sheet, there is an area for you to mark down students who are present, but decline to take a complete meal.

261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
Total meals served:																			121
Children present, but not participating in the meal service:																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Total additional attendees:																			2
Total meals served + Total additional attendees = Attendance total:																			123

Point of Service Meal Counts

AT-RISK MEAL COUNT SHEET

Avoiding Common Errors

- 1.Keep a master copy of the Meal Count Form with the site information at the top filled in. This will reduce errors that stem from forgetting to identify the site of meal type served.
- 2.Mark each meal individually and consecutively. It is not acceptable to mark several meals with one long line or skip numbers.
- 3.Be sure that the site supervisor signs and dates the form. By signing the form, the site supervisor is indicating that they were present for the meal service and can attest that the meal count is correct.

CACFP At-Risk Afterschool Program Point of Service Meal Count Sheet

Sponsor Name: Reach and Grow Afterschool Program		Date: 9/9/2020
Site Name: Mae C. Jemison Science Center	Meal Type: ☐ Snack ☒ Supper	
Site Address: 5423 N Neverland Rd., Phoenix, AZ 85015	☐ Breakfast ☐ Lunch	
Site Supervisor: Sunny Davidson	Site Phone: 602-555-7427	
# of Meals Delivered: 125	Temp. at delivery (hot foods): 167	Temp. before service (hot foods): 153
Delivery Date/Time: 9/9/20 2:30pm	Temp. at delivery (cold foods): 52	Temp. before service (cold foods): 57

First meals served to children (cross off number as each participant receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
Total meals served: 125																			

Children present, but not participating in the meal service:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Total additional attendees: 2																			

Total meals served + Total additional attendees = Attendance total: 125

Staff meals served:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Staff meals total: 5																			

By signing below, I certify that the above information is accurate:

Sunny Davidson

9/9/20

Site Supervisor Signature

Date

This institution is an equal opportunity provider.

At-Risk Meal Count Form

AVOIDING COMMON ERRORS

- 1

Keep a master copy of the Meal Count Form with the site information at the top filled in. This will reduce errors that stem from forgetting to identify the site of meal type served.
- 2

Mark each meal individually and consecutively. It is not acceptable to mark several meals with one long line or skip numbers.
- 3

Be sure that the site supervisor signs and dates the form. By signing the form, the site supervisor is indicating that they were present for the meal service and can attest that the meal count is correct.

CACFP At-Risk Afterschool Program Point of Service Meal Count Sheet

Sponsor Name: Reach and Grow Afterschool Program		Date: 9/9/2020
Site Name: Mae C. Jemison Science Center	Meal Type: ☐ Snack ☒ Supper	
Site Address: 5423 N Neverland Rd., Phoenix, AZ 85015	☐ Breakfast ☐ Lunch	
Site Supervisor: Sunny Davidson	Site Phone: 602-555-7427	
# of Meals Delivered: 125	Temp. at delivery (hot foods): 161	Temp. before service (hot foods): 153
Delivery Date/Time: 9/9/20 2:30pm	Temp. at delivery (cold foods): 52	Temp. before service (cold foods): 57

First meals served to children (cross off number as each participant receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
Total meals served: 125																			

Children present, but not participating in the meal service:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Total additional attendees: 2																			

Total meals served + Total additional attendees = Attendance total: 125

Staff meals served:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Staff meals total: 5																			

By signing below, I certify that the above information is accurate:

Sunny Davidson

9/9/20

Site Supervisor Signature

Date

This institution is an equal opportunity provider.

Quiz Time

AT-RISK MEAL COUNT ACTIVITY

Count or No Count?

Although a meal may be served, it does not mean that it can be counted on the meal count form and submitted for reimbursement.

Two scenarios will be presented. You choose if the meal can be counted or not counted!



Quiz Time

SCENARIO ONE

Count or No Count?

Sunny is in charge of meal service at her site. She received the delivery of meals and checked it for accuracy and spoilage, but she forgot to take the meal counts at the point of service today. She knows that 125 meals were delivered, so she takes a head count of participants after the meal service and completes the meal count form. Can these meals be counted?



Quiz Time

SCENARIO ONE

Count or **No Count?**

Sunny is in charge of meal service at her site. She received the delivery of meals and checked it for accuracy and spoilage, but she forgot to take the meal counts at the point of service today. She knows that 125 meals were delivered, so she takes a head count of participants after the meal service and completes the meal count form. Can these meals be counted?

These meals can not be counted because the approved mealtime is over.



Quiz Time

SCENARIO TWO

Count or No Count?

Today Sunny is taking the meal count at the point of service while her colleague, Dante, is handing out the meals. One of the kids stops her for a moment and asks a question. While Sunny is distracted, Dante is still handing out meals and she misses her count. She looks down the line of kids and she can see the child with a meal where she left off and she quickly catches up her count. Can these meals be counted?



Quiz Time

SCENARIO TWO

Count or No Count?

Today Sunny is taking the meal count at the point of service while her colleague, Dante, is handing out the meals. One of the kids stops her for a moment and asks a question. While Sunny is distracted, Dante is still handing out meals and she misses her count. She looks down the line of kids and she can see the child with a meal where she left off and she quickly catches up her count. Can these meals be counted?

These meals can be counted because it is during the meal service.



Food Safety

SECTION 4



Food Safety

FOOD SAFETY REQUIREMENTS

-  **Kitchen Permit**
Required if the kitchen is used for food preparation.
-  **Food Storage**
All stored foods must be sealed, and if taken out of the packaging, labeled and dated.
-  **Food Temperature**
Cold foods must be kept 40°F or below and hot foods must be kept 135°F or above until served.
-  **Refrigerator + Freezer Temperatures**
Thermometers must be kept in all refrigerators and freezers. Refrigerator must be kept 40°F or lower and freezers 0°F or lower.

Food Safety

CHOKING HAZARDS

Do not serve the following foods to children 4 years of age and younger:

- Whole or circle-cut hotdog
- Nuts and Seeds
- Chunks of meat or cheese
- Whole grapes
- Popcorn
- Chunks of peanut butter
- Raw or hard fruits and vegetables



To make foods safer, thaw frozen items and cook foods that are too hard or tough. Cut food into smaller or slimmer pieces.

You can create a special menu for young children separate from your menu for participants 5 and older.

The American Academy of Pediatrics recommends encouraging children to chew food well, insisting that children sit down when eating, and cutting food for young children into pieces no larger than ½ inch.

Food Safety

AZ FOOD SAFETY REQUIREMENTS BY COUNTY

According to the Code of Federal Regulations, all independent centers and facilities must practice and demonstrate a food service that complies with applicable State and local health and sanitation requirements.

This includes following your County Health Department's requirement for Food Handler Certificates and Food Protection Managers.

- *If you have questions about the requirements in your county, please reference the County Environmental Health Departments in Arizona AZDHS handout, where each county and their phone number is listed.*

County Environmental Health Departments in Arizona



Apache County
928-337-7607



Cochise County
520-432-9400
envhealth@cochise.az.gov



Coconino County
928-679-8750



Gila County
928-402-8811 (Globe)
928-474-1210 (Payson)



Graham County
928-428-1962



Greenlee County
928-865-2601



La Paz County
928-669-1100



Maricopa County
602-506-6616
webmail@maricopa.gov



Mohave County
928-757-0901



Navajo County
928-524-4750 (Holbrook)
928-532-6050 (Show Low)



Pima County
520-724-7908
chfs@pima.gov



Pinal County
866-287-0209



Santa Cruz County
520-375-7900
hservices@santacruzcountyaz.gov



Yavapai County
928-771-3149 (Prescott)
928-639-8138 (Cottonwood)



Yuma County
928-317-4584
health.district@yumacountyaz.gov



Quiz Time

Which food is not safe to serve to children under the age of 4?

- A** Cut fresh fruit
- B** Diced canned fruit
- C** Whole hot dogs
- D** Slice of cheese



Quiz Time

Which food is not safe to serve to children under the age of 4?

- A** Cut fresh fruit
- B** Diced canned fruit
- C** Whole hot dogs
- D** Slice of cheese

To safely serve a hot dog to a child 4-years of age and younger, always cut it lengthwise into small pieces, essentially quartering it, to minimize the risk of choking as hot dogs are considered a significant choking hazard due to their size and shape; never serve a whole hot dog to a child under the age of 4.



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



[HelpDesk](#)



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
Meal Service & Food Safety Requirements for the
Child and Adult Care Food Program.**

ADHS Empower Program

This training counts toward Empower Program training requirements.

Arizona Early Childhood Workforce Registry

This training is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your registry transcript, please provide your Workforce Registry ID when completing the survey.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting training completion:

**Training Title: Meal
Service & Food Safety
Requirements for the
Child and Adult Care
Food Program**

Length: 0.5 Hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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