

2023-2024 Annual USDA Training for

Head Start and GSRP Staff

Food Allotment, Receipt Instructions, additional menu guidance and Procurement Form

In this section you will find:

- Weekly Food Allotment/Receipts form
- Yogurt USDA Documentation- more than 23 grams sugar per 6 ounces of yogurt.
- Acceptable Whole Grain Choices
- Varieties of Natural Cheeses
- Informal Procurement Log

Weekly Food Allotment Receipts Form

How much can you spend? Use the Weekly Food Allotment Receipts Form.

Refer to next page.

One side has instructions about receipts plus instructions on how to calculate food allotments (how much you can spend per meal or snack).

The flip side is a required tool for keeping track of what was spent and how much remains to be spent.

How to keep track

- Use the chart side of the Weekly Food Allotments Receipts form.
- Fill in the monthly amount you calculated at the top of the relevant meal or snack.
- Deduct each week's expenditure
- Record the remaining balance
- If you have a remaining balance at the end of the month, it does not roll over into the next month.

Expenses for Special Needs

- Record special food and milk expenses at the bottom of the chart.
- If a child drinks a fluid milk substitute which is not creditable nor is it due to a disability, we can't claim their meal. Put the cost for the fluid milk substitute in the space by Parent Request to Provide Food.
- Children with lots of allergies can sometimes be expensive to buy for because they require specialty items. Enter the cost at the bottom by CACFP Special Diet Statement
- These expenses are in addition to your regular allotment amounts if you need that extra amount.

At the store group breakfast, snack, lunch items separately as the cashier is scanning your order (to make it easier to make notes on your receipt). Preferably, the business office would like you to check out after each category... breakfast, lunch and snack.

WEEKLY FOOD ALLOTMENT RECEIPTS FORM



Site/Teacher: _____ Month/Year: _____

Supervisor: _____

Policy: Staff will keep accurate records of food allotment and receipts. Reference HSPPS 1302.44 (b)

Monthly Allocations	Breakfast \$ _____		AM Snack \$ _____		Lunch \$ _____		PM Snack \$ _____		\$40.00 Monthly Food Experience
	Expense	Balance	Expense	Balance	Expense	Balance	Expense	Balance	Expense
Date:									
Vendor:									
Receipt Amt:									
Date:									
Vendor:									
Receipt Amt:									
Date:									
Vendor:									
Receipt Amt:									
Date:									
Vendor:									
Receipt Amt:									
Date:									
Vendor:									
Receipt Amt:									
Nutrition Forms							Expense	Expense	Expense
CACFP Special Diet Request									
Fluid Milk Substitute Nutrient Verification									
Parent Request to Provide Food									

WEEKLY FOOD ALLOTMENT RECEIPTS GUIDANCE

Procedure:

- On a blank area of the receipt write the reason for the purchase (breakfast, lunch, snack, food experience and/or any special dietary needs), the name of the center for which the items were purchased, and the initials of the child requiring Special Dietary Needs Accommodations.
- To verify purchases, there must be two staff initials on each receipt.
- Group breakfast, lunch, snack, etc., items together as the cashier is scanning your order.
- Do not use a highlighter or cross out any items on the receipt.
- All receipts must be entered in Podio as purchases are made.
- A copy of the Weekly Food Allotment Form and the original receipts must be kept in the receipt binder at the center.
- Send the Weekly Food Allotment Receipts Form to your supervisor at the end of the month following What's Due When requirements. **Do not send to the Weekly Food Allotment Receipts Form to the Business Office.**
- Purchases made with personal funds must be submitted on your expense report, with receipts attached, to your supervisor for reimbursement approval. **Do not send to the Business Office.**

HOW TO CALCULATE FOOD ALLOTMENTS

Supplies: a simple calculator, a calendar, the formula below, pen and paper.

The formula for one month:
(# of children) times (number of days in session that month) times (the amount for meal or snack)

Snack is \$1.17 per child.
Breakfast is \$2.28 per child.
Lunch is \$4.25 per child.

Sample calculations:

18 children in session for 18 days with snacks would be:

$18 \times 18 \times \$1.17 = \underline{\$379.08}$
or for a week of 4 days $18 \times 4 \times \$1.17 = \underline{\$84.24}$

18 children in session for 18 days with breakfast would be:

$18 \times 18 \times \$2.28 = \underline{\$716.04}$
or for a week of 4 days $18 \times 4 \times \$2.21 = \underline{\$159.12}$

18 children in session 18 days for lunch:

$18 \times 18 \times \$4.25 = \underline{\$1,377.00}$
Or for a week of 4 days: $18 \times 4 \times \$4.25 = \underline{\$306.00}$

Education staff can spend up to \$40.00 monthly for food experience opportunities in the classroom. Document purchase on the Weekly Food Allotment Form and follow the procedure for submitting receipts to the Business Office.

If you have any questions regarding calculations, please contact Program Support.

Receipts

For accounting and CACFP purposes, certain details must be written on the receipts after shopping is completed.

These details are listed on the back of the Weekly Food Allotment Receipts form.

Also check your curriculum and pre-approved supply sheet.

Additional Things to Remember

Check the receipt to ensure that specific names of products are listed.

For example, if a receipt says “Great Value \$2.99” then you must write the name of the product next to it. Ex: Great Value 2.99 – yogurt.

If a cracker prints out as “cookie”, then note the name of the cracker.

Ex: Cookie 1.97 – animal cracker.

Farmer’s Market or Roadside Stand?

A receipt is necessary and can be written on anything!

The receipt must list:

1. The vendor, i.e. “Farmer Kate”
2. Be dated
3. List each item and reason for purchase
4. List the price for each item

Additional Topics

Complete the yogurt form.

This is documentation that we serve yogurts with no more than 23 grams sugar per serving.

CADILLAC MARTY PAUL, CHARLEVOIX, FAMOUTH, MANCELONA and PETOSKEY-

This form was included with your training packet. IT MUST BE FILLED OUT AND SENT TO: svanochten@nmcaa.net by September 30.

- Other classrooms will want to use this form to be sure the yogurt you may purchase as a supplement meets our sugar guidelines.

Grains

You must serve at least one whole grain a day. Additional grains must at least be made with enriched ingredients (tortilla chips too).

Use the Acceptable Whole Grain Choices handout when choosing pasta, bread, buns and tortillas.

CADILLAC MARTY PAUL, CHARLEVOIX, FAMOUTH, MANCELONA and PETOSKEY- If you buy other brands not on our 'Acceptable WG Choices' list to serve as the WG for the day, send photos of the nutrition panel (including the brand name and type of item) to svanochten@nmcaa.net so they can be analyzed for WG.

- Other classrooms will want to keep this information in mind if they purchase supplemental grain items.

Varieties of natural cheeses. NMCAA serves natural cheeses.

You can have a taste test! Contrast textures and tastes.

Note: cream cheese cannot be the meat/alternate. There is not enough protein.

Choose Yogurts That Are Lower in Sugar

All yogurts served in the Child and Adult Care Food Program (CACFP) must not have more than 23 grams of sugar per 6 ounces.

There are many types of yogurt that meet this sugar limit. It is easy to find them by using the Nutrition Facts label and following the steps below.



1 Use the Nutrition Facts label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.

2 Find the **Total Sugars** line. Look at the number of grams (g) next to Total Sugars.

3 Use the serving size identified in Step 1 to find the serving size of the yogurt in the table below.

Serving Size* Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Total Sugars Grams (g)
If the serving size is:	If the serving size is:	Total sugars must not be more than:
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

4 In the table, look at the number to the right of the serving size amount, under the "Total Sugars" column. **If the yogurt has that amount of sugar, or less, the yogurt meets the sugar limit.**

Nutrition Facts	
4 servings per container	
Serving size 8 oz (227g)	
Amount per serving	
Calories	130
% Daily Value*	
Total Fat 2g	3%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 160mg	7%
Total Carbohydrate 21g	7%
Dietary Fiber 4g	17%
Total Sugars 9g	
Includes 0g Added Sugars	0%
Protein 10g	
Vitamin D 2mcg	10%
Calcium 257mg	20%
Iron 0mg	0%
Potassium 344mg	8%

TIP: If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.

Test Yourself:

Does the yogurt above meet the sugar limit?
(Check your answer on the next page)

Serving Size: _____

Total Sugars: _____

Yes No



*Serving sizes here refer to those commonly found for store-bought yogurts. Homemade yogurt is not creditable in the CACFP.

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teammnutrition.usda.gov>.





Try It Out!

Use the "Sugar Limits in Yogurt" table below to help find yogurts you can serve at your site. Write down your favorite brands and other information in the "Yogurts To Serve in the CACFP" list. You can use this as a shopping list when buying yogurts to serve in your program.



Sugar Limits in Yogurt

Serving Size: Ounces (oz)	Serving Size Grams (g) <small>(1 oz = 28.35 g; 100 g = 3.527 oz)</small>	Total Sugars Grams (g)	Serving Size: Ounces (oz)	Serving Size Grams (g) <small>(1 oz = 28.35 g; 100 g = 3.527 oz)</small>	Total Sugars Grams (g)
If the serving size is:	If the serving size is:	Total sugars must not be more than:	If the serving size is:	If the serving size is:	Total sugars must not be more than:
1 oz	28 g	4 g	4.75 oz	135 g	18 g
1.25 oz	35 g	5 g	5 oz	142 g	19 g
1.5 oz	43 g	6 g	5.25 oz	149 g	20 g
1.75 oz	50 g	7 g	5.5 oz	156 g	21 g
2 oz	57 g	8 g	5.75 oz	163 g	22 g
2.25 oz	64 g	9 g	6 oz	170 g	23 g
2.5 oz	71 g	10 g	6.25 oz	177 g	24 g
2.75 oz	78 g	11 g	6.5 oz	184 g	25 g
3 oz	85 g	12 g	6.75 oz	191 g	26 g
3.25 oz	92 g	13 g	7 oz	198 g	27 g
3.5 oz	99 g	14 g	7.25 oz	206 g	28 g
3.75 oz	106 g	15 g	7.5 oz	213 g	29 g
4 oz	113 g	16 g	7.75 oz	220 g	30 g
4.25 oz	120 g	17 g	8 oz	227 g	31 g

Yogurts To Serve in the CACFP*

Yogurt Brand	Flavor	Serving Size (oz. or g)	Total Sugars (g):
<i>Yummy Yogurt</i>	<i>Vanilla</i>	<i>6 oz</i>	<i>13</i>

*The amount of sugar in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of total sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to "Test Yourself" activity on page 1: This yogurt has 9 grams of total sugars per 8 ounces (227 grams). The maximum amount of total sugars allowed in 8 ounces of yogurt is 31 grams. 9 is less than 31, so this yogurt meets the sugar limit.

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ACCEPTABLE WHOLE GRAIN CHOICES

At least one Whole Grain must be served each day. Other grains must be enriched.	
Brown Rice	
Any brand Regular, instant and boil-in-bag	Plain, dry brown rice without added herbs, seasonings or beans
Pasta WG/WW only Any shape such as elbows, penne rotini, spaghetti and spirals	
Barilla WG, Delallo Organic WW Essential Everyday WW Great Value WW Hodgson Mill WW & WG Our Family WW Ronzoni Healthy Harvest WG	Meijer: Naturals WW Organics WW Select Italian WW Shurfine WW Simple Truth WW Spartan WW
Breads	
Aunt Millie's: Healthy Goodness WG White Swirl WG Raisin with Cinnamon Swirl WG Cinnamon, No Raisins, Healthy Goodness 100% WW Bimbo: 100% WW Bunny: 100% WW Family Choice: 100% WW Hearth Oven Baker: 100% WW Meijer: WG White 100% WW Nickles: Country Style 100% WW Our Family: 100% WW Roman Meal Sungrain: 100% WW	Sarah Lee: 100% WW Pepperidge Farm: Jewish Rye WG Rye Seeded, Light Style Soft Wheat Stone Ground 100% WW Swirl 100% WW CinnRaisin Very Thin Sliced Soft 100%WW Shurfresh: 100% WW Soft and Good: 100% WW Spartan: 100% WW WG White Sterns Kosher: 100% WW Sunbeam: 100% WW Village Hearth: 100% WW
Buns	
Brownberry: 100% WW Hamburger and Hot Dog Rolls Healthy Life: 100% WW Sandwich Buns and Hot Dog Buns	Hearth Oven Bakers: 100% WW Hamburger and Hot Dog Buns
Tortillas	
Chi Chi's WW Fajita Style Don Marcos White Corn Great Value WW Flour Hacienda Corn Maiz and WW Flour La Banderita: WW Fajita WW Soft Taco Corn Meijer Soft Taco WW	Mission: Yellow Corn Extra Thin WW WW Fajita Style Ortega WW ShurFine White Corn WW Fajita Style Spartan WW Fajita Style Tio Santi WW Tortillas Tita: Corn and Enchilada Style
Note: Tortilla chips must also meet Whole Grain Rich (WGR) requirements if used for the Whole Grain for the day. If not WGR they must be made with enriched ingredients in order to be a reimbursable component.	Send photo of Nutrition Information and Ingredients (with Brand name) for analysis to programsupport@nmcaa.net

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Edited version of **“Varieties of Natural Cheese from Betty Crocker”**

Note: Cream cheese is not a creditable component (not enough protein); can only be an “extra”		
Texture	Flavor	Use
Very Hard		
Asiago	Sharp, slightly fruity	Cooking, seasoning
Parmesan	Sharp, salty	Cooking, pasta, salad, seasoning
Romano	Sharp, piquant, salty	Cooking, pasta, seasoning
Hard		
Cheddar	Rich, nutty, from mild to very sharp	Cooking, dessert, with fruit
Cheshire	Tangy, salty	Cooking, with fruit
Edam, Gouda	Milky and nutty to sharp and salty	Appetizer, dessert
Swiss	Mild to sharp, very fruity	Appetizer, cooking, dessert, sandwich
Semisoft		
Blue	Rich, robust, salty with a lingering tanginess	Appetizer, dessert, salad
Brick	From mild and sweet to savory with a spicy tang	Appetizer, sandwich
Colby	Mild and milky	Cooking, sandwich
Curds	Mild and milky, rubbery	Cooking, salad
Feta	Sharp, salty	Cooking, salad
Fontina	Delicate, nutty with a hint of honey	Appetizer, cooking
Gorgonzola	Earthy, rich, spicy	Dessert, salad
Havarti	Creamy, mild, smooth	Appetizer, cooking
Monterey Jack	Mild to mellow	Appetizer, cooking, sandwich
Mozzarella, string	Delicate, vaguely sweet and stringy	Appetizer, cooking, pizza
Muenster	Mild to sharp, can be tangy, spicy	Appetizer, dessert, sandwich
Port du Salut	Nutty almost meaty	Appetizer, dessert, sandwich
Provolone	Creamy, firm, slightly smoky	Cooking, sandwich
Taleggio	Full-bodied creamy with a hint of asparagus	Appetizer, cooking
Soft		
Boursin	Mild, rich, often seasoned with herbs or pepper	Appetizer
Brie	Mild, creamy, slight flavor of mushrooms	Appetizer, dessert
Bucheron	Mild, fresh, tangy	Cooking, dessert
Camembert	Creamy, slightly tangy, earthy	Appetizer, dessert, sandwich
Cottage, dry or creamed	Very bland, sometimes flavored	Cooking, salad
Farmer	Mild, fresh with a faintly sour tinge	Appetizer, dessert

Liederkrantz	Full-flavored, pungent, almost honey-like consistency	Appetizer, dessert
Montrachet	Creamy, fresh, mildly tangy	Appetizer, cooking
Ricotta	Bland, slightly sweet	Cooking, dessert, pasta

Procurement Form

Completion is due by **September 30** and is required from sites that purchase their own food directly from stores for any meal.

The form demonstrates due diligence consideration of where we purchase food and certain non-food items. In other words, our justification for buying from that particular store.

Procurement Form Instructions:

1. Write in Center Name
2. Write in the three stores from which you will obtain prices.
3. Enter the prices for the eleven commonly purchased items listed. Prices can be obtained by calling, online ads, printed ads, visiting stores.
4. Total the prices for each store and indicate the chosen store (mark an "X" in "Vendor Selection").
5. Indicate the reason for selection of that store. Reasons can be price, location, quality, credit availability, and so on. It doesn't have to be the least expensive store.
6. Date and sign the form.
7. Scan to svanochten@nmcaa.net by Sept 30

I have Marty Paul, Charlevoix, Falmouth and Petoskey's forms.

I will need a form from the Houghton Lake, Mancelona and North Street HS/EHS sites.

A form was given to the EHS staff at their training on Monday. Double check that it is filled out as I only need 1 form from each site.

PROCUREMENT LOG (Informal) 2022-2023 DUE Sept. 30 to svanochten@nmcaa.net (scan)

Center Name: Cadillac Marty Paul 1&2				FILL IN ALL SHADED AREAS			
Items to be Purchased (Similar Quantities)	Obtain prices from 3 stores	Store 1: Walmart		Store 2: Meijer		Store 3: Amazon	
		Unit Price	Quantity	Unit Price	Quantity	Unit Price	Quantity
Apples		\$5.00	5lb bag	\$3.99	3lb bag	\$15.90	3lb bag
Bananas per lb		.40	Per lb	.16	each	\$15.75	3lbs
Broccoli		\$1.48	Per crown	\$2.69	Per crown	\$9.01	Per crown
Celery		\$1.38	Per celery heart	\$2.49	Per celery heart	\$24.90	
Peanut butter 40oz		\$5.44		\$5.29		\$3.75	
Triscut type crackers		\$3.12		\$2.79		\$3.57	
Cheese sticks		\$5.84	24 ct	\$7.99	24 ct	\$39.99	24 ct
Paper Towels		\$18.34	12 super rolls	\$19.99	8 huge rolls	\$38.84	12 count
Apple juice 64 oz		\$2.98		\$3.19		\$2.42	
1 Gallon milk		\$1.89		\$3.79		\$23.59	32 oz
Cheerios		\$3.68		\$3.99		\$5.48	
			\$ Total \$49.55		\$ Total 56.36		\$ Total 183.20
Check a box for Store Selected »		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Additional Notes: <i>If a higher priced store was chosen rather than the lowest priced one, indicate why in the space to the right under the store selected</i> <i>*examples below</i>		Justification for higher priced location:		Justification for higher priced location:		Justification for higher priced location:	
Date(s) prices obtained 08 /16/22 ____ / ____ /22		prices obtained via: <input type="checkbox"/> Flyer <input type="checkbox"/> Store visit XX <input type="checkbox"/> Internet <input type="checkbox"/> Phone call		prices obtained via: <input type="checkbox"/> Flyer <input type="checkbox"/> Store visit XX <input type="checkbox"/> Internet <input type="checkbox"/> Phone call		prices obtained via: <input type="checkbox"/> Flyer <input type="checkbox"/> Store visit XX <input type="checkbox"/> Internet <input type="checkbox"/> Phone call	
Signature of person completing this form:						Date: 08/16/2022	

*Examples of why a higher priced store might be selected over a lower priced one: only store in town, convenient driving distance; better quality food; have an account, etc. Call Sandy at 231-346-2135 if questions.

Reminders for:

Cadillac Marty Paul, Charlevoix, Falmouth, Petoskey, and our Combination sites – Mancelona, Houghton Lake and North Street.

Fill out the Yogurt Form and Procurement Form and send to Sandy by September 30. svanochten@nmcaa.net

For whole grains, if you buy brands other than what is on the Acceptable Whole Grain Choices handout, send photos of the nutrition panel – including the brand name and type of item to svanochten@nmcaa.net