



CLASSROOM CACFP RESOURCE GUIDE

The purpose of this document is to assist teachers and other classroom adults to meet the requirements of the USDA Child and Adult Care Food Program while serving food to participants in the classroom. Here are the basics:

1. All food (including milk) must be served at the same time.
2. All food components must be served to EACH participant in at the least the minimum portions. Consider using spoodles/dishers* or measuring utensils in the classroom if the meal is served family style to ensure the minimum amounts are plated for each participant.
3. Attendance at this meal must be recorded (either electronically on a phone/tablet/computer or manually on a paper Meal Attendance Template) while the participants are seated and served, not before or after the meal service.
4. If meal attendance is recorded manually on a template, the columns must be totaled at the bottom and the attendance taker should sign and date the form when the form is completed.

REQUIREMENTS FOR MILK:

1. Milk is always required at Breakfast, Lunch and Supper and may also be required at snack if it is on the snack menu for that day.
2. Low-Fat, Fat-Free, Skim or 1% Milk is required for all participants over 1 year of age.
3. Whole or Vitamin D Milk is required for all participants age 1 (from the day they turn age 1 until the day they turn age 2).
4. Minimum amounts of milk at all meals/snacks:

Age 1	½ cup (4 fl oz) whole milk
Age 2	½ cup (4 fl oz) skim milk
Ages 3 - 5	¾ cup (6 fl oz) skim milk
Ages 6 – 12	1 cup (8 fl oz) skim milk
Ages 3 – 18 (ARAS programs only)	1 cup (8 fl oz) skim milk
Adult (Adult Centers only)	1 cup (8 fl oz) skim milk

5. FAQs regarding milk:
 - a. **Q:** May I pour less than the amount needed and offer seconds? **A:** No, the entire required amount or more must be served to each child.
 - b. **Q:** If I am using a 6 oz cup, may I pour it two times for a 6-year-old (because they need 8 oz milk)? **A:** No, the requirement is to offer the full amount immediately. Please be sure the milk cups are the appropriate size to accommodate a full serving of milk.

- c. **Q:** Often children will drink all their milk first and then won't be hungry for food. Is it okay to hold off on the milk until they eat a little first? **A:** No, all components must be served at the same time in the minimum amounts. You may encourage water before the meal to satisfy thirst if that is the issue.
- d. **Q:** If a child is allergic to milk, may I mark him for the meal even though he did not get milk? **A:** Yes, but only if there is a doctor's statement on file stating the child may not have milk and stating what the substitute for milk should be (juice, water, non-dairy milk, etc.).
- e. **Q:** If a parent requests that their child not drink milk (as a preference, not a medical condition), may I mark that child for the meal even though he is not served milk due to the parent's preference? **A:** No, unless a milk substitute is offered that has equivalent nutrients as cow's milk, the child may not be marked as having received an eligible meal.

*Spoodles/Dishers are measuring devices that use a numbering system instead of an amount. Here is a list of spoodles/dishers and their amounts from the Food Buying Guide:

Number on Spoodle/Disher	Equivalent Measurement
6	2/3 cup
8	1/2 cup
10	3/8 cup
12	1/3 cup
16	1/4 cup
20	3-1/3 Tbsp.
24	2-2/3 Tbsp.
30	2 Tbsp. or 1/8 cup
40	1-2/3 Tbsp.
50	3-3/4 Tbsp.
60	3-1/4 tsp
70	2-3/4 tsp
100	2 tsp
Tbsp. = Tablespoon	tsp = teaspoon