

Attachment E

Part 4. Meal Service

In this chapter you will find information on:

- Pricing programs;
- Meal pattern requirements;
- Different serving methods to provide meals;
- Meal preparation options; and
- Procurement requirements.

A. Meal Pattern Requirements

One or more of the following meal types must be served to adults and approved by the State agency in the center's application:

- Breakfast;
- Lunch;
- Supper; or
- Snack.

Adult Meal Patterns

Institutions and facilities may be approved to serve and claim up to two meals and one snack or two snacks and one meal per day. The following table shows the required food components for each meal type, and the minimum required serving sizes for adults. All of the required food components identified in this table must be offered with each meal, with the exception of the snack. Only two of the four food components are necessary for snacks.

Breakfast	
Food Components	
1 milk fluid milk	1 cup
1 fruit/vegetable juice, ¹ fruit and/or vegetable	1/2 cup
1 grains/bread² bread or	2 slices
cornbread or biscuit or roll or muffin or	2 servings
cold dry cereal or	1 1/2 cups
hot cooked cereal or	1 cup
pasta or noodles or grains	1 cup

Lunch	
Food Components	
1 milk	
fluid milk	1 cup
2 fruit/vegetable	
juice, ¹ fruit and/or vegetable	1 cup
1 grains/bread²	
bread or	2 slices
cornbread or biscuit or roll or muffin or	2 servings
cold dry cereal or	1 1/2 cups
hot cooked cereal or	1 cup
pasta or noodles or grains	1 cup
1 meat/meat alternate³	
meat or poultry or fish or	2 ounces
alternate protein product or	2 ounces
cheese or	2 ounces
egg or	1 egg
cooked dry beans or peas or	1/2 cup
peanut or other nut or seed butter or	4 Tbsp.
nuts and/or seeds ⁴ or	1 ounce
yogurt ⁵	8 ounces

Supper	
Food Components	
2 fruit/vegetable juice, ¹ fruit and/or vegetable	1 cup
1 grains/bread² bread or	2 slices
cornbread or biscuit or roll or muffin or	2 servings
cold dry cereal or	1 1/2 cups
hot cooked cereal or	1 cup
pasta or noodles or grains	1 cup
1 meat/meat alternate³ meat or poultry or fish or	2 ounces
alternate protein product or	2 ounces
cheese or	2 ounces
egg or	1 egg
cooked dry beans or peas or	1/2 cup
peanut or other nut or seed butter or	4 Tbsp.
nuts and/or seeds ⁴ or	1 ounce
yogurt ⁵	8 ounces

Snack	
Food Components	
1 milk fluid milk	1 cup
1 fruit/vegetable juice, ¹ fruit and/or vegetable	1/2 cup
1 grains/bread² bread or	1 slice
cornbread or biscuit or roll or muffin or	1 serving
cold dry cereal or	3/4 cup
hot cooked cereal or	1/2 cup
pasta or noodles or grains	1/2 cup
1 meat/meat alternate³ meat or poultry or fish or	1 ounces
alternate protein product or	1 ounces
cheese or	1 ounces
egg or	1/2 egg
cooked dry beans or peas or	1/4 cup
peanut or other nut or seed butter or	2 Tbsp.
nuts and/or seeds ⁴ or	1 ounce
yogurt ⁵	4 ounces
<p>¹ Fruit or vegetable juice must be full-strength. ² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. ³ A serving consists of the edible portion of cooked lean meat or poultry or fish. ⁴ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch requirement. ⁵ Yogurt may be plain or flavored, unsweetened or sweetened.</p>	

Sample Meals

The following table provides an example of how each individual meal pattern could be met with commonly consumed foods.

Please note that variety is key to a healthy diet, so it is important to serve and select a wide variety of foods within each food component throughout the menu cycle.

Sample Breakfast
½ cup cooked oatmeal 1 slice whole wheat toast ½ cup diced peaches 1 cup 1% or nonfat milk
Sample Lunch
2 oz lean hamburger made from 100% ground beef ½ cup baked sweet potato fries ½ cup berries 1 whole wheat bun 1 cup 1% or nonfat milk
Sample Snack
4 oz yogurt 1 small muffin
Sample Supper
White bean and kale soup (½ cup beans and ½ cup kale per serving) 2 slices bread (or rolls, or cornbread) ½ cup cooked squash

Variations/Substitutions

If the institution serves adults that have disabilities or special dietary needs that lead to alterations of the meal pattern or the menu, ensure that these adults are being served meals in accordance with their needs and confirm that the appropriate documentation has been obtained and retained to support claiming the meals. See Part 11, Attachment 6 for a prototype form for documenting a medical or special dietary needs substitution.

- **Medical Statements** – In order to claim a meal that does not conform to the regulatory meal pattern, there must be a medical reason or a special dietary need and a signed statement on file.
- **Disabilities** - If an institution is serving an adult with a disability and that disability directly affects which foods the adult can consume, the guardian must submit a medical statement signed by a licensed physician. The medical statement must be kept on file, handled confidentially, and must describe:
 - The adult's disability and an explanation of why the disability restricts the adult's diet;
 - The major life activity affected by the disability;

- The food or foods to be omitted from the adult's diet, and
- The appropriate substitutions.
- **Special Dietary Needs** - If an institution is serving an adult with special dietary needs (e.g., vegetarian), the guardian may request substitutions by submitting a medical statement signed by a recognized medical authority, such as physician, physician assistant, nurse practitioner or other professional specified by the State agency, listing the foods to be omitted and appropriate substitutions.

Note: Milk substitutions that are made due to special dietary needs that are not a disability must be nutritionally equivalent to milk, even if accompanied by a medical statement. The institution can make such substitutions at its discretion.

For additional information, see FNS Instruction 783-2 *Accommodating Children with Special Dietary Needs*, and CACFP 21-2011, *Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions*, September 15, 2011, and contact the State agency if there are additional questions.

B. Serving Meals

The intent of the Program is that all meals provided through CACFP must be consumed in a congregate setting. This means that all of the adult participants in CACFP at a particular center must eat their meals together in a central location. If there are several rooms in which meals might be served, the center is encouraged to contact its State agency for compliance information.

Offer versus Serve

At the discretion of the adult day care center, participants may be permitted to decline a certain number of food servings without the price or reimbursement for the meal being affected. This provision is called "offer versus serve" (OVS).

OVS

All meal items must be offered, but a certain number of items may be declined by the participant. The reimbursement for the meal will not be affected if an adult participant declines a food item [7 CFR 226.20(q)].

The following bullets provide a quick guide to the food items that must be offered at each meal, and which may be declined by the participant (while still counting as a reimbursable meal):

- Breakfast: Offer
 - 1 serving of milk;
 - 1 serving of vegetables and/or fruit; and
 - 2 servings of bread or bread alternate.
 - 4 servings

*Under OVS, participants may decline only **one** of the four servings offered.*

- Lunch: Offer
 - 1 serving of milk;
 - 2 servings of vegetables and/or fruit;
 - 2 servings of bread or bread alternate, and
 - 2 serving of meat or meat alternate.
 - 6 servings

*Under OVS, participants may decline **up to two** of the six servings offered.*

- Supper: Offer
 - 2 servings of vegetables and/or fruit;
 - 2 servings of bread or bread alternate; and
 - 1 serving of meat or meat alternate.
 - 5 servings

*Under OVS, participants may decline **up to two** of the five servings offered.*

- Snack: Because the snack meal pattern only contains two food items, OVS is not available for snacks. *Participants may not decline any servings.*

Family Style Meal Service

Family style is a type of meal service that allows adults to serve themselves from common platters of food with assistance from supervising adults. Unlike cafeteria lines and pre-plated meals, the family style method gives the adults more control over their servings. Because adults are generally used to family style eating, the day care participants may welcome this method and feel most comfortable when the center chooses to implement this style of service [7 CFR 226.20(p); FNS Instruction 783-9, Rev. 2., *Family Style Meal Service in the CACFP*, May 3, 1993].

If chosen, this serving style option must be exercised in compliance with the following practices:

- Enough food must be placed on each table to provide the full required portions of each of the food components for all participants at the table, and to accommodate adults supervising the meal service at the table if they eat with the participants;
- The full minimum portion required under the applicable meal pattern must be offered to each participant; and
- When the full portion required by the applicable meal pattern is not initially taken by a participant, supervising adults must actively encourage the participant to accept the full portion during the course of the meal.

C. Meal Preparation

The best system of meal preparation in a given situation will depend upon such factors as the type of menu desired, the availability of food service equipment, space and personnel, and the budget of the organization. The following list includes the several types of food service systems available centers.

- 1. Onsite:** Onsite preparation is the most commonly used food service system. The meals are prepared at the same location where they are to be served. This is usually the most economical method when the center has a kitchen, sufficient food preparation equipment, and available staff. All or part of the food may be prepared onsite and the remainder purchased by the institution (center or sponsoring organization) from an outside source, such as a school, hospital, or commercial vendor.
- 2. Central Kitchen:** A sponsoring organization with only one center that can prepare meals may want to prepare all meals at that central kitchen. The sponsor can arrange to transport meals from the central kitchen and deliver them to other facilities. This system also may be utilized when the sponsoring organization arranges to have a school prepare and provide meals. When transporting meals, equipment will be needed to keep both hot and cold foods at temperature levels required under State or local health laws.
- 3. Purchasing from a School:** Meals may be purchased from a school that participates in the National School Lunch Program, either in bulk or as individual packaged units. An independent center or sponsoring organization that receives meals from a school must enter into a written agreement with that school. This agreement must contain the basic provisions of the Program requirements. Signing an agreement with a school to provide meals does not relieve the independent center or sponsoring organization of its Program responsibilities for monitoring and recordkeeping. The school should provide a copy of the menus served and meal service records required by the State agency [7 CFR 226.19a(b)(7)].

Remember

Only institutions, not facilities may enter into contracts, so only independent centers or sponsoring organizations may contract for meals or parts of meals.

- 4. Purchasing From a Food Service Management Company:** Food service management companies are organizations that prepare and deliver meals. An independent center or sponsoring organization that purchases meals from a food service management company must enter into a written contract with the company. The State agency can provide a copy of the standard contract that must be used and guidance on meeting procurement standards. Signing a contract with a food service management company does not relieve the center or sponsoring organization of its Program responsibilities for monitoring and recordkeeping. Regulations require that a copy of the contract be submitted to the State agency before the beginning of Program operations under the contract [7 CFR 226.19a(c)].
- 5. Purchasing from a Commercial Vendor:** Commercial vendors are public organizations (hospitals, college cafeterias, etc.), private commercial enterprises, or individuals that provide nonfood items or individual food items but not complete meals. An independent center or sponsoring organization that purchases from a commercial vendor must enter into a written contract with the vendor. The State agency can provide a copy of the standard contract and additional guidance on meeting procurement standards.

D. Procurement Standards

Purchasing rules were developed for institutions that utilize public funds in their Programs. To ensure Federal or State funds are used as wisely as possible, procurement standards outline specific steps to compare costs and to seek bids from interested vendors prior to making expenditures.

An independent center or sponsoring organization that contracts with a food service management company or commercial vendor should be aware of the procurement provisions governing the Program as outlined in detail in the CACFP regulations [7 CFR 226.22]. Here, in brief, are those guidelines.

Independent centers and sponsoring organizations may use their own procedures for procurement with Program funds as long as they comply with the following requirements.

- All procurement transactions will provide open and free competition and will not restrict or eliminate competition.
- Institutions must maintain a written code of standards of conduct that will govern the performance of all individuals involved with awarding and administering the contracts that are supported by Program payments. As a part of this code, employees, officers, or agents of the grantee may not participate in the selection, or in the award of administration of a contract supported by Federal funds if a conflict of interest real or apparent, would be involved. Additionally, favors or gratuities may not be solicited or accepted to or from parties or potential parties involved with the award.
- Policies will be put into place to ensure that proposed procurement actions will be reviewed by institution officials to avoid the purchase of unnecessary

or duplicative services or items and to choose the most economical approach.

- Affirmative steps will be taken to utilize small and minority business when possible. This includes but is not limited to: including these types of businesses on solicitation lists, soliciting them when possible, dividing tasks or quantities when possible to ensure maximum small or minority business participation, and using the Small Business Administration and the Minority Business Enterprise of the Department of Commerce as required. Similar steps should be taken in support of women's business enterprises as well.

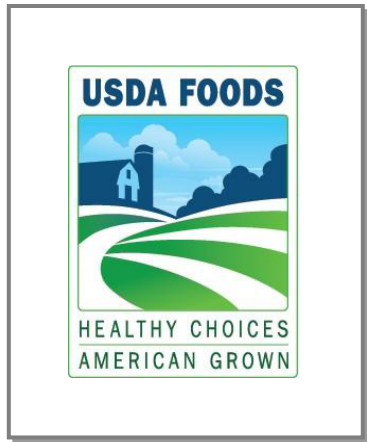
USDA requires all procurements of \$150,000 or more to be formally advertised for a contract in accordance with regulations, unless, under certain instances, the State agency decides otherwise [CACFP 01-2013, *Federal Small Purchase Threshold Adjustment*, October 2, 2012]. State or local laws may require independent centers or sponsors to advertise for a contract of procurement of less than \$150,000. State and local laws should be reviewed for specific requirements. State agencies may require the following when formally advertising a contract.

- The State agency must be notified and public announcement of the proposed contract must be made at least 14 calendar days before the opening of bids. The announcement must include the time and place of the bid opening and information about obtaining a copy of the complete specification for the proposed meal service.
- The invitation for bid (IFB) must be clear and accurate so that all prospective bidders have an equal chance of potentially getting the contract.
- The IFB may not provide for liens or other monetary benefits, terms, or conditions to be made by food service management companies or commercial vendors.
- The only nonfood items that can be included are those necessary for the food service (such as straws, napkins, or packaging).
- The bids must be opened publicly.
- Bids totaling \$50,000 or more must be submitted to the State agency for approval.
- The State agency must be informed which bid will be chosen. If the lowest bid is not accepted, a justification for awarding the contract to a higher bidder must be provided.

E. USDA Foods

The FNS provides another type of assistance (in addition to Program reimbursement) through USDA Foods or additional cash instead of USDA Foods [7 CFR 226.5].

USDA Foods are foods that USDA purchases or acquires in large quantities. Depending on the season and the crops, USDA may buy or acquire beef, canned or fresh fruits and vegetables, wheat products, peanut butter, or any number of other products. USDA then distributes these foods to States, which in turn distribute them to schools and other Federally-funded food programs.



Each institution has the option of receiving USDA Foods or cash-in-lieu of USDA Foods in addition to reimbursement for meals served. A sponsoring organization must choose either USDA Foods or cash-in-lieu of USDA Foods for all its sponsored facilities. The State agency will annually contact each institution to determine its preference and will also provide information on the types of foods that are plentiful, how these foods are packaged, and where the foods may be obtained. Some choose cash-in-lieu of USDA Foods because they have determined that the available food packages are too large for timely use or because pick up and adequate storage would be difficult. If cash-in-lieu of USDA Foods is chosen, a per-meal payment for each lunch and supper served to enrolled participants will be provided in addition to the reimbursement; sponsoring organizations will forward

these funds to their facilities along with the monthly reimbursement. This payment is equivalent to the dollar value of the USDA Foods allotment. However, if the State agency demonstrates that distribution of commodities to the number of institutions is difficult, the State agency can provide cash-in-lieu of USDA Foods for all independent centers and sponsoring organizations.

Some State agencies may allow an institution to change its choice between USDA Foods and cash-in-lieu of USDA Foods during the fiscal year. Contact the State agency for more information.

F. Questions and Answers

1. If an adult day care participant refuses to take most food items offered because of limited appetite, is the meal still reimbursable?

A center has the option to implement OVS, whereby participants may decline a certain number of food items that are offered without reimbursement (or meal cost) being affected. However, a minimum number of items is still required to be served for reimbursement. For example, at the lunch meal, a participant must take at least four of the six servings offered.

2. What milk choices must be offered to adults participating in a CACFP adult day care center?

The law requires all CACFP institutions to serve low-fat or fat-free milk, which includes adult day care centers [42 USC 1766(g)].