



DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
CITY OF CHICAGO

To: Head Start/Early Head Start and Child Care Directors

From: Madeline Cancel-Hanieh *MC*  
Director, Children Services Division

Date: 9-8-16

Subject: 2016-2017 FOOD SERVICE REQUIREMENTS

This memorandum and attachments serve as a reminder about policies and procedures regarding meals served in the Department of Family and Support Services Head Start/Early Head Start and Child Care programs. It supersedes the previous memorandum entitled Food Service Requirements dated August 6<sup>th</sup>, 2015 and all other previous versions.

The document, Food Service Requirements, has been updated for the 2016 to 2017 program year. Last year, 2015, a document entitled the Nutrition Practice Guidelines was published which provided information for sites on how to meet nutrition compliance standards in domains outside of foodservice.

Please be advised that the Cooperative Agreement for Nutrition Services will be updated. These updates will reflect a change in implementation of action plans to address nutrition risk factors.

The Child and Adult Food Care Program (CACFP) underwent a major overhaul to its standards. It was published on April 25, 2016 in the Federal Register. The changes to the program will not be implemented until October, 2017. Current CACFP guidelines will continue to be followed. To view the updates to the CACFP, please visit [www.gpo.gov/fdsys/pkg/FR-2016-04-25/pdf/2016-09412.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-04-25/pdf/2016-09412.pdf)

The Head Start Performance Standards have been updated. The current Performance Standards will remain in effect, and the updates will be phased in, starting in November, 2016. Compliance dates of these new guidelines may be found on the Head Start website. To view the new standards, please visit <https://eclkc.ohs.acf.hhs.gov/hslc/hs/docs/hspss-final.pdf>.

The City of Chicago Department of Public Health is updating the City of Chicago Rules: Child Care Requirements. These changes have not been announced as of the publishing date of this document.

The 2011 Joint Resolution of City Chicago Department of Public Health and the Chicago Board of Health set forth guidelines pertaining to milk, beverages and physical activity standards.

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## **Promoting Healthy Eating in Head Start and Early Head Start Sites:**

### **Joint Commission of the City of Chicago Department of Public Health and the Chicago Board of Health On Chicago Child Day Care Center Standards**

*Amendment adopted on May, 2011, by the City of Chicago Department of Public Health, acting through the Commissioner, and the Chicago Board of Health.*

WHEREAS, on November 18, 2009, the City of Chicago Department of Public Health, acting through the Commissioner, and the Chicago Board of Health adopted a joint resolution to recommend nutritional, physical activity, and screen viewing standards for Child Day Care Centers in the City of Chicago (“Resolution”); and

WHEREAS, the City of Chicago Department of Public Health and the Chicago Board of Health seek to enhance the Resolution by adding a new standard that addresses the content of fat in milk served to children at day care centers in the City of Chicago for children ages two and older; now, therefore,

BE IT RESOLVED, that the City of Chicago Department of Public Health, acting through the Commissioner, and the Chicago Board of Health, having a strong interest in improving the health and well-being of Chicago’s children, recommend the implementation of the following additional standard in all Day Care Centers in the City of Chicago:

TO ADDRESS NUTRITION STANDARDS: Unless milk with a higher fat content is medically recommended for a child, as documented by the child’s medical provider, the content of fat in milk served to children ages two and older shall not be more than 1 percent.

### **2015 Dietary Guidelines for Americans**

The Dietary Guidelines is designed for professionals to help all individuals ages 2 years and older and their families consume a healthy, nutritionally adequate diet.

- Follow a healthy eating pattern across the lifespan. All food and beverage choices matter. Choose a healthy eating pattern at an appropriate calorie level to help achieve and maintain a healthy body weight, support nutrient adequacy, and reduce the risk of chronic disease.
- Focus on variety, nutrient density, and amount. To meet nutrient needs within calorie limits, choose a variety of nutrient-dense foods across and within all food groups in recommended amounts.
- Shift to healthier food and beverage choices. Choose nutrient-dense foods and beverages across and within all food groups in place of less healthy choices.
- Limit calories from added sugars and saturated fats and reduce sodium intake. Consume an eating pattern low in added sugars, saturated fats, and sodium. Cut back on foods and beverages higher in these components to amounts that fit within healthy eating patterns.
- Consider cultural and personal preferences to make these shifts easier to accomplish and maintain.
- Support healthy eating patterns for all. Everyone has a role in helping to create and support healthy eating patterns in multiple settings nationwide, from home to school to work to communities.

## 2016-17 Cycle Menu Schedule

### Fall, cycle 1

Week 1	August 29	September 26	October 24	November 21
Week 2	September 5	October 3	October 31	
Week 3	September 12	October 10	November 7	
Week 4	September 19	October 17	November 14	

### Winter, cycle 2

Week 1	November 28	December 26	January 23	February 20
Week 2	December 5	January 2	January 30	
Week 3	December 12	January 9	February 6	
Week 4	December 19	January 16	February 13	

### Spring, cycle 3

Week 1	February 27	March 27	April 24	May 22
Week 2	March 6	April 3	May 1	
Week 3	March 13	April 10	May 8	
Week 4	March 20	April 17	May 15	

### Summer, cycle 4

Week 1	May 22	June 19	July 17	August 14
Week 2	May 29	June 26	July 24	
Week 3	June 5	July 3	July 31	
Week 4	June 12	July 10	August 7	

**Note:** Menus shall be reviewed and signed by a registered dietitian or licensed nutritionist or masters of public health nutritionist to ensure that proper nutrition requirements and standards are met. Menus are to be approved and signed off before the start date of the menu. *Head Start Performance Standard*

## Meal Patterns and Serving Sizes for Child Day Care Centers

Adapted from:

Chicago Department of Public Health: Health Requirements for Child Care Centers

USDA: Child and Adult Care Food Program Serving Requirements

	Food Component	Age: 1 to 3 Years	Age: 3 to 6 Years	
Breakfast	Fluid Milk	1/2 cup	3/4 cup	
	Fruit or Vegetable	1/4 cup	1/2 cup	
	Grain/Bread OR Cereal cold/dry OR Cereal hot/cooked	1/2 slice or 0.5 oz. 1/4 cup 1/4 cup	1/2 slice or 0.5 oz. 1/3 cup or 0.5 oz. 1/4 cup	
Lunch	Lean meat, fish, or poultry OR Cheese OR Egg OR Cooked dry beans and peas OR Peanut butter <sup>a</sup>	1 oz. 1 oz. 1 1/4 cup 2 tbsps.	1 1/2 oz. 1 1/2 oz. 1 3/8 cup 3 tbsps.	
	Vegetables (2 or more total)	1/4 cup total	1/2 cup total	
	Grain/Bread OR Pasta, noodles or grain	1/2 slice or 0.5 oz. 1/4 cup	1/2 slice or 0.5 oz. 1/4 cup	
	Fluid Milk	1/2 cup	3/4 cup	
	Fruit/Dessert	1/4 cup	1/2 cup	
	<b>Select 2 of the 4 components:</b>			
	Snack / Supplement	Fluid Milk	1/2 cup	1/2 cup
Grain/Bread OR Pasta, noodles or grain OR Cereal cold/dry OR Cereal hot/cooked		1/2 slice or 0.5 oz. 1/4 cup 1/4 cup 1/4 cup	1/2 slice or 0.5 oz. 1/4 cup 1/3 cup 1/4 cup	
Lean meat, fish, or poultry OR Cheese OR Cooked dry beans and peas OR Peanut butter <sup>a</sup> , peanuts, nuts or seeds		1/2 oz. 1/2 oz. 1/8 cup 1 tbsps.	1/2 oz. 1/2 oz. 1/8 cup 1 tbsps.	
Fruit or Vegetable <sup>b</sup>		1/2 cup	1/2 cup	

The Department of Family Support Services continues to recommend that **no juices be served in any Head Start/Early Head Start or Child Care programs. Water shall be offered and made available** to children, infants and toddlers at **frequent intervals and during meals and snacks**. Also, we are encouraging that a variety of fresh sliced fruit or canned fruit in its (own) juice be served.

a Spread thinly onto crackers, vegetables, etc. or mix with other foods. Not to be served as a spoonful.

b Fruits and vegetables are considered one meal component, and must be served with an alternative meal component to meet the snack requirement.

## Infant Meal Patterns and Serving Sizes

Adapted from the 2011 Update of:

Illinois State Board of Education Child and Adult Food Care Program Meal Pattern Guide

The Infant Meal Pattern lists the food to be offered to infants from birth through 11 months. The infant meal must contain each of the following components in the amounts indicated for the appropriate age group in order to qualify for reimbursement.

Child care institutions and family day care home providers should:

- Work closely with parents to decide what foods to serve infants.
- Offer food with texture and consistency appropriate for the development of the infant
- Serve food during times consistent with the infant's eating habits.
- Introduce solid food gradually to infants when developmentally ready and as instructed by the parent.

Meal	Food Components	Age 0-3 months	Age 4-7 months	Age 8-11 months
Breakfast	Iron Fortified Infant Formula or Breast Milk <sup>a,b</sup>	4-6 fluid ounces	4-8 fluid ounces	6-8 fluid ounces
	Fruits and/or Vegetable			1-4 Tbsp
	Iron Fortified Cereal		0-3 Tbsp (when developmentally ready)	2-4 Tbsp
Snack / supplement	Iron Fortified Infant Formula or Breast Milk <sup>a,b</sup>	4-6 fluid ounces	4-6 fluid ounces	2-4 fluid ounces
	Crackers <sup>c</sup>			0-2 crackers (when developmentally ready) OR
	Bread <sup>c</sup>			0-1/2 slice (when developmentally ready)
Lunch / Supper	Iron Fortified Infant Formula or Breast Milk <sup>a,b</sup>	4-6 fluid ounces	4-8 fluid ounces	6-8 fluid ounces
	Vegetable and/or Fruit		0-3 Tbsp (when developmentally ready) <sup>d</sup>	1-4 Tbsp
	Iron Fortified Infant Cereal		0-3 Tbsp (when developmentally ready)	2-4 Tbsp <sup>e</sup>
	Meat/Meat Alternate meat, fish, poultry, egg yolk, cooked dry beans or peas OR cheese OR cottage cheese OR cheese food or cheese spread			1-4 Tbsp 1/2 -2 oz 2-8 Tbsp 1-4 oz

**No juice shall be served in DFSS Head Start and Early Head Start programs.**

<sup>a</sup> Breast milk, formula, or portions of both, may be served; however, it is recommended breast milk be served in place of Formula from birth through 11 months.

<sup>b</sup> For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry.

<sup>c</sup> Bread and bread alternates shall be made from whole-grain or enriched meal or flour.

<sup>d</sup> Age 4 through 7 months, when developmentally ready, a vegetable, fruit or iron-fortified infant cereal may be served.

<sup>e</sup> Age 8 through 11 months, Iron fortified infant cereal may be served and/or a meat/meat alternate.

## Meal Service

1. Breakfast must be served at least 2 1/2 hours before lunch. A minimum of 15 minutes is allowed for breakfast and snacks and a minimum of 30 minutes is allowed for lunch.  
*(HRCCC IV, 1, IV, B and F [page 25])<sup>4</sup>*
2. A sufficient amount of food must be placed on the table to meet minimum serving size requirements for each child present.  
*Head Start Performance Standards*
3. Fruit or desserts must be placed on the table along with other meal items.
4. Fruit or dessert at the noon meal must be served in a separate dish and not on plates containing hot food unless sectional dishware is used and fruit/dessert is separate from other food.  
*(HRCCC IV, 1, IV, J [page 25])*
5. Sufficient milk must be purchased to provide four (4) ounces per child (1-3 years old) and six (6) ounces per child (3-6 years old).  
*(HRCCC IV: Table 5 [page 28])*
6. Children should be encouraged to serve themselves each of the required meal components. If a child refuses a food, the food should be offered again when the food appears next on the menu.  
*(HRCCC Centers IV, 1, IV, H [page 25])*
7. Children should be encouraged, but not forced, to eat the minimum required portions. Children should not be forced or bribed to eat. Food shall not be used as a punishment or reward.  
*(HRCCC IV, 1, IV, G and H [page 25])*
8. Developmentally appropriate eating and serving utensils must be used. Sporks are not acceptable.  
*(HRCCC IV, 1, IV, K [page 25])*
9. Children and adults must wash their hands before meal time. If gloves are worn by adults, hands must be washed before putting gloves on.  
*Head Start Performance Standards*
10. Foods should be served to children at safe temperatures. Foods served should not be scalding, and should be stirred prior to serving to prevent any hot spots to avoid harm or burns to children when serving foods and eating.

## Early Head Start: Infant and Toddler Food Service Considerations

1. Programs with infants aged 12 months and under should refer to the infant daily food requirements chart for types of food and amounts to serve.
2. Programs that serve children breast milk or formula in bottles must observe proper bottle sanitation and preparation guidelines. Please view the Illinois Licensing Standards for Day Care Centers 407.210<sup>1</sup> for full guidelines. Staff must ensure that bottles are prepared after thoroughly washing hands.
3. Only sanitized bottles and nipples shall be used. Sanitation may be done by washing in a dishwasher or by boiling for 5 minutes in water. *Health Requirements for Child Care Centers, Chicago Dept Health*
4. Bottles should be warmed under warm water or in bottle warmer, and always be tested prior to serving. Bottles should never be heated in a microwave.
5. Iron fortified formula will be provided by the Early Head Start site. Parents should not be responsible for providing formula to children. (Except in extreme cases where prescription / specialty formulas are required.)
6. Only breast milk, formula or water should be placed in a bottle.
7. A refrigerator should be easily accessible to programs serving infants and toddlers.
8. Children under the age of 24 months shall not be provided low fat milk. (Cow's milk served to these children must be whole fat.)
9. When feeding jarred baby food, the food must be plated onto a separate dish and never fed directly from the jar.
10. Styrofoam cups and plates may not be used when serving toddlers under the age of two.
11. Appropriate snacks and meals must be provided during Early Head Start home based program socializations.
12. The Infant Formula / Food Waiver Notification form, which is found on the ISBE CACFP website, must be filled out and signed by the parent of every infant in the Early Head Start program and the documentation must be on site.

## Menu Requirements 2016

The following requirements are derived from state, city and Head Start guidelines and memorandums voted on by the DFSS Health Advisory meeting in regards to food service and menu requirements. These guidelines must be adhered to when purchasing and serving food to children in the DFSS Head Start and Early Head Start program.

The listed requirements are not exhaustive. Please be sure to review these requirements and standards from the following sources for more information:

*Illinois State Board of Education: Child and Adult Food Care Program (ISBE CACFP)<sup>3</sup>*

*Illinois Licensing Standards for Day Care Centers, part 407<sup>1</sup>*

*City of Chicago Health Requirements for Child Care Centers (formally Chicago Licensing Standards, soon to be updated to Child Care Requirements, 2016)*

*Head Start Performance Standards<sup>4</sup>*

- 1) Head Start classrooms will make drinking water readily and freely available to children. Sites may provide drinking fountains and/or disposable cups for individual use. Water will also be offered to children at frequent intervals and during meals and snacks.

*DCFS Licensing Standards for Day Care 407*

- 2) All breakfasts must include milk, fruit or vegetable, and bread or bread alternate. This is the minimum meal pattern to be followed for breakfast.

*Chicago Department of Public Health Requirements for Child Care Centers*

- 3) Lunches must consist of meat or meat alternate, two servings of vegetables, bread or bread alternate, milk and fruit or dessert. Special occasion menus and bag lunches must also meet requirements.

*Chicago Department of Public Health Requirements for Child Care Centers*

- 4) All lunches must include two vegetables daily to meet City of Chicago Nutrition Standards.

*Chicago Department of Public Health Requirements for Child Care Centers*

- 5) All fruits should be served appropriately for children to consume without difficulty. In particular, fruits such as apples, oranges, nectarines and peaches should be sliced or prepared for the children. Minimum serving sizes shall be served to children as indicated in the Meal Patterns and Serving Sizes for Child Day Care Programs.

*Chicago Department of Public Health Requirements for Child Care Centers*

- 6) Fruits and vegetables rich in vitamin A must be served three times a week. Fruits and vegetables which meet this criteria can be found in this document.

*Chicago Department of Public Health Requirements for Child Care Centers*

- 7) Vitamin C rich foods must be served at least once a day. Fruits and vegetables which meet this criteria can be found in this document.

*Chicago Department of Public Health Requirements for Child Care Center*

- 8) Salsa, ketchup, tomato sauce and spaghetti sauce cannot be counted as a serving of vegetables. The quantity provided is not enough to meet the serving size requirement for a vegetable.

- 9) Occasionally gelatin with fruit added may be served for dessert provided the dessert consists of half fruit by volume.

*Chicago Department of Public Health Requirements for Child Care Center*

- 10) Bread or bread alternate consists of: an equivalent serving of cornbread, biscuits, rolls, muffins, bagels, or tortillas made of enriched or whole grain meal or flour, enriched rice, macaroni, noodles, pasta, stuffing, crackers, breadsticks, dumplings, pancakes, waffles and hot or cold cereal. Additional guidelines on grains are described in the CACFP guidelines. More information can be found in this document.

- 11) Animal crackers, cheese crackers, rice cakes and other light weight snacks such as puffed cereals must be served in sufficient quantity to meet the gram weight requirements of the bread component. See the Grains/Breads Chart in your USDA Food Buying Guide for specific serving sizes.

- 12) Cereal that contains greater than 15 percent of calories from sugar should not be served. An expansive list of acceptable cereals is provided in this document.

- 13) Soups may not take the place of any meal component. It will be considered an additional item.

*Chicago Department of Public Health Requirements for Child Care Center*

- 14) Enough milk must be purchased and poured into the child's glass to provide the required serving for each child. Failure to purchase and serve enough milk may result in loss of reimbursement.

*Chicago Department of Public Health Requirements for Child Care Center*

- 15) Snacks must consist of foods from two different food groups. Fruits and vegetables may not be served together and count as a complete snack; an alternate food component must be served. (For example, you may not serve apples and celery as a snack. You may serve apples and graham crackers.)

*Chicago Department of Public Health Requirements for Child Care Center*

- 16) Potato chips, fruit chips, popcorn and dessert pie crust may not be included on menus. However, soft pretzels, bagel chips, pretzel chips, wheat and corn tortilla chips are acceptable food items.

- 17) Doughnuts, churros, sweet rolls, and coffee cake, because of their high sugar and fat content, are not acceptable foods for service in DFSS programs. Lemonade, coffee, tea, soda pop, Hi-C, Hawaiian punch and Kool-Aid are not acceptable beverages.

- 18) In accordance with new State of Illinois Licensing Standards for Day Care Centers: cakes, pastries and cookies may not be served in child care centers if they are considered high fat and/or sugar.

Desserts may be served if they meet the following: the percent of calories from sugar is  $\leq 35\%$  and the percent of calories from fat is  $\leq 35\%$ . More information is provided in this document.

Desserts (if meeting the above standard) may only be served no more than twice a week.

Ice cream and puddings may be served occasionally per this standard.

*DCFS Licensing Standards for Day Care 407*

- 19) Desserts shall consist of fruit or of plain, milk-based puddings such as vanilla, chocolate, banana or butterscotch. These puddings may not, however, replace fluid milk and do not meet meal pattern requirements for the milk group.

*Chicago Department of Public Health Requirements for Child Care Center*

20) Bread or rice pudding may be used to meet the grain meal pattern requirement for snack (not lunch) only if these minimum amounts are met: 1/4 cup cooked rice or 1 slice of bread per 1/2 cup serving.  
*CACFP Crediting Handbook*

21) Centers are required to make substitutions in the meal patterns for children with special needs and for those children with dietary restrictions, when such substitutions are indicated in writing by a physician.  
*Head Start Performance Standards*

- a) Food consumed by children under the supervision of the child care center must be provided by the center, and prepared at the Day Care Center in an approved kitchen, or purchased from a licensed catering facility.
- b) Home prepared food shall not be permitted in the center except in the case of special food needs [medically prescribed diets, diet for religious reasons, food allergies] that cannot be met by the center as outlined in section III of Chicago Health Requirements for Child Care Centers.
- c) Special food provided by parents or guardians shall not be shared by other children. Special foods brought into the facility must have a label showing the child's name, date, and the identity of the food.  
*Chicago Department of Public Health Requirements for Child Care Center*

22) To reduce the risk of choking, children younger than four years of age may not be served hot dogs that are whole or sliced into rounds, raw peas, whole grapes, nuts, popcorn, hard pretzels, spoonful of peanut butter, or chunks of raw carrots or meat larger than can be swallowed whole.  
*Chicago Department of Public Health Requirements for Child Care Center  
American Academy of Pediatrics-Policy Statement on Prevention of Choking Among Children*

23) Family style meal service should be utilized at every meal. Enough food must be placed on each table to provide minimum portion sizes for each child. Each child should be provided each required meal component. More information can be found in the Nutrition Practice Guidelines.  
*Head Start Performance Standards*

24) 23. All meals shall be prepared so as to moderate fat and sodium content. Choose monounsaturated fats (olive, canola, or safflower oils); polyunsaturated fats (corn, cottonseed or soybean oil); or soft margarines. Avoid hydrogenated TRANS-FATS (found in stick margarines and shortening); saturated fats and fried foods. (sauté is acceptable).  
*Chicago Department of Public Health Requirements for Child Care Center  
Head Start Performance Standards  
Dietary Guidelines for Americans*

25) Family style meal service should be utilized at every meal. Enough food must be placed on each table to provide minimum portion sizes for each child. Each child should be provided each required meal component. More information can be found in the Nutrition Practice Guidelines.  
*Head Start Performance Standards*

## Vitamin A and C Fruit and Vegetable Requirements

Chicago Licensing Standards indicate that Vitamin A rich fruits and vegetables shall be served at least three times per week and (at least one) Vitamin C rich fruits and vegetables shall be served daily.

### Fruit

Source of:	Vit A	Vit C	Serving Size
Apricots:			
canned juice pack	■		2 halves
dried, cooked, unsweetened	■■		1/4 cup
dried, uncooked	■		5 halves
Apple		■	1/2 medium
Banana		■	1/2 medium
Blackberries		■■	1/4 cup
Blueberries		■	1/4 cup
Cantaloupe	■■	■■■	1/4 cup
Cherries	■	■■■	1/4 cup
Grapefruit		■■■	1/4 medium
Guava, raw		■■■	1/4 cup
Honeydew	■	■■	1/4 cup
Kiwi		■■■	1/2 medium
Kumquat		■	1 fruit
Mandarin orange	■	■■■	1/4 cup
Mango	■■■	■■■	1/4 medium
Nectarine	■	■	1/2 medium
Orange		■■■	1/2 medium
Papaya	■	■■	1/4 cup
Peach		■	1/2 medium
Pear		■	1/2 medium
Pineapple		■	1/4 cup
Plums	■	■	1/4 cup
Prunes	■		1/4 cup
Raspberries		■■	1/4 cup
Strawberries		■■■	1/4 cup
Tangelo		■■■	1/2 medium
Tangerine		■■■	1/2 medium
Watermelon	■	■■	1/2 cup

### Vegetables

Asparagus		■■■	1/4 cup
Beans: lima, green, yellow		■	1/4 cup
Bean sprouts		■	1/4 cup
Beet greens	■■■		1/4 cup
Bok Choy	■■■	■■	1/4 cup
Broccoli	■	■■■	1/4 cup
Brussels sprouts		■■■	1/4 cup

### Vegetables continued

Source of:	Vit A	Vit C	Serving Size
Cabbage (green)		■■	1/4 cup
Cabbage (red)		■■■	1/4 cup
Carrots	■■■		1/4 cup
Cauliflower		■■■	1/4 cup
Chard	■	■	1/4 cup
Chili Peppers		■■■	1/4 cup
Chickory, raw	■	■	1/4 cup*
Chinese cabbage		■■	1/4 cup
Collards	■	■	1/4 cup
Dandelion greens	■■■	■	1/4 cup
Escarole	■	■	1/4 cup*
Kale	■■■	■■■	1/4 cup
Kohlrabi		■■■	1/4 cup
Mustard greens	■	■■	1/4 cup
Okra		■	1/4 cup
Onion		■	1/2 medium
Parsnips		■	1/4 cup
Peas		■	1/4 cup
Peas and carrots	■■■		1/4 cup
Peppers (green)		■■■	1/4 cup
Peppers (red)	■■■	■■■	1/4 cup
Plantain	■		1/2 medium
Poke greens		■■■	1/4 cup
Potato		■■	1/2 medium
Pumpkin	■		1/4 cup
Radishes		■	3 large
Romaine lettuce	■	■	1/4 cup*
Rutabaga		■■	1/4 cup
Snow peas		■■■	1/4 cup
Spinach	■■■	■	1/4 cup
Squash (summer)		■	1/4 cup
Squash (winter)	■■■	■	1/4 cup
Sweet potato	■■■	■■■	1/2 medium
Tomato	■	■■	1/4 cup
Turnip greens	■■■	■	1/4 cup
Turnips		■	1/4 cup
Watercress		■	1/4 cup

\* 1/2 cup must be served if this food supplies the vitamin C source of the day.

■■■ best source ■■ better source ■ good source

## Grain Recommendations

What Type of Grains Should I Offer?	
Instead of:	Choose Whole Grains:
White Rice	Brown rice, wild rice, quinoa
White Flour	Whole-wheat flour
White bread or wheat bread	100% Whole-grain bread
Noodles, pasta, spaghetti, macaroni	Whole-wheat pasta or whole-grain noodles
Flour tortillas	Whole-grain tortillas and whole-corn tortillas
Crackers	Whole-grain crackers
Degermed cornmeal	Whole-grain cornmeal

Please be aware that the Illinois State Board of Education<sup>3</sup> provides extended guidelines on determining minimum serving sizes for grain / bread / cereal products for the Child and Adult Care Food Program. Please note that some foods mentioned in this set of guidelines are not acceptable for the DFSS Head Start food requirements as described in this document.

The Grain/Bread Requirements document can be found on the ISBE website found in the references section.

### Ready-to-eat cereals: sugar requirements

Cereal that contains more than 15 percent calories from sugar should not be purchased.

Please see the list of cereals on the following page for more information, or you may calculate based on the following formula:

To determine % calories derived from sugar =  

$$[ (\text{Grams of sugar} \times 4) \div (\text{total calories per serving}) ] \times 100$$

**Example:** *Yummyums Cereal: calories per serving: 110; grams of sugar: 2*

$$[ (2g \times 4) \div (110) ] \times 100$$

$$( 8 \div 110 ) \times 100$$

$$0.07 \times 100$$

*% calories derived from sugar:       **7%***

List of approved cereals containing ≤ 15% calories by sugar.

Brand Name	Store	Cereal Name	% Sugar
Essential Everyday	Jewel-Osco	Toasted Oats	4%
		Shredded Wheat	0%
		Nutty Nuggets	6%
		Corn Flakes	8%
		Crunchy Rice Squares	8%
General Mills	Any	Fiber One (Original)	0%
		Total Corn Flakes	1%
		Cheerios (Original Only)	4%
		Country Corn Flakes	7%
		Rice Chex	8%
		Corn Chex	11%
		Kix (Original Only)	11%
		Wheat Chex	11%
		Fiber One Honey Clusters	15%
		Wheaties (Original Only)	15%
Kashi	Any	Puffed 7 Whole Grains	0%
		7 in the Morning	6%
		7 Whole Grain Flakes	12%
		Organic Promise Autumn Wheat	14%
Kellogg's	Any	Rice Krispies (Original Only)	10%
		Corn Flakes	12%
		Crispix	12%
		Special K (Original Only)	13%

Brand Name	Store	Cereal Name	% Sugar
Malt-O-Meal	Any	Puffed Rice	1%
		Toasty O's	4%
		Corn Flakes	8%
		Crispy Rice	9%
		Honey and Oat Blenders	10%
Millville	ALDI	Crispy Oats	4%
		Corn Flakes	8%
		Rice Squares	8%
		Crispy Rice	10%
		Corn Squares	11%
Post	Any	Toasties Corn Flakes	7%
		Grape Nuts	13%
		Grape Nuts Flakes	15%
Quaker	Any	Puffed Rice	0%
		Life (Original Only)	10%
Roundy's	Mariano's	Original Tasteeos	4%
		Nutty Nuggets	6%
		Fiber Active	0%
		Corn Flakes	8%
		Toasted Rice	8%
		Crispy Rice	12%

## Dessert requirements

In accordance with new State of Illinois Licensing Standards for Day Care Centers<sup>1</sup>: cakes, pastries and cookies may not be served in child care centers if they are considered high fat and/or sugar. These foods may be served if they meet the following:

- the percent of calories from sugar is  $\leq 35\%$
- the percent of calories from fat is  $\leq 35\%$

To determine if desserts meet these requirements you may either inspect the nutrition label on the product or evaluate the recipe. The USDA Super Tracker website provides a service to take a recipe and evaluate it for nutrition.

Please reach out to your site nutritionist and/or caterer for assistance in this process.

To determine if your dessert meets the limits for fat and sugar, follow the following process:

1. Take GRAMS of TOTAL FAT, and multiply by 9.
  2. Take that number and divide by CALORIES.
  3. Multiply your value by 100 to get the percentage of total calories from fat. If it is 35 or lower, it is acceptable.
- 
1. Take GRAMS of SUGARS / ADDED SUGARS, and multiply by 4.
  2. Take that number and divide by CALORIES.
  3. Multiply your value by 100 to get the percentage of total calories from fat. If it is 35 or lower, it is acceptable.

**BOTH fat and sugar must meet this requirement for the cookie or desert to be allowable.**

**Cookies may only be served maximum of 2 times per week.**

**Cake may only be served 1 time per month.**

Please see the example below as a guide to this process:

Nutrition Facts	
Serving Size 30 G	
Servings Per Container 10	
Amount Per Serving	
<b>Calories</b>	140
Calories From Fat	45
	<b>% Daily Value</b>
<b>Total Fat 5 G</b>	8
Saturated Fat 2 G	10
Trans Fat 0 G	
<b>Cholesterol 5 Mg</b>	2
<b>Sodium 115 Mg</b>	5
<b>Potassium 35 Mg</b>	1
<b>Total Carbohydrate 21 G</b>	7
Dietary Fiber 0 G	0
<b>Sugars 11 G</b>	
<b>Protein 1 G</b>	

  

$5 \times 9 = 45$

$(45 \div 140) = 0.32 = 32\%$

  

$11 \times 4 = 44$

$(44 \div 140) = 0.31 = 31\%$

## **Sanitation Requirements**

All Head Start and Child Care centers in should follow the most current Chicago sanitation guidelines and other licensing requirements. It is recommended to review these requirements with appropriate staff.

## **Food Service Satiation Certificate**

In accordance with city guidelines, each food service facility shall have on premises a person having supervisory authority holding a Foodservice Manager Food Service Sanitation certificate on site at all times that potentially hazardous food is being handled.

As of July 1, 2014, any individual seeking a food service sanitation manager certificate or a food service sanitation manager instructor certificate must complete a minimum of 8 hours of Department-approved training and receive a passing score on the examination. A food service sanitation manager certificate shall be valid for 5 years. (The Food Handling Regulation Enforcement Act: Public Act 098-0566 (410 ILCS 625 Food Handling Regulation Enforcement Act<sup>7</sup>) passed on August 27, 2013.)

As of December 31, 2013 the Illinois Department of Health will no longer offer the Illinois Food Service Sanitation Manager Certification. After that date, only Conference for Food Protection (CFP) approved exams will be allowed. Please visit the Illinois Department of Public Health<sup>8</sup> for information regarding this certification process. ServSafe examinations meet these new criteria.

## **Food Handler Certification**

The Food Handling Regulation Enforcement Act (Public Act 098-0566 passed on August 27, 2013) requires that all foodservice workers whom are not certified as Food Service Sanitation Managers must complete safe food handler training.

Food handlers who work in non-restaurant settings (such as licensed day care homes, licensed day care facilities and schools) are required to be trained as a food handler as of July 1, 2016.

Detailed information on this new regulation may be found at the Illinois Department of Public Health<sup>8</sup>. The references section at the end of this document provides the link with more information.

Trainings will be held by Dominican University, for Department of Family Support Services Head Start Programs, monthly until December, 2016. Trainings will be offered after this date periodically. Registration may be found on COPA.

Food Handler Certificate trainings are also offered by other parties, for a fee. A listing of qualified trainers may be found on the Illinois Department of Public Health website.

## Sanitation Requirements: 2016

Below please see Food Sanitation Guidelines. Please be aware that this is not an all-encompassing list. Other sanitation and food service licensing regulations may have additional guidelines. It is recommended to follow up to meet these.

*Chicago Board of Health: Rules and Regulations, pertaining to Sanitation Practices in Food Establishments: "The Food Code".<sup>6</sup> Released December, 2014.*

1. An exposed lavatory must be provided in the kitchen for hand washing. Hand washing signs must be posted above the lavatory.

*Chicago Board of Health*

2. Refrigerators must be installed with thermometers. A temperature of 40°F or below must be maintained in all units. Temperatures must be taken twice a day and recorded.

*Chicago Board of Health*

3. Thermometers must be provided for freezer units. A temperature of 0°F or below must be maintained. Temperatures must be taken twice a day and recorded.

*Chicago Board of Health*

4. Dry and canned food should be stored at temperatures between 50°F and 70°F. Food should be stored 6 inches above the floor.

*Illinois Department of Public Health: Food Safety Fact Sheet.<sup>9</sup> and Chicago Board of Health*

5. Dishes and utensils will be pre-rinsed or scraped. Dishes will be washed in soapy water at 110°F to 120°F, rinsed with clean water, then sanitized. Sanitizing may be done with water at least 180°F or with chemicals. Information on appropriate chemical concentrations for chemical sanitizer (chlorine, quaternary ammonia, iodine) can be found at the Chicago Department of Health website, in "The Food Code." [cityofchicago.org/content/dam/city/depts/cdph/CDPH/RulesRegsFoodhandlerUpdIncorporated.pdf](http://cityofchicago.org/content/dam/city/depts/cdph/CDPH/RulesRegsFoodhandlerUpdIncorporated.pdf) Machine dish washers must comply with all the requirements of the Plumbing Section of the Municipal Code of Chicago and Rules and Regulations of the Board of Health. An effective but inexpensive sanitizing solution may be made by adding three tablespoons of chlorine bleach to one gallon of water.

*Chicago Dept. Health: Health Requirements for Child Care Center*

6. Dishwashing machines must supply wash water at a temperature of 120° - 140°F rinse water must be at least 180° F. When rinse water is less than 180°F, a booster heater shall be provided.

*Chicago Board of Health*

7. Hot foods shall be maintained at a temperature of 140° F or above, and cold foods at a temperature of 40° F or below, until serving. Prepared food should be cooked to the safe minimum temperatures and measured using a working thermometer.

Ground beef: 160°F; beef and pork (whole cuts): 140°F; poultry: 165°F; fish: 145°F; eggs: 160°F

*Chicago Board of Health. USDA Food Safety Guidelines<sup>10</sup>*

8. The center shall be maintained free from insect or rodent infestation. Pest control / extermination services should be used on a regular basis. Services must be recorded in a log book to be kept on premises.

*Chicago Board of Health. DCFS: Part 407*

## Sanitation Requirements: 2016-2017 (continued)

9. Employees preparing and handling food are required to wear hair nets, head bands, or caps in any area in which food is prepared or served. All persons who are employed in any capacity in which they handle food, dishes or receptacles are required to wear clothing which is clean and of washable character, and only used for food handling and preparation purposes. Aprons may be worn in addition

Chicago Dept. Health: Health Requirements for Child Care Centers. *Chicago Board of Health*

10. All garbage is to be kept in covered metal or plastic containers with removable plastic liners pending removal. Garbage must be removed daily.

*Chicago Board of Health*

11. All cleaning compounds and other toxic materials must be stored separately from food items to avoid contamination, and must be stored in a locked cabinet.

*Chicago Board of Health*

12. Equipment, trays, tableware and utensils must be air-dried to prevent contamination by food service personnel.

13. Facilities dispensing or serving food shall employ and have present on the premises at all times food is being handled, a person who holds a valid Certificate or Registration in food handling and sanitation. All food handlers except those who possess a certified food manager certification must obtain training in basic safe food handling principals in accordance with 410 ILCS 625/3.05 and 410 ILCS625/3.06.

*Chicago Board of Health*

## **CACFP Milk Substitution Guidelines**

Illinois State Board of Education  
Nutrition Programs Division Child and Adult Care Food Program  
Fluid Milk and Fluid Milk Substitutions: Attachment "E"

Fluid milk served in the CACFP must now be consistent with the most recent version of the Dietary Guidelines for Americans and allows the substitution of non-dairy beverages that are nutritionally equivalent to fluid milk in cases of special dietary needs. On May 11, 2011, USDA issued a memo that changed the requirements for fluid milk and fluid milk substitutions in the Child and Adult Care Food Program (CACFP).

### **Fat-Free and Low-Fat Milk**

The 2010 Dietary Guidelines recommend that persons over two years of age consume fat-free (skim) or low-fat (1%) fluid milk. Therefore, fluid milk served to children two years of age and older must be: fat-free or low-fat milk (1%), fat-free or low-fat (1%) lactose reduced milk, fat-free or low-fat (1%) lactose free milk, fat-free or low-fat (1%) buttermilk, or fat-free or low-fat (1%) acidified milk. Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored. Whole milk and reduced-fat (2%) milk may not be served to children over two years of age.

Because the Dietary Guidelines for Americans do not address milk served to children under the age of two, the requirements to children in this age group are unchanged.

### **Non-dairy Beverages**

If children cannot consume fluid milk due to medical or other special dietary needs, other than a disability, non-dairy beverages may be served in place of fluid milk. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk.

Parents or guardians may now request, in writing, non-dairy milk substitutions without providing a medical statement. For example, if a parent has a child who follows a vegan diet, the parent can submit a written request to the child's caretaker asking that soy milk be served in lieu of cow's milk. The written request must identify the medical or other special dietary need that restricts the diet of the child. Such substitutions are at the option and expense of the facility.

The requirements related to milk or food substitutions for a participant who has a medical disability and who submits a medical statement signed by a licensed physician remain unchanged. Refer to the Physician Statement for Food Substitution (ISBE form 67-48), found at [http://www.isbe.state.il.us/nutrition/pdf/67-48\\_physician.pdf](http://www.isbe.state.il.us/nutrition/pdf/67-48_physician.pdf) for additional information.

## ISBE CACFP Milk Substitute FAQ (can be found on the ISBE website)

1. *What are the main changes in this new requirement?*

The most significant changes allow parents or guardians to request a fluid milk substitute for a child with medical or special dietary needs other than a disability. However, it also provides nutrient standards that must be met if non-dairy beverages are offered as fluid milk substitutes.

2. *What are the acceptable reasons for requesting a milk substitute for a child who does not have a disability?*

Any reasonable request could be accepted. For example, a request due to a milk allergy, vegan diet, as well as religious, cultural or ethical reasons would be acceptable. If a request only states that a child does not like milk, the child can be offered flavored milk instead of a milk substitute that meets the requirements of this rule.

3. *What is considered a disability?*

Any person who has a physical or mental impairment which substantially limits one or more major life activities is considered a disability.

4. *Must a facility offer a milk substitute for a child with a medical or special dietary need at the request of a medical authority or a parent, if it isn't a disability?*

No, a center has the choice to offer a milk substitute as part of the reimbursable meal to a child with a medical or special dietary need other than a disability. However, we encourage facilities to try to meet the dietary needs of these children by offering a milk substitute that meets the requirements. If your facility chooses to do so, you must accept a written request from a medical authority or a parent/legal guardian.

5. *If our center chooses to offer milk substitutes for children with medical or special dietary needs, may we only accept written requests from medical authorities?*

No, the center does not have the option to refuse a parent's request. The rules allow a statement from a parent/guardian, as well as a medical authority.

6. *Must we comply with a statement from a licensed physician or a medical authority explaining that a specific beverage (e.g., juice) must be provided in place of milk to a child with a medical or special dietary need even though it is NOT a disability?*

No, a facility needs to comply with a statement from a licensed physician only when a milk substitution is necessary due to a disability. When the milk substitution request is due to a medical or special dietary need other than a disability, the facility chooses whether to provide that milk substitution.

7. *What type of documentation must be submitted to the center to request a milk substitute for a child with a medical or special dietary need other than a disability?*

A written request from the medical authority or the parent/guardian must identify the child's medical or other special dietary need that precludes the consumption of cow's milk. No other information is required.

8. *If we offered children with medical or special dietary needs a milk substitute that does not meet the nutrient standards in this rule, could we claim these meals for reimbursement?*

If a meal includes a milk substitute that does not meet the requirements of this rule no reimbursement would be provided for that meal.

**ISBE CACFP Milk Substitute FAQ continued** (can be found on the ISBE website)

9. *May a facility decline to offer an acceptable milk substitute to children with medical or special dietary needs, other than disabilities, due to cost?*  
 Yes, a facility has the choice to provide a milk substitution request from a child with medical or special dietary needs other than a disability. However, the Child and Adult Care Food Program seek to safeguard the well-being of all children, including those with special needs. Because milk substitution requests are granted on a case-by-case basis and a facility selects the acceptable nondairy beverage(s), in most cases the substitution could be accommodated without undue financial hardship. However, in some situations, cost may be a legitimate reason for declining to offer a milk substitute to a child with a medical or special dietary need.

10. *Does a center have to accept milk substitution requests even if it is not offering a milk substitution for children with medical or special dietary needs?*  
 If a center has decided not to offer a milk substitution for children with medical or special dietary needs, it should communicate this decision to all households at the beginning of the year to minimize the number of written requests. The center is not required to keep documentation of non-disability milk substitution requests that are not provided.

**Reimbursable Milk Substitutes**

Milk substitutes must meet the minimum requirements as indicated. The Illinois State Board of Education (ISBE) Child and Adult Food Program (CACFP) will reimburse the milk substitutes which are offered in the current WIC food package.

11 Please contact your local WIC program or site nutritionist to determine which milk substitutes are currently reimbursable.

*meet the nutrition standards for this new nondairy milk substitution requirement?*  
 Because the Nutrition Facts Label on food products does not list all the required nutrients, you need to request documentation from the product manufacturer to confirm the presence of all required nutrients at the correct level. An allowable fluid milk substitute must provide the nutrients listed in the following table.

12. *Does USDA or the State maintain a list of*

Milk Substitute Nutrition Standards Nutrient	Per Cup(8oz)
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B-12	1.1 mcg

*acceptable products?*

No, centers are responsible for selecting and purchasing food products to be offered as part of the program. We do not evaluate, approve, or endorse any non-dairy beverage intended to be offered as a milk substitute. Availability of products meeting the nutrient standards in this rule varies across the country.

13. *Are the milk substitution requirements for the Child and Adult Care Food Program and the WIC food packages the same?*

Yes, the required nutrient standards are the same. Therefore, the milk substitutes allowed in the WIC program are also allowed in the Child and Adult Care Food program. For more information, contact CACFP staff at 1-800-545-78

## References referred to in this document:

- 1 State of Illinois Licensing Standards for Day Care Centers: Part 407  
This document can be found at the following link:  
[http://www.illinois.gov/dcfs/aboutus/notices/Documents/Rules\\_407.pdf](http://www.illinois.gov/dcfs/aboutus/notices/Documents/Rules_407.pdf)
- 2 United States Department of Agriculture: Food and Nutrition Service: Child and Adult Food Care Program (CACFP)  
Information can be found at the following website:  
<http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>
- 3 Illinois State Board of Education: CACFP program  
Information can be found at the following website:  
[http://www.isbe.net/nutrition/htmls/forms\\_cacfp.htm](http://www.isbe.net/nutrition/htmls/forms_cacfp.htm)
- 4 City of Chicago Health Requirements for Child Care Centers (*previously referred to as the Chicago Licensing Standards for Child Day Care Centers*)  
This document can be found at the following link:  
[http://www.cityofchicago.org/content/dam/city/depts/cdph/environmental\\_health\\_and\\_food/HEALTHREQUIREMENTSFORCHILDCARECENTERS2012.pdf](http://www.cityofchicago.org/content/dam/city/depts/cdph/environmental_health_and_food/HEALTHREQUIREMENTSFORCHILDCARECENTERS2012.pdf)
- 5 Head Start Performance Standards  
This document can be found at the following link:  
<http://eclkc.ohs.acf.hhs.gov/hslc/standards/hspss/45-cfr-chapter-xiii/45-cfr-chap-xiii-eng.pdf>
- 6 Chicago Board of Health: “The Food Code”. Rules and Regulations Pertaining to Sanitation Practices in Food Establishments.  
This document can be found at this link:  
<http://www.cityofchicago.org/content/dam/city/depts/cdph/CDPH/RulesRegsFoodhandlerUpdlncorporated.pdf>  
More information from the Chicago Department of Health can be found here:  
<http://www.cityofchicago.org/city/en/depts/cdph/provdrs/boh.html>
- 7 State of Illinois: Food Handling Enforcement Act  
This document can be found at this link:  
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0566>
- 8 Illinois Department of Health: Food Safety  
Information on the Food Handler Training can be found at this page from the Illinois State Department of Health:  
[http://www.idph.state.il.us/about/fdd/FSSMC\\_FoodHandler\\_FAQ\\_V5\\_07072014.pdf](http://www.idph.state.il.us/about/fdd/FSSMC_FoodHandler_FAQ_V5_07072014.pdf)
- 9 Illinois Department of Public Health: Critical Temperatures for Food Service  
Information can be found at the following website:  
[http://www.idph.state.il.us/about/fdd/fdd\\_fs\\_foodservice.htm](http://www.idph.state.il.us/about/fdd/fdd_fs_foodservice.htm)
- 10 USDA Food Safety and Inspection Service: Safe Minimum Internal Temperature Chart  
Information can be found at the following website:  
[http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/safe-minimum-internal-temperature-chart/ct\\_index](http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/safe-minimum-internal-temperature-chart/ct_index)
- 11 Updated Head Start Performance Standards (*To be phased in*)  
This document can be found at the following link:  
<https://eclkc.ohs.acf.hhs.gov/hslc/hs/docs/hspss-final.pdf>
- 12 Updated CACFP Guidelines (*To be phased in, 2017*)  
This document can be found at the following link:  
[www.gpo.gov/fdsys/pkg/FR-2016-04-25/pdf/2016-09412.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-04-25/pdf/2016-09412.pdf)