

CHILD NUTRITION PROGRAM OF SOUTHERN CALIFORNIA  
PRE-APPROVED CHILD MENU REQUIREMENTS AND AGREEMENT

Pro # \_\_\_\_\_

The Child Nutrition Program of Southern California is providing Pre-approved Child Menus to help assist the Family Child Provider in shopping for and preparing healthy nutritious meals for the children in their care. It should help reduce the time the provider spends doing paperwork and allow more time to care for the children.

Use of the Pre-approved Child Menus does not relieve the provider of the responsibility of meeting the United States Department of Agriculture (USDA) and California Department of Education (CDE) reporting requirements in conjunction with the meals they serve for reimbursement under the Child Care Food Program (CCFP). The reporting requirements state that the provider must submit written menus with their monthly claims for reimbursement. Attendance/ Meal Count and Infant Menu will be completed as required in the past.

The Pre-approved Child Menus have places to write in the Provider's number, month, year and date for each day. Each day has a place for the provider to initial, at the end of the day. **Initialing at the end of each day meets the requirement of maintaining records on a daily basis. Therefore, a provider cannot initial in advance.** We recommend that providers post their Pre-Approved Child Menus in a convenient place for initialing after the last meal is claimed for the day.

Pre-approved Child Menus must be available during **all** Site Visits with the correct dates written in, and the days initialed for the meals that have been served prior to the Site Visit. **If the days are not initialed, the provider will lose reimbursement for those meals claimed prior to his/her Site Visit.**

The Child Nutrition Program of Southern California recognizes that providers may need to modify the written menu. **In fact, we expect providers to make changes.** Providers may wish to try a new food, purchase what is in season or on special at the grocery store, etc. To make a substitution, line out the food you are not serving, and write in the food you are serving. The substitution must meet the Meal Pattern requirements (See your Handbook). If the Child Nutrition Program of Southern California feel a provider is abusing the Pre-approved Child Menus by not making and writing in substitutions as required, that provider may be required to complete regular daily menus instead of the Pre-approved Child Menus.

**If you would like to start using the Pre-approved Child Menus, please sign and date two copies of this Pre-approved Child Menu Requirements and Agreement. Mail one signed copy to the office with your first set of Pre-approved Child Menus and keep one signed copy for your records.**

**Your signature confirms that you have read and agree to follow the requirements in this Pre-approved Child Menus Requirements and Agreement.**

\_\_\_\_\_  
Provider's Name (Print)

\_\_\_\_\_  
Provider's Signature

\_\_\_\_\_  
Date