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GENERAL INFORMATION

WHAT IS IT?

The Healthier Child and Adult Care Food Program (CACFP) Award is a recognition system that supports the wellness efforts of child care centers participating in CACFP. Child care centers taking steps to improve the nutrition, physical activity, nutrition education and/or environment for children in their care can apply to win an award in one or more of these categories. Three award levels are offered: Honors, High Honors, and Highest Honors.

WHY IS IT IMPORTANT?

With one in five children being overweight or obese by the age of six, child care centers play an essential role in the prevention of childhood obesity. Child caregivers have an opportunity to have a positive impact on children's healthy development by encouraging children to develop healthy habits at a young age.

AM I ELIGIBLE TO APPLY?

Participation in the CACFP and compliance with CACFP regulations are required to be eligible for the award. Meeting the award criteria and winning an award does not replace CACFP requirements. Applicants are required to be in good standing with the CACFP, defined as having completed and implemented all corrective actions from the previous compliance review and having not been seriously deficient in the past two years, at the time of application.

HOW DO I APPLY?

The program application includes criteria in four categories: Menus, Physical Activity, Nutrition Education, and Environment. Applicants can choose which category(ies) they would like to apply for and at which level, and then submit the application to the **Utah State Office of Education Child Nutrition Program**. Applications must include submission of the requested support documentation as listed in the "Evaluation" columns in the application. Instructions should be read carefully in each category to determine which criteria need to be met to achieve the different award levels. It is highly recommended that applicants utilize the Healthier CACFP Award Resource Book, which explains "why" and "how to" apply for each criterion and provides guidance and tools to assist with implementing the criteria.

WHAT DO I WIN?

Winners are recognized by the USDA Food and Nutrition Service and the Utah State Office of Education with awards issued jointly that showcase the child care center's achievement in the community. Specific awards are based on the award level achieved and include banners, certificates, letters to parents, and logo stickers that can be posted to announce the high wellness priority of the center. At the highest award level, USDA Food and Nutrition Service officials will send an individualized congratulatory award presentation to the winners. Contact the **Utah State Office of Education Child Nutrition Program** to find out more about the specific awards being offered to Healthier CACFP Award winners.

APPLICATION COVER SHEET

AWARD LEVEL applying for (check only one (1) per application):

- Honors High Honors Highest Honors

CATEGORY applying for (check all that were completed):

- Menus Nutrition Education Physical Activity Environment

CHILD CARE CENTER

Name:

Address:

City:

Zip:

UTAH

Age range of children in care:

CONTACT PERSON

Name and Title:

Phone Number:

Email:

() -

Date Submitted to Utah State Office of Education:

APPROVALS

Utah State Office of Education

Child Nutrition Director Signature:

Date:

MENUS CRITERIA

	Award Level General Requirements			Evaluation ↓
	Honors	High Honors	Highest Honors	
MENUS for children over the age of one year				
1. Reimbursable meals meet the USDA standards. All meals for one month of submitted menus meet the USDA meal patterns. Institution had a review within the last three (3) years, and all corrective actions have been completed.	✘	✘	✘	Submit one (1) month of menus for meals claimed.
2. Different fruits ¹ and different vegetables are served every day of the week at lunch ² .	✘	✘	✘	Describe fruits and vegetables on the menu as canned, fresh, or frozen. Identify vegetables on the menu as homemade and baked, if applicable.
<ul style="list-style-type: none"> ■ Good, better, and best sources of vitamin A are served three (3) or more times per week. 		✘	✘	
<ul style="list-style-type: none"> ■ Good, better, and best sources of vitamin C are served each day.³ 			✘	
<ul style="list-style-type: none"> ■ Fresh and/or frozen fruit or vegetables must be served each week. 	Total 2x/week	Total 3x/week	Total 5x/week	
<ul style="list-style-type: none"> ■ Fried, breaded or high-fat vegetables are limited to: 	≤ 3x/months	≤ 2x/months	Not on menu	
3. Only low-fat (1% or less) and/or fat-free (skim) milk are served to participants over age two. Only whole milk is served to participants between the ages of one and two.	✘	✘	✘	Identify the type of milk and the age groups served on the menu.
4. Water is served as an extra item when two (2) non-beverage creditable food items are served at snacks.	✘	✘	✘	Identify when water is served on the menu.

¹ Fruit may be fresh, frozen, canned, or dried. Dried fruit must have no added sweetener. Canned fruit must be packed in juice or light syrup.

² Fruits and vegetables must be of appropriate texture based on the child's development to prevent choking.

³ Vitamins A and C fruits and vegetables identified as good, better, and best sources in Appendix B of *Building Blocks for Fun and Healthy Meals* (<http://www.fns.usda.gov/tn/resources/buildingblocks.html>).

MENUS CRITERIA (CONTINUED)

	Award Level General Requirements			Evaluation 
	Honors	High Honors	Highest Honors	
MENUS for children over the age of one year				
5. Cooked dry beans ⁴ or split peas must be served each week (includes canned beans and canned split peas) ⁵ .	Total 1x/week	Total 2x/week	Total 3x/week	Identify on menus. Submit purchase receipt(s).
6. 100% fruit juice is limited to:	≤ 1x/day	≤ 3x/week	≤ 2x/week	Identify when juice is served on the menu.
7. Whole grain foods ⁶ are served each week (not the same each day).	At least 3x/week	At least 5x/week	At least 7x/week	Identify whole grain items on menus.
<input type="checkbox"/> Dry cereal is served at least once each week. Whole grain cereal may be counted toward the weekly whole grain servings.	Any dry cereal	Dry cereal with sugar limited to 6 gm/oz.	Dry cereal with sugar limited to 6 gm/oz. and has at least 2 gm fiber/oz.	Submit an ingredient list for whole grain items.
<input type="checkbox"/> Sweet grain/breads ⁷ are limited at breakfast and snacks to:	≤ 2x/week	≤ 1x/week	≤ 2x/month	Submit recipe(s) for center-made items.
8. Processed, preserved ⁸ , and higher fat meats and entrees (hot dogs, lunch meat, chicken nuggets) are limited to:	≤ 1x/week	≤ 2x/month	≤ 1x/month	Identify items on the menu that are homemade and baked.
Fried meats are limited to:	≤ 1x/week	≤ 2x/month	Not on menu	
9. Locally grown foods are purchased and served:	1x/month	2x/month	3x/month	Identify locally grown items on the menus.
<input type="checkbox"/> Seasonal fruits and vegetables are included on the menus:	1x/month	2x/month	3x/month	Identify seasonal items on the menus.

⁴ Includes but is not limited to black beans, kidney beans, lentils, refried beans, pinto beans, navy beans, and great northern beans.

⁵ Does not include green beans and green peas.

⁶ A serving of whole grain food is equal to a serving of Grains/Breads as defined in the *Food Buying Guide* (<http://www.fns.usda.gov/tn/resources/foodbuyingguide.html>), pages 3.15–3.16, according to the child's age. To count as a whole grain, the food products served must have whole grain listed first on the ingredient statement. Scratch recipes must have whole grain as the primary ingredient by weight or measure.

⁷ Sweet grains and breads are noted with a footnote of 3 or 4 as defined on the grains/breads chart in the *Food Buying Guide*, pages 3.15–3.16.

⁸ Includes hot dogs, bologna, commercially prepared combination foods, sausages, salami, and breaded commercially prepared meats such as fish sticks and chicken nuggets.

PHYSICAL ACTIVITY CRITERIA

	Award Level General Requirements			Evaluation
	Honors	High Honors	Highest Honors	
1. Television, DVD, and video watching and computer use are prohibited for children under the age of two.	✗	✗	✗	↓ Submit a written policy.
2. Screen time* of educational/movement material is limited to:	No more than 60 minutes/day	No more than 45–60 minutes /day	No more than 30–45 minutes /day	Submit copies of daily schedules.
3. Moderate to vigorous physical activity is provided during each full day of care (8- to 9-hour day) for at least:	45–60 minutes (3/4 to 1 hour)	60–90 minutes (1 to 1.5 hours)	90–120 minutes (1.5 to 2 hours)	Submit copies of daily schedules.
4. Periods of inactivity (at one time), excluding nap time and meal time, are limited to:	≤ 30 minutes on 2 occasions/day; or ≤ 60 minutes on 1 occasion/day	≤ 30 minutes on 1 occasion/day	≤ 15 minutes at a time	Submit copies of daily schedules.
5. The physical activity provided includes:				Submit a written policy and indicate the types of activity on a daily schedule.
■ Both indoor and outdoor activities	✗	✗	✗	
■ Unstructured physical activity (free play)	At least 20 minutes	At least 30 minutes	At least 45 minutes	
■ Structured physical activity (age appropriate activities guided by the caregiver)	At least 20 minutes	At least 30 minutes	At least 45 minutes	
6. Active play time is not restricted as punishment.	✗	✗	✗	Submit a written policy.
7. Physical activity curricula that encourage a variety of basic movement and manipulative skills are utilized at least weekly.		✗	✗	Submit copies of the physical activity curricula utilized.
8. Physical activity ideas and resources are sent home with parents at least monthly.			✗	Submit copies of the parent newsletters which contain this information.

* Television, DVD, and video watching and computer use

NUTRITION EDUCATION CRITERIA

	Award Level General Requirements			Evaluation
	Honors	High Honors	Highest Honors	
Directions specific to this section: All checked criteria are required according to each award level.	Complete all checked items.	Complete all checked items.	Complete all checked items.	
1. Caregivers participate in CACFP family-style meals and a staff member is seated at each dining table with the children. Caregivers eat the CACFP meals with children and serve as role models at mealtime.	✗	✗	✗	Submit a photo of a family-style meal. Submit the policy for family-style meal service.
2. Parents have knowledge of the center's participation in CACFP, and the CACFP meal pattern is shared with parents.	✗	✗	✗	Submit a sample of parent communication.
3. Breastfeeding resources are promoted and available to parents.	✗	✗	✗	Submit a sample of breastfeeding resources.
4. Quantities of foods served are enough to meet children's appetite and energy needs.	✗	✗	✗	Submit one week of meal production records.
5. New foods are introduced with familiar foods, or familiar foods are prepared in new ways.	✗	✗	✗	Submit a written narrative that describes examples of new foods and/or submit recipes.
6. Children are taught to eat appropriately for age and developmental ability.	✗	✗	✗	Submit written examples of adapting mealtime to developmental readiness.
7. Nutrition education is woven into activities throughout the day and provided through a standardized curriculum (e.g., <i>Team Nutrition</i> ; <i>ChooseMyPlate</i> ; <i>Grow it, Try it, Like it</i> ; <i>Healthy Habits for Life Resource Kit</i>).	✗	✗	✗	Submit a written narrative describing how nutrition education is woven into the curriculum.

NUTRITION EDUCATION CRITERIA (CONTINUED)

	Award Level General Requirements			Evaluation
	Honors	High Honors	Highest Honors	
Directions specific to this section: All checked criteria are required according to each award level.	Complete all checked items.	Complete all checked items.	Complete all checked items.	↓
8. Caregivers have completed:				Submit copies of current caregiver training records.
<input checked="" type="checkbox"/> Training provided by the USOE on the CACFP meal pattern and reimbursable/creditable meals	X	X	X	
<input checked="" type="checkbox"/> The NFSMI CARE Connection Nutrition Education webinars at http://www.nfsmi.org/	X	X	X	
<input checked="" type="checkbox"/> Ellyn Satter's "Division of Responsibility in Feeding," www.ellynsatter.com (3 segments @ 1 hour each = 3 hours of training)		X	X	
9. Ellyn Satter's "Division of Responsibility in Feeding" is communicated with parents.		X	X	Submit a sample of parent communication.
10. Policies for nutrition education are written for caregivers and parents and are reviewed annually.		X	X	Submit the nutrition education policy with a current review date.
11. Written documentation shows that all nutrition education policies are presented to caregivers, and caregivers have opportunities to learn and practice the policies. Policies are shared with parents.		X	X	Submit nutrition education policies and caregiver training records.
12. Parents are encouraged to volunteer/participate in mealtimes.		X	X	Submit the volunteer policy.
13. Visible support for good nutrition is provided in classrooms and common areas through posters, pictures, and displayed books. Nutrition education involves multiple channels of communication, including the classroom and home/parents.		X	X	Submit a list of visible support for nutrition education.

NUTRITION EDUCATION CRITERIA (CONTINUED)

	Award Level General Requirements			Evaluation
	Honors	High Honors	Highest Honors	
Directions specific to this section: All checked criteria are required according to each award level.	Complete all checked items.	Complete all checked items.	Complete all checked items.	
14. Nutrition education is presented to parents at a minimum, two times per year.			✘	Submit two (2) samples of nutrition education provided to parents.
15. Caregivers receive additional training opportunities on nutrition-related topics two (2) times per year.			✘	Submit caregiver training records.
16. Children have the opportunity to see, identify, taste, and enjoy a variety of foods that are culturally significant and commonly available in local markets, such as fruits, vegetables, breads, grains, milk, meats, fish, beans, eggs, etc.			✘	Submit a written narrative of cultural food activities. Submit a photo of cultural food activities.
17. Children are learning interactively about food and nutrition through books and by using food as a hands-on context for learning math, science, and social concepts.			✘	Submit a written narrative with examples of interactive food activities.

ENVIRONMENT CRITERIA

	Award Level General Requirements			Evaluation
	Honors	High Honors	Highest Honors	
Directions specific to this section: All checked criteria are required. ADD YOUR CHOICE OF ADDITIONAL CRITERIA according to the award level.	Complete all checked items PLUS 3 ADDITIONAL.	Complete all checked items PLUS 4 ADDITIONAL.	Complete all checked items PLUS 5 ADDITIONAL.	
1. The daily schedule promotes a relaxed and adequate period for meals and snacks. Children have ample time to eat and practice social interaction skills, such as having a conversation.	✘	✘	✘	Submit a daily schedule of activities including meal beginnings and end times.
2. Food is not used as an incentive or a punishment, and children are not punished or rewarded for what they choose to eat. Certain food is not withheld as punishment, and children are not forced to eat foods as a prerequisite to receiving an item or completing an activity.	✘	✘	✘	Submit a written policy and explain what techniques are used to punish or reward.
3. Children are instructed in hand-washing techniques, and both children and staff wash their hands before meals and snacks.	✘	✘	✘	Submit a written policy and provide details of the hand-washing techniques taught to children.
4. Children, including picky eaters (able to eat food but resisting), are gently encouraged by staff to try new or less favorite foods. Staff members act as role models for tasting new foods, and food is never forced.	✘	✘	✘	Submit a policy or employee handbook that explains the process for gently encouraging picky eaters.
5. Menus are available and posted for staff and parents. Children and parents have opportunities to provide input on the food and menus.	✘	✘	✘	Submit a parent handbook, policy, or newsletter showing that parents are encouraged to provide input.

ENVIRONMENT CRITERIA (CONTINUED)

	Award Level General Requirements			Evaluation
	Honors	High Honors	Highest Honors	
Directions specific to this section: All checked criteria are required. ADD YOUR CHOICE OF ADDITIONAL CRITERIA according to the award level.	Complete all checked items PLUS 3 ADDITIONAL.	Complete all checked items PLUS 4 ADDITIONAL.	Complete all checked items PLUS 5 ADDITIONAL.	
6. Children serve themselves during meals and snacks with adult supervision. Some or all foods are served family-style to the maximum extent possible at each meal. Children help set the table and/or clear dishes after the meal is finished.	At least one (1) food item is served family style at breakfast, lunch/supper, and snack.	At least two (2) food items are served family style at meals, and one (1) at snack.	All food items are served family style at all meals and snacks.	Submit a written policy specifying the number of food items served family-style. Submit photos of the meal service.
1A. Both children and staff members wash hands before and after meals.				Submit a written policy specifying that hand-washing takes place both before and after meals.
2A. Children and staff members sit down together for meals. Adults sit at the table and eat the same foods served to the children.				Submit a policy or employee handbook indicating staff members' roles during mealtime. Submit photos of mealtime.
3A. The staff shows visible support for healthy nutrition and physical activity habits by using posters, pictures, or books about nutrition and physical activity in every room.				Submit photos and/or examples of materials posted or available in each room.
4A. Child-sized eating and serving utensils are available and used.				Submit a written policy. Submit a photo of children using utensils.
5A. Parents are encouraged to bring non-food items for celebrations. Holidays are celebrated with mostly healthy foods or with non-food treats, such as stickers.				Submit a parent handbook or policy regarding foods provided for celebrations.

ENVIRONMENT CRITERIA (CONTINUED)

	Award Level General Requirements			Evaluation
	Honors	High Honors	Highest Honors	
Directions specific to this section: All checked criteria are required. ADD YOUR CHOICE OF ADDITIONAL CRITERIA according to the award level.	Complete all checked items PLUS 3 ADDITIONAL.	Complete all checked items PLUS 4 ADDITIONAL.	Complete all checked items PLUS 5 ADDITIONAL.	
6A. Fundraising activities, if applicable, involving children and families are supportive of physical activity and healthful eating. Foods sold should be nutritious, including snack bars and any foods sold to children.				Submit a list of items used for fundraising.
7A. Food and vending machines, if present, are located in areas not visible or accessible to children.				Submit a description of where vending machines are located. Submit a photo of where vending machines are located.
8A. If infant care is provided, breastfeeding is encouraged.				Submit a breastfeeding policy or parent handbook addressing breastfeeding.
9A. If infant care is provided, breastfeeding mothers are accommodated with a separate area to breastfeed and/or pump breast milk.				Submit a photo of the breastfeeding area.

APPLICATION VERIFICATION FORM

Please read the following and obtain the signatures listed below, as applicable. If you are unsure which signature(s) must be included, please contact the **Utah State Office of Education (USOE) at 801-538-7681**.

We attest to the accuracy of the information provided in this application. We agree to maintain the nutrition excellence and physical activity standards and procedures indicated in this application in accordance with our certification as Honors, High Honors, or Highest Honors awardees. Furthermore, we agree to cooperate with USDA and other organizations upon request to publicize our efforts.

Verification Signatures

Authorized Representative: _____ Date: _____

Board President/Owner: _____ Date: _____

Grant Director/Applicant: _____ Date: _____

Please submit your completed application and documentation to:

CHILD NUTRITION PROGRAMS
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Fax number: 801-538-7883

Thank you for applying for the Healthier CACFP Award!



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.