

Arrowhead Head Start

Infant Meal Notification Letter

To: Parents and guardians of infants under one year of age

From: Arrowhead Head Start - Early Head Start Center - Infant Classroom

Topic: Infant Meals

All children enrolled in this childcare center, including infants, are eligible for meals through the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Childcare centers who participate in this program are reimbursed by USDA to help with the cost of serving nutritious meals that meet CACFP guidelines to all enrolled children. To fully meet CACFP requirements, this center is required to provide formula and other required infant foods (iron-fortified infant cereal, grains, fruits, vegetables and meat/meat alternates) to enrolled infants.

You may choose for the center to provide infant formula, or you can bring in expressed breastmilk, breastfeed on-site, or a combination of these options. The center will introduce semi-solid foods to your infant according to the decisions made by you and your infant's doctor. When your infant is developmentally ready to consume solid foods, the center will provide all the other required meal/snack components. The center will follow CACFP Meal Pattern guidelines at minimum when feeding your infant. Refer to the infant meal pattern that has been shared with you.

Formula or Breastmilk:

☐ I want the center to supply formula for my infant.

Formula choice: Enfamil Infant Formula Enfamil Gentlease Similac Soy Isomil *Other

Note: I understand that I will need to submit a Special Diet Statement if my infant needs a low-iron infant formula or other Food and Drug Administration (FDA) exempt formula.

☐ I will provide breastmilk for my infant.

☐ I will breastfeed my infant at the center, when able.

Solid Food:

☐ I want the center to supply solid food for my infant when he/she is developmentally ready.

Infant's name: _____ Birthdate: _____

Parent/Guardian signature: _____ Date: _____

Guidelines for Infant Meals

Definition of Infant: Any child less than 12 months of age.

Definition of Iron-fortified Infant Formula: The Food and Drug Administration (FDA) defines iron-fortified infant formula as a product “which contains one milligram or more of iron in a quantity of product that supplies 100 kilocalories when prepared in accordance with label directions for infant consumption.” A medical statement is required for a center to serve/claim an infant formula that does not meet this definition.

Definition of an FDA exempt Infant Formula: An exempt infant formula is an infant formula labeled for use by infants who have inborn errors of metabolism or low birth weight, or who otherwise have unusual medical or dietary problems, as defined in 21 CFR 107.3. The FDA website has a list of [Exempt Infant Formulas](#).

Definition of Enrolled Child: A child whose parent or guardian has submitted to a center a signed document that indicates that the child is enrolled for childcare. All infants and children who are considered enrolled in a childcare center must be included in the total number of enrolled children, whether or not their meals are being claimed for reimbursement.

Obligation to Provide Infant Meals: All centers participating in the CACFP, and licensed to care for infants, must supply infant foods required by the Infant Meal Pattern including at least one iron-fortified infant formula that meets the definition of infant formula. Centers are strongly encouraged to select an infant formula that satisfies the needs of one or more of the infants in their care.

Breastfed Infants: Infant meals or snacks with human breastmilk (expressed or by the mother breastfeeding onsite), are reimbursable in the CACFP. Breastmilk may be stored in a refrigerator for up to four days from the date the breastmilk was expressed. Bottles of expressed breastmilk must be stored in a refrigerator kept at 40 degrees Fahrenheit or below.

Infant Meal Notification Letter: Centers must inform parents that an iron-fortified infant formula, including the specific name of the formula, iron-fortified infant cereal, and other foods in the CACFP Infant Meal Pattern are provided. Parents/Guardians must complete the Infant Meal Notification Letter. This documentation must be kept on file.



Infant Meal Pattern

Meal	Birth through 5 months	6 through 11 months
Breakfast, Lunch, Supper	4-6 fluid oz breastmilk ¹ or iron-fortified infant formula	6-8 fluid oz breastmilk ¹ or iron-fortified infant formula AND ² • 0-½ oz eq iron-fortified infant cereal³ OR • 0-4 Tbsp meat, fish, poultry, whole egg, cooked dry beans, peas and lentils OR • 0-2 oz cheese OR • 0-4 oz (volume) or 0-½ cup cottage cheese OR • 0-4 oz (volume) or 0-½ cup yogurt⁴ OR • A combination of the above AND ² • 0-2 Tbsp vegetable or fruit or a combination of both⁵
Snack	4-6 fluid oz breastmilk ¹ or iron-fortified infant formula	2-4 fluid oz breastmilk ¹ or iron-fortified infant formula; AND ² • 0-½ oz eq bread/bread-like items^{3,6} OR • 0-¼ oz eq crackers^{3,6} OR • 0-½ oz eq iron-fortified infant cereal³ OR • 0-¼ oz eq ready-to-eat breakfast cereal^{3,6,7} AND ² • 0-2 tbsp vegetable or fruit or a combination of both⁵

¹ Breastfeeding on site is creditable as part of a reimbursable meal or snack.

² Foods from the following components are required when developmentally ready.

³ Sponsors and sites serving primarily American Indian or Alaska Native participants can substitute any vegetable for the grain requirement —¼ cup vegetables equals ½ oz eq grains. An additional vegetable or fruit must be served to meet the vegetable or fruit requirement.

⁴ Yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).

⁵ Juice is not creditable for infants.

⁶ A serving of grains must be whole grain-rich, enriched, or fortified.

⁷ Breakfast cereals must contain no more than 6 grams of added sugars per dry ounce.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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