



3668 W. Big Bend Dr. | Memphis, TN 38116 | (901) 220-4687 or (901) 360-1000 Fax: (901) 360-1155

## MEMO

**TO:** ALL PROVIDERS

**FROM:** Shedron Davis, Executive Director

**RE: POSTED MENU -POLICY REVISED**

**RV/DATE:** March 15, 2024

This memo is regarding Posted Menu requirements. Menus must support the claims for reimbursements. Center created menus must be current, dated, show accurate menu items, serving sizes and indicate WGR daily. Recent monitoring reviews revealed that providers are not documenting daily as required and have posted outdated, non-creditable menus. **We strongly recommend all menus be created in the Kidkare software and printed and posted** to support creditable and actual meals served. While providers are expected to comply with program guidance, Alpha & Omega Nutrition Program, Incorporated seeks to ensure a high level of program integrity and best practice as we continue to impose program policies during reviews. Our policy is; **NO MENU POSTED, NO PAY!** Menus not posted or outdated are ineligible for reimbursement and will be disallowed during review. See policies below:

*The Child and Adult Care Food Program Policies and Procedures Manual States that the Childcare provider must keep daily records on attendance, menus and meal counts to support their sponsor organization's meal service claim. Stated in your provider agreement, "Daily documentation is required". Title 7 of the code of Federal Regulations, Section 226.18 (g) states, "Each day care home shall comply with record keeping requirements established in section 226.10 (c) and in this section, Failure to maintain such records shall be grounds for denial of reimbursement.*

### **MENU DOCUMENTATION REQUIREMENT:**

- **All CACFP operators should post menus in a public location** to ensure that parents, guardians, or other household members can view what food items are offered. Tennessee requires menus to be posted in advance in childcare homes and daycare centers.
- **Maintain dated, daily menus** for children and adults that demonstrate compliance with the meal pattern requirements.
- **Identify at least one food item per day on the menu** which meets the criteria for **whole Grain-rich (WGR)**.
- **Specify on center created menu** for each age group, **the fat content of all types of milk** served, e.g., whole, 1 percent (low-fat), fat-free (nonfat or skim), and whether **each milk type is unflavored (plain) or flavored**.
- **Indicate menu substitutions** by handwriting the substitution directly on the center created menu, ensuring program operator has documentation to show what was actually served.
- **Include the quantities of each food component on the menu**, e.g., ½ cup broccoli, to ensure that all food service staff are aware of the quantities required of each

We look forward to an awesome program year each year! Thank you for your immediate compliance.