Date: July 1, 2011

Reference: # CACFP CCC 2011-12

To: Child and Adult Care Food Program Child Care Centers (CACFP CCC) Contractors

Subject: Offer Versus Serve in Meal Service

Effective Date: August 1, 2011

Purpose

REVISE CACFP CCC Handbook Items:
- 4116 Meal Service Styles
- 4377.2 Program Meals Obtained from Schools

PROVIDE guidance to contracting entities and sponsored sites on the use of offer versus serve when meals are obtained from school food authorities (SFAs) participating in the National School Lunch Program/School Breakfast Program (NSLP/SBP).

Implementation

August 1, 2011

Procedure

Add the following to Item 4116:

Offer Versus Serve

The “offer vs. serve” option allows children to decline individual meal components and contracting entities and sponsored sites to use prior meal production history to determine how much food should be ordered and prepared based on the types of foods children typically don’t eat.

Contracting entities and sponsored sites that contract with a School Food Authority (SFA) to prepare meals may use offer vs. serve if the:
- SFA participates in the National School Lunch Program/School Breakfast Program (NSLP/SBP);
- SFA uses offer versus serve in their meal service; and
- Option to use the NSLP/SBP meal pattern was chosen by the contracting entity or sponsored site.

Offer vs. serve may only be used for breakfast, lunch and supper meal services; it may not be used for snacks. When using offer vs. serve, the contracting entity or sponsored site must ensure that each child receives a reimbursable meal.

This Policy Remains in Effect Until Further Notice
Offer vs. serve is not encouraged for preschool children as the goal is to introduce new healthier foods to children. Children who only have food options they are accustomed to does not promote this goal.

We encourage contracting entities and sponsored sites with preschool age children to continue to use cafeteria style without offer vs. serve or family style meal services.

Replace Item 4377.2 with the following:

Contracting entities and sponsored sites who obtain their meals through a contract with a SFA that participates in the National School Lunch Program/School Breakfast Program (NSLP/SBP) are allowed to substitute the NSLP/SBP meal pattern requirements, including offer vs. serve, for the CCC meal pattern requirements. The procedures below must be followed:

- **Meal Production Records** - The contracting entity or sponsored site may use the meal production records provided by the vending school as program documentation for the CACFP meal service. The meal production records used by the SFA do not have to be submitted for separate approval through the Alternate Forms Process.

  The contracting entity or sponsored site is required to keep the delivery receipt from the SFA for each day’s meal service as documentation of the meal offered. The delivery receipt from the school must indicate the following:

  o Identify the menu items;
  o Amount/quantity of each menu item delivered;
  o Number of servings of each menu item; and
  o Serving instructions, such as what constitutes a serving and which serving utensil to use.

- **Food Service Management Company/Vendor Site Monitoring Review** – The contracting entity or sponsored site does not have to complete an on-site monitoring review of the food preparation facility. The contracting entity or sponsored site must complete Form H1529, *Food Service Management Company/Vendor Monitor Review*, Sections 3 and 5, for an observed meal service.

- **Meal Analysis** – The meals provided by the SFA are subject to a meal analysis conducted during the monitoring of the school’s participation in the NSLP/SBP. As such, Community Operations will conduct a limited meal analysis.

**REMARKER**: This policy only applies to a contracting entity or sponsored site that purchases its program meals from a SFA that participates in the NSLP/SBP. For more information on offer vs. serve see Item 4116, Meal Service Styles.

If you have any questions please contact your Community Operations office.