New Center Training
Module 5: Serving Reimbursable Meals
Requirements for Reimbursable Meals

- Meals must comply with the USDA CACFP Meal Patterns.
- Meals include required food components.
- Meals serve creditable food items in the minimum quantities for each food component.
Menu Planning

• Advance planning of CACFP meals is essential.
• Make sure all meals meet CACFP meal pattern.
• Review menus for all sites.
• Have substitutions components available if needed.
• Proper planning reduces the chances of meal disallowances.
CACFP Meal Patterns consist of five components:

- Milk
- Meat/Meat Alternate
- Grains
- Vegetable
- Fruits
Milk

- **Milk** is a critical component of the CACFP meal patterns because it provides nutrients that are vital for health and maintenance of the body. These nutrients include calcium, potassium, vitamin D, and protein.
Milk

- Serve **whole** unflavored milk to 1-year old children.

- Serve only **unflavored** milk to children 1 through 5 years.

- Fluid milk served to participants ages two and older must be **low-fat (1%) or skim** milk.

- When serving flavored milk to children 6 years old and older and to adults, only serve the **low-fat (1%) or skim** variety.
Milk Substitutes

• A nutritionally equivalent non-dairy substitute may be served as part of a reimbursable meal to participants with a written request.
Milk: Adults

**Adults only:**

- A serving of milk is not required at supper meals for adults.
- Six ounces (weight) or ¾ cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk per day when yogurt is not served as a meat alternate in the same meal.
Serving Milk in the CACFP

**Newborn through 11 months old**
- Breastmilk
- Iron-fortified formula
  
  Breastmilk is allowed at any age in the CACFP.

- Unflavored whole milk
  
  Iron-fortified formula may be served to children between the ages of 12 months to 15 months to help with the transition to whole milk.

**2 years through 5 years (up to 6th birthday)**
- Unflavored fat-free (skim) milk
- Unflavored low-fat (1%) milk
  
  Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.

- Unflavored fat-free (skim) milk
- Flavored fat-free (skim) milk
- Unflavored low-fat (1%) milk
- Flavored low-fat (1%) milk

**Non-dairy beverages may be served in place of cow’s milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.**

**6 through 12 years, 13 through 18 years, and adults**
- Unflavored fat-free (skim) milk
- Unflavored low-fat (1%) milk
- Flavored fat-free (skim) milk
- Unflavored low-fat (1%) milk
- Flavored low-fat (1%) milk

**12 months through 2 years (1 year through 1 year and 11 months)**
- Breastmilk
- Iron-fortified formula
  
  Breastmilk is allowed at any age in the CACFP.

- Unflavored whole milk
  
  Iron-fortified formula may be served to children between the ages of 12 months to 15 months to help with the transition to whole milk.

- Unflavored fat-free (skim) milk
- Flavored fat-free (skim) milk
- Unflavored low-fat (1%) milk
- Flavored low-fat (1%) milk

**Non-dairy beverages may be served in place of cow’s milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.**
Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Homemade flavored milk made by adding flavored straws, syrups, and powders to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Flavored milk served children 6 years old and older and to adults must be fat-free (skim) or low-fat (1%).
Milk Resources


- Serving Milk in the CACFP: https://www.fns.usda.gov/tn/serving-milk-cacfp
Meat/Meat Alternates

Examples of this component in the meal pattern are:

Beef, Poultry, Pork, Fish, Seafood

Examples of meat alternates are:

Beans, Lentils, Eggs, Cheese, Yogurt, Nut Butter

How can meat be prepared in the CACFP?

Bake, Boil, Broil, Barbecue, Stew, Steam, Pouching, Roasting, Rotisserie, Stir Fry, Flambé, Searing, Pan-Fry
Meat/Meat Alternate

- Yogurt must contain no more than 23 grams of total sugars per 6 ounces. (See Yogurt Sugar Limits Chart: CACFP 101 Guide)
- Meat/meat alternates may be served in the place of the entire grain requirement at breakfast a maximum of three times per week.
- Tofu and soy yogurt products are allowed to be used to meet all or part of the meat/meat alternates component.
Grains

• Are grains a component in CACFP?
  Yes

• What meal type is a grain required?
  Breakfast, Lunch/Supper

• How often is a whole-grain required?
  At least one serving per day.

• Examples of grains, not including bread or cereal are:
Cereals

• Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

• See Approved Cereal List Link on the Resources Handout.

• See Cereal Sugar Limits Chart: [CACFP 101 Guide](#)
• Whole Grains (WG)

• At least one grain serving per day, across all meal services must be whole-grain rich.

• Grain Requirements in CACFP Memo: https://www.fns.usda.gov/cacfp/grain-requirements-cacfp-questions-and-answers
Ounce Equivalents

- **Grains** are an important part of CACFP meals.
- To ensure participants receive enough grains, required amounts for the Grains component are listed in the meal pattern as **ounce equivalents** (oz. eq.).
- Ounce equivalents tell you the **amount of grain** in a portion of food.
How much is 1-ounce equivalent?

How Much Is 1 Ounce Equivalent?

- 20 cheese crackers (1” by 1”) = 1 oz. eq.
- 12 thin wheat crackers (1 ¼” by 1 ¼”) = 1 oz. eq.
- 5 woven whole-wheat crackers (1 ½” by 1 ½”) = 1 oz. eq.
USDA has created a simple Grains Measuring Chart to tell meal planners how much of a grain item is needed to meet the CACFP meal pattern requirements.

### Grains Measuring Chart for the Child and Adult Care Food Programs

<table>
<thead>
<tr>
<th>Age Group and Meal</th>
<th>Grain Item and Size</th>
<th>Ounce Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 through 5 years-old</td>
<td>Bagels, buns, rolls (about 1½&quot; x 1½&quot;)</td>
<td>1/2 1 oz or 14 grams</td>
</tr>
<tr>
<td>1 through 5 years-old</td>
<td>Crackers, Graham crackers (about 1½&quot; x 1½&quot;)</td>
<td>2 1/4 1 oz or 28 grams</td>
</tr>
<tr>
<td>1 through 5 years-old</td>
<td>Whole-grain crackers, corn chips, etc. (about 1½&quot; x 1½&quot;)</td>
<td>1 1/2 1 oz or 28 grams</td>
</tr>
<tr>
<td>1 through 5 years-old</td>
<td>Whole-grain breads, whole-grain tortillas, etc. (about 2½&quot; x 1&quot;&quot;)</td>
<td>1 1/2 1 oz or 28 grams</td>
</tr>
<tr>
<td>5 through 11 years-old</td>
<td>Bagels, buns, rolls (about 1½&quot; x 1½&quot;)</td>
<td>1 1/2 1 oz or 28 grams</td>
</tr>
<tr>
<td>5 through 11 years-old</td>
<td>Crackers, Graham crackers (about 1½&quot; x 1½&quot;)</td>
<td>3 1/4 1 oz or 42 grams</td>
</tr>
<tr>
<td>5 through 11 years-old</td>
<td>Whole-grain crackers, corn chips, etc. (about 1½&quot; x 1½&quot;)</td>
<td>2 1/2 1 oz or 42 grams</td>
</tr>
<tr>
<td>5 through 11 years-old</td>
<td>Whole-grain breads, whole-grain tortillas, etc. (about 2½&quot; x 1&quot;&quot;)</td>
<td>2 1/2 1 oz or 42 grams</td>
</tr>
<tr>
<td>12 years and older</td>
<td>Bagels, buns, rolls (about 1½&quot; x 1½&quot;)</td>
<td>2 1/2 1 oz or 42 grams</td>
</tr>
<tr>
<td>12 years and older</td>
<td>Crackers, Graham crackers (about 1½&quot; x 1½&quot;)</td>
<td>4 1/4 1 oz or 56 grams</td>
</tr>
<tr>
<td>12 years and older</td>
<td>Whole-grain crackers, corn chips, etc. (about 1½&quot; x 1½&quot;)</td>
<td>3 1/2 1 oz or 56 grams</td>
</tr>
<tr>
<td>12 years and older</td>
<td>Whole-grain breads, whole-grain tortillas, etc. (about 2½&quot; x 1&quot;&quot;)</td>
<td>3 1/2 1 oz or 56 grams</td>
</tr>
</tbody>
</table>

### CACFP Grains Ounce Equivalents resource page

Grain Based Desserts

NOT CREDITABLE
Grain Based Desserts


**DO NOT SERVE DURING CACFP MEAL TIMES!!!**

**DO NOT PURCHASE WITH CACFP FUNDS!!!**

<table>
<thead>
<tr>
<th>COMMON GRAIN-BASED DESSERTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast bars</td>
</tr>
<tr>
<td>Brownies</td>
</tr>
<tr>
<td>Cakes</td>
</tr>
<tr>
<td>Cereal bars</td>
</tr>
<tr>
<td>Cinnamon rolls</td>
</tr>
<tr>
<td>Cobblers/crisps</td>
</tr>
<tr>
<td>Coffee cake</td>
</tr>
<tr>
<td>Cookies/vanilla wafers</td>
</tr>
<tr>
<td>Dessert pie crust</td>
</tr>
<tr>
<td>Doughnuts</td>
</tr>
<tr>
<td>Fig bars</td>
</tr>
<tr>
<td>Frudel</td>
</tr>
<tr>
<td>Fruit turnovers</td>
</tr>
<tr>
<td>Granola bars</td>
</tr>
<tr>
<td>Nutrigrain</td>
</tr>
<tr>
<td>Pop tarts</td>
</tr>
<tr>
<td>Rice pudding</td>
</tr>
<tr>
<td>Strudels</td>
</tr>
<tr>
<td>Sweet biscotti</td>
</tr>
<tr>
<td>Sweet bread or rice pudding</td>
</tr>
<tr>
<td>Sweet pastry rolls</td>
</tr>
<tr>
<td>Sweet popovers</td>
</tr>
<tr>
<td>Sweet rolls</td>
</tr>
<tr>
<td>Sweet scones</td>
</tr>
<tr>
<td>Toaster pastries</td>
</tr>
</tbody>
</table>
• **Vegetables**

  • Vegetable is a separate food component at lunch/supper and at snack.
  
  • Vegetable and fruit components are combined at breakfast.
  
  • Pasteurized full-strength juice (100%) may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
• **Fruits**

  • Fruit is a separate food component at lunch/supper and at snack.
  
  • Vegetable and fruit components are combined at breakfast.
  
  • Pasteurized full-strength juice (100% juice) may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
Additional Requirements

DO NOT
Meal Patterns

- The USDA Food Patterns were developed to help individuals carry out Dietary Guidelines recommendations.
- They identify daily amounts of foods, in nutrient-dense forms, to eat from five major food groups and their subgroups.
- CACFP Meal Patterns vary in portion sizes by age groups.
Meal Pattern: Infants

- Infants enrolled for care at a participating CACFP center or day care home must be offered a meal that complies with the CACFP infant meal pattern requirements (7 CFR 226.20(b)).

- CACFP regulations define an enrolled child as “a child whose parent or guardian has submitted to an institution a signed document which indicated that the child is enrolled in childcare” (7 CFR 226.2).
Meal Pattern: Infants

• A center or day care home may not avoid this obligation by stating that the infant is not “enrolled” in the CACFP, or by citing logistical or cost barriers to offering infant meals.

• Decisions on offering Program meals must be based on whether the infant is enrolled for care in a participating CACFP center or day care home, not if the infant is enrolled in the CACFP.
**Infant Meal Pattern - Breakfast**

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>0 through 5 Months</th>
<th>6 through 11 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breastmilk or infant formula</td>
<td>4–6 fl. oz. breastmilk or formula</td>
<td>6–8 fl. oz. breastmilk or formula</td>
</tr>
<tr>
<td>Grains or meat/meat alternates, or a combination</td>
<td></td>
<td>0–4 tbsp. infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0–2 oz. cheese; or 0–4 oz. cottage cheese; or 0–4 oz. (½ cup) yogurt; or a combination of the above</td>
</tr>
<tr>
<td>Vegetables, fruit, or both</td>
<td></td>
<td>0–2 tbsp. vegetable, fruit, or both</td>
</tr>
<tr>
<td>Lunch / Supper</td>
<td>0 through 5 Months</td>
<td>6 through 11 Months</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
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</tr>
<tr>
<td>Vegetables, fruit, or both</td>
<td></td>
<td>0–2 tbsp. vegetable, fruit, or both</td>
</tr>
</tbody>
</table>
## Infant Meal Pattern - Snack

<table>
<thead>
<tr>
<th>Snack</th>
<th>0 through 5 Months</th>
<th>6 through 11 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breastmilk or infant formula</td>
<td>4–6 fl. oz. breastmilk or formula</td>
<td>2–4 fl. oz. breastmilk or formula</td>
</tr>
<tr>
<td>Grains</td>
<td></td>
<td>0–½ slice bread; or 0–2 crackers; or 0–4 tbsp. infant cereal or ready-to-eat breakfast cereal</td>
</tr>
<tr>
<td>Vegetables, fruit, or both</td>
<td></td>
<td>0–2 tbsp. vegetable, fruit, or both</td>
</tr>
</tbody>
</table>
Infant Meal Pattern: Resources

• Feeding Infants and Meal Pattern Requirements in CACFP Questions and Answers Memo: [https://www.fns.usda.gov/cacfp/grain-requirements-cacfp-questions-and-answers](https://www.fns.usda.gov/cacfp/grain-requirements-cacfp-questions-and-answers)

Parents or guardians may only supply **one (1) component** of a reimbursable meal.

<table>
<thead>
<tr>
<th>Component</th>
<th>Type of Infant Cereal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-iron fortified</td>
<td>(Choose one)</td>
</tr>
<tr>
<td>Iron-fortified</td>
<td>(Choose one)</td>
</tr>
<tr>
<td>Fortified</td>
<td>(Choose one)</td>
</tr>
<tr>
<td>Fortified, iron-fortified</td>
<td>(Choose one)</td>
</tr>
<tr>
<td>Fortified, non-iron-fortified</td>
<td>(Choose one)</td>
</tr>
<tr>
<td>Fortified, iron-fortified, non-iron-fortified</td>
<td>(Choose one)</td>
</tr>
</tbody>
</table>

**InSTRUCTIONS:** The parent/guardian should answer the following question and mark one of the choices from each of the three sections below. Then sign and date this form.

**What do you currently feed your infant?**

1. Iron-fortified infant formula
2. Breast milk
3. Low-iron or another type of infant formula provided for medical reasons.

If you select option 3, you must receive a Physician's Statement for Food Substitutions.

**Section 1 - Infant Formula or Breast Milk**

1. I would like to receive the CCDFDA-provided non-iron-fortified infant formula identified above. I will not bring iron-fortified infant formula from home.

2. I understand that I am not required to bring iron-fortified infant formula that I purchase or receive from Women, Infants, and Children (WIC). However, I want to bring my own iron-fortified infant formula.

   *If I should forget to bring my WIC Iron-fortified infant formula to the childcare center/home, I will contact the childcare center/home immediately and I may request they serve my infant the iron-fortified infant formula that day.*

**Section 2 - Infant Cereal**

1. I would like to receive the CCDFDA-provided non-iron-fortified infant formula identified above. I will not bring iron-fortified infant formula from home.

2. I understand that I am not required to bring non-iron-fortified infant cereal that I purchase or receive from WIC; however, I want to bring my own infant cereal.

   *If I should forget to bring the infant cereal, the childcare center/home will contact me immediately and I may request they serve my infant the childcare center/home provided non-iron-fortified infant cereal that day.*

**Section 3 - Baby Food**

1. I would like to receive the CCDFDA-provided baby food identified above. I will not bring baby food from home.

2. I understand that I am not required to bring baby food that I purchase or receive from WIC; however, I want to bring my own. If I should forget to bring the baby food, the childcare center/home will contact me immediately and I may request they serve my infant the childcare center/home provided baby food that day.

If I decide to change the selections made above, I will complete another form.

Parent/guardian signature: ______________________  Date: ________________________
Meal Pattern Ages 1-2

**What is in a Breakfast?**
- Milk (4 fl. oz. or ½ cup)
- Vegetables, Fruits, or Both (¼ cup)
- Grains (½ oz. eq.)

*Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.*

**What is in a Lunch or Supper?**
- Milk (4 fl. oz. or ½ cup)
- Meats/Meat Alternates (1 oz. eq.)
- Vegetables (¼ cup)
- Fruits (½ cup)
- Grains (½ oz. eq.)

**What is in a Snack?**
- Pick 2:
  - Milk (4 fl. oz. or ½ cup)
  - Meats/Meat Alternates (½ oz. eq.)
  - Vegetables (½ cup)
  - Fruits (½ cup)
  - Grains (½ oz. eq.)
Meal Pattern Ages 3-5

What is in a Breakfast?
- Milk (6 fl. oz. or ¾ cup)
- Vegetables, Fruits, or Both (½ cup)
- Grains (½ oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

What is in a Lunch or Supper?
- Milk (6 fl. oz. or ¾ cup)
- Meats/meat alternates (1½ oz. eq.)
- Vegetables (¼ cup)
- Fruits (¼ cup)
- Grains (½ oz. eq.)

What is in a Snack?
Pick 2:
- Milk (4 fl. oz. or ½ cup)
- Meats/meat alternates (½ oz. eq.)
- Vegetables (½ cup)
- Fruits (½ cup)
- Grains (½ oz. eq.)
Meal Pattern Ages 6-12 and 13-18

What is in a Breakfast?
- Milk (8 fl. oz. or 1 cup)
- Vegetables, Fruits, or Both (½ cup)
- Grains (1 oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

What is in a Lunch or Supper?
- Milk (8 fl. oz. or 1 cup)
- Meats/Meat Alternates (2 oz. eq.)
- Vegetables (½ cup)
- Fruits (¼ cup)
- Grains (1 oz. eq.)

What is in a Snack?
- Pick 2:
  - Milk (8 fl. oz. or 1 cup)
  - Meats/Meat Alternates (1 oz. eq.)
  - Vegetables (¼ cup)
  - Fruits (¼ cup)
  - Grains (1 oz. eq.)
Meal Pattern Adults (ADC)

What is in a Breakfast?
- Milk (8 fl. oz. or 1 cup)
- Vegetables, Fruits, or Both (1/2 cup)
- Grains (2 oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

What is in a Lunch or Supper?
- Milk (8 fl. oz. or 1 cup)
- Meats/Meat Alternates (2 oz. eq.)
- Vegetables (1/2 cup)
- Fruits (1/2 cup)
- Grains (2 oz. eq.)

What is in a Snack?
Pick 2:
- Milk (8 fl. oz. or 1 cup)
- Meats/Meat Alternates (1 oz. eq.)
- Vegetables (1/4 cup)
- Fruits (1/2 cup)
- Grains (1 oz. eq.)
37 Meal Patterns Resources


- **Children and Adults**: [https://fns-prod.azureedge.us/sites/default/files/cacfp/CACFP_childmealpattern.pdf](https://fns-prod.azureedge.us/sites/default/files/cacfp/CACFP_childmealpattern.pdf)
Crediting Foods: Resources

- Food Buying Guide for Child Nutrition Programs:
  
Many sites occasionally choose to purchase a commercially prepared entrée items (frozen pizza, chicken nuggets, burritos, lasagna, etc.).

When using these items sites must have one of the following in order to identify the food’s contribution to the meal pattern requirements:

- Child Nutrition Label (CN Label) or
- A Production Formulation Statement (PFS) from the manufacturer
Child Nutrition Label-CN Label

• Example CN Label:
Child Nutrition (CN) Labels

• Just because it is CN labeled, does not mean that it is a creditable product.
• If you do not read the label and serve the correct serving size, it will not meet meal pattern.
• Example Product Formulation Statement (PFS):
Meal Pattern Modifications

• Does your organization have participants with food allergies?
• Does your organization have participants who cannot eat all items served on the menu, due to allergies?
• Does your organization have participants whose lifestyle choice does not allow them to eat all items served on the menu?
Meal Pattern: Medical Statements

The medical statements must include the following:

- Identification of the medical or special dietary need that restricts the participant’s diet.
- Food or foods to be omitted from the child’s/infant/adult’s diet.
- Food or choice of foods to be used as substitutions.
Meal Service: Recommendations

- Three hours must elapse between the beginning of one meal service, including snacks, and the beginning of another meal service, except that four hours must elapse between lunch and supper if no snack is served.
Best Practices in Menu Planning

When planning and serving meals consider the following:

- Balance
- Variety
- Contrast
- Color
- Eye Appeal
Offer vs Serve (OVS)-Adult/At Risk ONLY

• Breakfast: Must offer four (4) of the three (3) required components (Milk, vegetable/fruit, grains)
  • Participants choose three (3) components.

• Lunch/Supper: Must offer all five (5) required components. (Milk, meat/meat alternative, vegetable, fruit, grains)
  • Participants receive three (3) components.
Important Things to Remember:

• Serve all meals at the approved mealtimes.
• Serve all components of the meal together.
• Complete Point of Service (POS) meal counts.
• If complete meals are *not served*, do not claim the meals for reimbursement!
• If participants *do not* receive the minimum serving size per meal, *do not* claim meals for reimbursement!
• Do *not purchase* or *serve* non-creditable food items during CACFP mealtimes.
• Complete CACFP paperwork as required at the appropriate time (*daily, weekly, monthly, or as needed*).
# Meal Service Documentation

## How often should these items be completed?

<table>
<thead>
<tr>
<th>Task</th>
<th>Daily</th>
<th>Monthly</th>
<th>Annually</th>
<th>As Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Book</td>
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<tr>
<td>Cost Worksheet</td>
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<td>Training</td>
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<td>Master Roster</td>
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<tr>
<td>Sign In/Out Sheets</td>
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<td>Meal Applications</td>
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<td>Renew CACFP Application</td>
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<td>Meal Count Sheet</td>
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<tr>
<td>Enrollment Forms</td>
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Questions