

## Infant Menu Record Instructions

The Infant Menu Record is used to record foods actually served to infants under one year old. These instructions apply to the MDE template forms or an infant menu record developed by the institution. Institutions must provide infant formula and food to all infants in their care **unless** a "Formula/Food Sign-Off Statement" is on file from the parent/guardian declining the food and/or formula provided by the center.

Beginning October 1, 2017, parents/guardians may only supply one food item (such as expressed breast milk or iron fortified infant formula). The center **must provide all other meal components**, as developmentally appropriate, for the meal/snack to be reimbursable.

There are two infant meal pattern requirements for introducing solid foods to infants at age 6 months or after based on the most recent American Academy of Pediatrics (AAP) recommendations. The infant menu record for infant's ages 0 through 5 months of age requires only breast milk and/or iron-fortified infant formula. The menu record for infants 6 through 11 months of age requires meal components to be served as developmentally appropriate. Please refer to the USDA Infant Meal Pattern for additional information on the Infant Meal Pattern.

Institutions may use a separate menu record form for each infant or group similar age infants on one infant menu record form.

### Infant Menu Record Form Instructions:

1. Insert the name of center, site/room, month and year in the appropriate spaces.
  - a. Menu record forms must be dated. *Example:* 10/01/17 – 10/7/2017
  - b. List the complete birth names and birth dates of the infant(s) on the appropriate infant menu record.
  - c. Clearly identify specific meals and snacks on the menu record.
  - d. *Example:* Breakfast, AM Snack, Lunch, PM Snack, Supper, Eve Snack
2. Record the food/beverage during (or as soon as possible after) the meal/snack. *Note:* Iron-fortified infant formula or breast milk is the only required component for infants 0 through 5 months.
3. List the specific food served. Do not use generic food terms such as "Infant Cereal" or "Fruit".

a. **Examples: Instead of...**

1. *Infant cereal oatmeal.*
2. *fruit*

**List...**

*infant barley cereal, infant applesauce, peaches, pears*

4. Follow the age appropriate CACFP meal pattern on the day the infant turns six months and one year of age.
5. Use a separate infant menu record for each claim month. To reduce chance of error, do not combine two different months on the same form.
6. Before or during the meal, record any substitutions on the infant menu record. Remember, the menu is a record of the food actually served.
7. Amounts of expressed breast milk, iron fortified infant formula and foods served do not have to be recorded on the infant menu record.
8. Infant meals may be claimed when a mother directly breastfeeds her child at the center or family day care home. Note on the menu record form mother breast fed on-site. Use "BF" to indicate infant was breastfed on-site. You do not have to include amount of breast milk served when mother breastfeeds on-site.
9. Review the infant menus to be sure meals and snacks meet meal pattern requirements. If requirements are not met, the meal/snack is not reimbursable. Claim only those meals and snacks approved on the CACFP application.
10. A Special Dietary Needs Accommodations for Food Substitution form must be on file for food/beverage substitutions that do not meet the infant meal pattern.
11. Infants are to be fed "on demand." This may mean that some meals and snacks are "missed." That is ok! Claim only meals actually served to the infant while in care.

***Reminder:***

An Infant Menu Record form must be kept for each child under 12 months of age.