CHILD CARE FOOD PROGRAM
HOW TO RECORD MEALS IN KIDKARE
Name of Emergency Event: COVID-19

Providers with **approved** waivers should follow these steps in recording meals in KidKare.

Unavailable Creditable Milk

In the event of a milk shortage, use the sponsor-provided temporary meal items for missing meal components.

If you are unable to serve creditable milk (unflavored whole for age one, unflavored fat-free or low-fat for ages 2-5, and unflavored or flavored fat-free or low-fat for ages 6 and up), use "COVID19 - No Creditable Milk Available". The KidKare system will see this as a milk component, and the meal will be recognized as a complete meal. This is a temporary meal item added to the list of available foods. Please include in the **Comments** box the type of milk that was served.

Meal Pattern Flexibility/ Unavailable Food Items

In the event of a food shortage, use the sponsor-provided temporary meal items for missing meal components.

If you are unable to serve a whole grain/ whole-grain rich item, use "COVID19 - No Whole Grain Item Available", and the KidKare system will see this as a whole-grain food. Please include in the **Comments** box the grain item that was served. This is a temporary meal item added to the list of available foods.

If you are unable to serve a creditable grain and served a non-creditable grain in its place, use "COVID19 - No Creditable Grain Available", and the KidKare system will see this as a grain food. Please include in the **Comments** box the non-creditable grain item that was served. This is a temporary meal item added to the list of available foods.

If you serve a combination food items without a CN Label or Product Formulation Statement, record "no CN Label" in the **Comments** box.

Meals Picked Up by Parents

Record meals as you normally would in KidKare. Record the number of meals picked up for a particular mealtime in the **Comments** box. For example, if two parents picked up lunches, record "2 meals picked up" in the menu comments.

For questions, please contact your assigned Monitor or send an email to ccfp@lsfnet.org.