

MEAL TIMES/HOURS OF OPERATION CHANGE FORM

Provider's Name:	Provider ID#:	Changes Effective Date:
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According to the Agreement you signed with Chicano Federation you must serve meals within the meal spacing policy of the CACFP.

- a. Meals must be served during the period normally considered appropriate; **breakfast** before 9 a.m., **lunch** at 11 a.m. or before 1:30 p.m., and **dinner** at 4 p.m. or before 7 p.m.
- b. A **minimum** of **two** hours shall elapse between the beginning of one meal service and the beginning of the snack service.
- c. When snacks are not served, **three** hours shall elapse between the beginning of one major meal service and another.
- d. Meals for infants (under one year of age) may be served during a time consistent with the infant's eating patterns.
- e. Not claim lunches sent with children to school because they are **not** reimbursable
- f. Not Claim meals sent with children to home because they are **not** reimbursable
- g. Claim only one meal per child at each meal service.
- h. Claim meals actually served but no more than two meals and one snack **or** one meal and two supplements per child per day.
- i. Claim for meals within the limits of the licensed capacity.

The mealtime you are about to record below will be considered your current meal times. If you wish to change these meal times in the future you must send a new form to your site monitor by fax, regular mail or e-mail regarding meal schedule changes within the current month you wish those changes to be effective. Otherwise, those changes will take effect until the following month.

Record your new meal times.

- Complete the two shifts only if you have two different meal times for each meal service.
- When making mealtime changes please consider 15-minute increments (i.e 8:00 AM, 8:15 AM, 8:30 AM, 8:45 AM).

Shift	Breakfast	AM Snack	Lunch	PM Snack	Dinner	EVE Snack
1 st						
2 nd						

Record your New Hours of Operation

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
am	pm	am	pm	am	pm	am	pm	am	pm	am	pm

Provider's Signature:	Date:
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