Infant Forms and Infant Order Policy

Effective October 28, 2026

Infant Forms:

Infants under 1 year of age are required to complete an Infant Enrollment Form. This form can be downloaded from the CBS Food Program Website. It must be printed, completed, and then sent back to info@cbsfoodprogram.com. Infants cannot be activated on the center's KidKare roster until CBS receives the completed and signed Infant Form, as required by the USDA. The purpose of the Infant Enrollment Form is for the parent/guardian to specify if they will be providing breast milk/formula or if they would like CBS to provide formula for the Center.

Note: If the infant form specifies a specific formula outside of the formula type that CBS Provides (*Member's Mark Advantage Premium*) or other replacement meal requests, the infant must also complete a Medical Plan of Care form. Please reference the ***Medical Plan of Care Form Policy*** for more details on this process. If CBS receives this medical form for an infant that requires an alternative formula, the parent/center should then purchase the requested formula and submit the receipt for this purchase to info@cbsfoodprogram.com for reimbursement. CBS will then cut and mail a reimbursement check for the purchase of this item. Please note: centers should ensure to list the mailing address of where the check should be sent with the receipt of submission.

Infant Orders:

CBS can provide centers that have active infants enrolled with formula (under 6 months old), infant cereal, and jarred baby foods (6 months old- 11 months old). For CBS to provide these items, the infant must have an infant form on file with CBS Food Program and be active in KidKare.

A center must submit a Infant Order through the CBS Website at a minimum of two weeks prior to the product being needed. Centers should not let their infant food inventory go down to zero and should be proactive about ensuring that they are placing infant orders timely and ensuring product is always available for their infants on-site. In the infant order form, the center must list the names of each infant on-site and what products each infant needs. Our Warehouse team will then confirm that those infants are active in KidKare and that the infant enrollment form is on file with CBS, before they will prepare the order and send it out for delivery. The typical turnaround time between a center infant order being placed and the delivery being received at a center is one to three days maximum.

When a center begins with CBS Food Program, the center must complete an Infant Order Form through the process above to receive their first delivery of infant products. Unlike bulk orders, Infant orders will not automatically go out to new centers.