



# MEMO December 2015

4-C Child and Adult Care Food Program

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**DUE NOW: December monthly menus and new enrollments are due in the office by January 5, 2015.**

**Due Next: 2015-2016 Annual Recordkeeping Assignment is due March 31, 2016**

The tentative date for **December** claim reimbursements to be deposited or mailed is:

**Thursday, December 31, 2015**

## CACFP UPDATES

- **Provider 2015 Tax Report:** If you need a copy of your provider tax report for tax purposes please call us and we can send you a copy. If you claim online you can print your own copy at home by going under reports>claims> tax report.
- **Reminder:** As you prepare to do your 2015 taxes, keep a copy of your Schedule C for income renewal in July if needed. If you have a change in your income and think you may qualify for tier 1 reimbursement, give the office a call. You may apply at any time.
- **Recording meals/snacks:** This is an excerpt from the September memo: *CACFP program integrity is something that the 4-C Food Program takes very seriously and when we observe a meal on a home review we record the foods we observe on our form that you receive a copy of. Sometimes claims submitted by providers that had a meal observation **do not match** the components recorded on the home review form submitted by the 4-C Nutrition Specialists. Please ensure that you are claiming the actual components you are serving the children in your care. In order to remain in compliance with CACFP program rules, we will deduct meals claimed that **do not match** meals observed during a home review. Thanks for your attention to this important matter.*
- **On line providers:** Please remember to send in the signed enrollment(s) for children that you enroll on line. You may scan and email, fax or put in the mail. You are able to enter in meals and snacks for that child into Minute Menu right away. But you are not being reimbursed for the meals/snacks until a signed enrollment is sent to the office.
- **Reminder:** The 4-C office will be closed on December 24<sup>th</sup>, December 25<sup>th</sup>, December 31<sup>st</sup>, and January 1<sup>st</sup> for the holidays. Have a safe and happy holiday.

### Welcome NEW 4-C CACFP Providers

Amanda	Avery	Janesville
Wilfrid	Cleveland	Wisconsin Dells
Inderjet	Kaur	Madison
Brenda	Manthey	Ft Atkinson
Kimberly	Walker	Reedsburg
Betsy	Widenfeld	Richland Center

**Your 4-C CACFP Team** foodprog@4-C.org

**Health & Safety  
Services Manager**  
Brienne Heidke

**CACFP Administrative Assistant**  
Bette Miller

**NUTRITION SPECIALISTS**  
Heidi Duren  
Jan Howe

Mary Schott  
Robin Hunter  
Wanda Rodriguez

## Claim Submission & Reimbursement Schedule for 4-C CACFP 2016

**Please note that these dates are tentative and subject to change.**

<b>CLAIM MONTH</b>	<b>DATE DUE IN THE 4-C OFFICE</b>	<b>TENTATIVE DATE OF DIRECT DEPOSIT</b>
<b>January 2016</b>	February 5, 2016	Friday, March 4, 2016
<b>February 2016</b>	March 5, 2016	Friday, April 1, 2016
<b>March 2016</b>	April 5, 2016	Friday, April 29, 2016
<b>April 2016</b>	May 5, 2016	Friday, June 3, 2016
<b>May 2016</b>	June 5, 2016	Friday, July 1, 2016
<b>June 2016</b>	July 5, 2016	Friday, August 5, 2016
<b>July 2016</b>	August 5, 2016	Friday, September 2, 2016
<b>August 2016</b>	September 5, 2016	Friday, September 30, 2016
<b>September 2016</b>	October 5, 2016	Friday, November 4, 2016
<b>October 2016</b>	November 5, 2016	Friday, December 2, 2016
<b>November 2016</b>	December 5, 2016	Friday, December 19, 2016
<b>December 2016</b>	January 5, 2017	Friday, February 3, 2017

## Late Claim Submission & Reimbursement Schedule for 4-C CACFP 2016

<b>LATE CLAIM MONTH</b>	<b>DATE DUE IN THE 4-C OFFICE</b>	<b>TENTATIVE DATE OF DIRECT DEPOSIT</b>
<b>January 2016</b>	March 15, 2016	Friday, April 8, 2016
<b>February 2016</b>	April 15, 2016	Friday, May 6, 2016
<b>March 2016</b>	May 15, 2016	Friday, June 10, 2016
<b>April 2016</b>	June 15, 2016	Friday, July 8, 2016
<b>May 2016</b>	July 15, 2016	Friday, August 5, 2016
<b>June 2016</b>	August 15, 2016	Friday, September 9, 2016
<b>July 2016</b>	September 15, 2016	Friday, October 7, 2016
<b>August 2016</b>	October 15, 2016	Friday, November 11, 2016
<b>September 2016</b>	November 15, 2016	Friday, December 9, 2016
<b>October 2016</b>	December 15, 2016	Friday, January 23, 2017
<b>November 2016</b>	January 15, 2017	Friday, February 10, 2017
<b>December 2016</b>	February 15, 2017	Friday, March 10, 2017

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