

**DUE NOW: December monthly menus and new enrollments are due January 5, 2015**

**Due Next: 2013-2014 Annual Recordkeeping Assignment is due March 31, 2015**

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

**Friday January 2, 2015**

## CACFP UPDATES

- **Provider 2014 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 2014 taxes, keep a copy of your Schedule C for income renewal in June. 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.
- **Please** remember to record on your Claim Information Form or if you claim online under the calendar section, when school age children are in your care during school hours. This includes days when children may be sick and days when the school is closed such as the upcoming Winter break.
- **Important:** If you claim using paper forms you receive a Claim Information Form (CIF) from us. Please make sure when submitting your claim you are using and sending the CIF that corresponds with that claim month. For example, the December claim should have the December CIF with it. If you need the most current CIF for your claim please contact us and we will send you one. Thanks.
- **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.

### Welcome NEW 4-C CACFP Providers

Joan Mrkvicka      Fitchburg  
Lindsay Brockert      Belleville

### ***Crediting Foods on the CACFP***

*One of the responsibilities of participation in the CACFP is offering foods that are nutritious and meet the guidelines of the USDA. Below are a couple important reminders about claiming foods for reimbursement.*

- *Commercially Prepared Combination Foods: Combination foods purchased at the store such as corn dogs, chicken nuggets, frozen pizza, and frozen ravioli (to name a few) are only reimbursable when that item has a CN label on it. A CN label will tell you how much meat or meat alternate, grain servings, and fruit or vegetable are in each serving. This information is necessary in order to ensure that you are serving the correct amount of food to meet the CACFP meal pattern. For more information on CN labels please refer to your Orientation Manual, the Food Program website <http://www.4-c.org/food-program/food-program.html> or give us a call.*
- *Crediting pickles: Since pickles are high in sodium and low in nutrients, the USDA strongly encourages providers to serve them in combination with another vegetable or fruit to equal one serving or to serve them as a garnish.*

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

**4-C CACFP MANAGER**  
Tanya Kirtz

**CACFP Administrative Assistants**  
Bette Miller

**NUTRITION SPECIALISTS**  
Heidi Duren  
Jan Howe

Mary Schott  
Robin Hunter  
Wanda Rodriguez

## Claim Submission & Reimbursement Schedule for 4-C CACFP 2015

<b>CLAIM MONTH</b>	<b>DATE DUE IN THE 4-C OFFICE</b>	<b>TENTATIVE DATE OF DIRECT DEPOSIT</b>
<b>January 2015</b>	February 5, 2015	Friday, March 6, 2015
<b>February 2015</b>	March 5, 2015	Friday, April 3, 2015
<b>March 2015</b>	April 5, 2015	Friday, May 1, 2015
<b>April 2015</b>	May 5, 2015	Friday, May 29, 2015
<b>May 2015</b>	June 5, 2015	Friday, July 3, 2015
<b>June 2015</b>	July 5, 2015	Friday, July 31, 2015
<b>July 2015</b>	August 5, 2015	Friday, September 4, 2015
<b>August 2015</b>	September 5, 2015	Friday, October 2, 2015
<b>September 2015</b>	October 5, 2015	Friday, October 30, 2015
<b>October 2015</b>	November 5, 2015	Friday, December 4, 2015
<b>November 2015</b>	December 5, 2015	Friday, January 1, 2016
<b>December 2015</b>	January 5, 2016	Friday, January 29, 2016

## Late Claim Submission & Reimbursement Schedule for 4-C CACFP 2015

<b>LATE CLAIM MONTH</b>	<b>DATE DUE IN THE 4-C OFFICE</b>	<b>TENTATIVE DATE OF DIRECT DEPOSIT</b>
<b>January 2015</b>	March 15, 2015	Friday, April 10, 2015
<b>February 2015</b>	April 15, 2015	Friday, May 8, 2015
<b>March 2015</b>	May 15, 2015	Friday, June 5, 2015
<b>April 2015</b>	June 15, 2015	Friday, July 10, 2015
<b>May 2015</b>	July 15, 2015	Friday, August 7, 2015
<b>June 2015</b>	August 15, 2015	Friday, September 11, 2015
<b>July 2015</b>	September 15, 2015	Friday, October 9, 2015
<b>August 2014</b>	October 15, 2015	Friday, November 6, 2015
<b>September 2015</b>	November 15, 2015	Friday, December 11, 2015
<b>October 2015</b>	December 15, 2015	Friday, January 8, 2016
<b>November 2015</b>	January 15, 2016	Friday, February 5, 2016
<b>December 2015</b>	February 15, 2016	Friday, March 11, 2016

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