

# FOOD PROGRAM Memo



**AUGUST 2018**

***The July claim payment will be deposited or checks sent by Friday, August 31<sup>st</sup>.***

## REIMBURSEMENT RATE UPDATE

**New Reimbursement Rates:** The new reimbursement rates for July 1, 2017 to June 30, 2018 are listed below. There was no change in the reimbursement rate.

	Tier 1	Tier 2
Breakfast	\$ 1.31	\$ .48
Lunch & Dinner	\$ 2.46	\$ 1.48
Snacks	\$ .73	\$ .20

## NEW MEAL PATTERN REMINDERS

Effective October 1, 2017 the meal pattern changed. When nutrition specialists were doing their home visits this past fiscal year, you were provided technical assistance regarding these new meal pattern changes. Starting October 1, 2018, we will be required to deduct for all errors related to the new meal patterns and you will lose reimbursement. Overall, you have all been doing an excellent job with the new meal pattern changes! The one error that shows up the most is "whole grain rich bread/alternative component not being served".

- For on line providers - remember to click the WG button. Also, before you go to submit your claim for the month, pull a report in KidKare (reports/meals & attendance/food served) and scan over the entire month to ensure all meal components have been entered and at least one food per day has a "WG" next to it.
- For paper providers - remember to fill in the bubble on the top of your menus to indicate which meal you served your whole grain rich product at. Before sending in your paper menus for the month, scan over all your forms and double check you have this bubble filled in every day.

Note: If you are deducted for not serving a whole grain rich product at a meal, Minute Menu will automatically detect the meal with the lowest reimbursement for this error and deduct.



## GREAT LAKES APPLE CRUNCH

The 2018 Great Lakes Great Apple Crunch is noon on Thursday October 11, 2018. Join participants across Minnesota, Wisconsin, Illinois, Indiana, Michigan, and Ohio in celebrating National Farm to School Month by crunching into locally and regionally grown apples.

Register now: [www.cias.wisc.edu/applecrunch](http://www.cias.wisc.edu/applecrunch).

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## PLANNING MENUS

As we have mentioned in previous memos, the old "Master Menus" have not been changed to reflect the new meal pattern and providers should no longer use them as is. If you like the meal plans in the old master menus, it is your responsibility to adapt them to ensure you are meeting the new meal pattern requirements.

An advantage of claiming online with KidKare is the ability to create and save your own master menus as well as to enter meals for a cycle menu. Below are step-by-step instructions on how to do both of these things in Kid Kare:

To enter meals for a Cycle Menu - go to:

1. Meals
2. Schedule Menu (list on left of screen)
3. Schedule Menu (box above calendar)
4. Infants or Non Infants
5. Click on date (i.e. Monday) & enter meal components for meal you're recording
6. Click on "Save"
7. "Copy days" from date to date and enter dates on which to paste.

When ready to enter meals just click "meals" then "enter meal." When you select the meal type and enter the time, the preplanned meal will appear below. Record which children were present.

To create your own "Master Menu" - go to:

1. Meals
2. Add / Edit Menu
3. Infants or Non-Infants
4. Add Menu (box up at the right)
5. Select Meal
6. Give menu a name i.e. "Monday, breakfast"
7. Enter components
8. Save

When ready to enter meals just click "meals" then "add/edit meal." Click on the meal type. All of your created meals will appear at the bottom. Click on the downward arrow to the right of the meal selected and the pre-recorded components will fill in.

## FOOD PROGRAM STAFF

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