

# FOOD PROGRAM Memo



JANUARY 2020

The December claim payment will be deposited or checks sent by January 31st.

## REMINDERS

- ✓ **Online Claimers** – below are some **important reminders on how to avoid deductions.**
  - We are still seeing numerous claims with errors/deductions for not consistently having infant meal components entered. If you clicked an infant in attendance for the day, you must scroll down below the regular meal components and enter in infant components.
  - Enrollment Process:
    - You can “pre-enroll” a child online so that you can begin including the child in your daily meal counts immediately. Log in – go to “my cacfp info” then click on “children” then scroll to the bottom of the page and click “pre-enroll”.
    - You must also fill out a paper enrollment form (if you need one, please contact the 4-C CACFP office). Note: if you are enrolling an infant, you will also need to fill out a “Parent/Provider Infant Formula Agreement”. You can find a fillable PDF version of this form on the 4-C website.
    - Once the forms are complete, you can scan and email a copy to the office, fax it, or fold and put in the mail.
    - If you do not submit the completed paper forms to the 4-C CACFP office by the time your claim is being processed, you will not get paid for meals served to those children
- ✓ **Paper Claimers**- below are some **important reminders on how to avoid deductions.**
  - You must indicate your daily whole grain rich item by writing “WG” next to it.
  - You must fill in all circle completely – including provider number, month, and day on all pages.
- ✓ **Withdrawing Children** – at this time, only the 4-C CACFP is able to withdraw a child from your program. Online providers can send an email to the office with the child name and withdrawal date. Paper providers can write the withdrawal date next to the child’s name on the Claim Information Sheet you send in monthly. Please note: there was a weird glitch in the system – if you see a removal date of “1/1/1900” please just ignore this. We are aware of the glitch and it is not affecting anyone’s claim.
- ✓ **Diets Statements vs. Parent Preference Statements:** Over the past year you have received lots of information regarding the updated Special Diets Policy for the CACFP (on our website, in memos, at visits from your Nutrition Specialist, in the Annual Recordkeeping Assignment, etc.). We want to remind everyone of the big difference between an approved Diet Statement and a Parent Preference Form. If a parent is requesting you serve a non-creditable food and/or food that does not meet the meal pattern (such as whole milk to a 3 year old or almond milk to a 2 year old) – while you can of course accommodate the parental request – whether or not you can claim the meal/snack for that child depends on whether there is a medical need vs. a parent preference. If you have any questions about this, please reach out to the 4-C CACFP office or your Nutrition Specialist.

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## CLAIM SUBMISSION & REIMBURSEMENT SCHEDULE FOR 4-C CACFP 2020

CLAIM MONTH	DATE DUE IN THE 4-C OFFICE	TENTATIVE DATE OF DIRECT DEPOSIT
January 2020	February 5, 2020	Friday, Feb. 28, 2020
February 2020	March 5, 2020	Friday, March 27, 2020
March 2020	April 5, 2020	Friday, May 1, 2020
April 2020	May 5, 2020	Friday, May 29, 2020
May 2020	June 5, 2020	Friday, June 26, 2020
June 2020	July 5, 2020	Friday, July 31, 2020
July 2020	August 5, 2020	Friday, August 28, 2020
August 2020	September 5, 2020	Friday, Sept. 25, 2020
September 2020	October 5, 2020	Friday, October 30, 2020
October 2020	November 5, 2020	Friday, Nov. 27, 2020
November 2020	December 5, 2020	Friday, Dec. 24, 2020
December 2020	January 5, 2021	Friday, January 29, 2021

## LATE CLAIM SUBMISSION & REIMBURSEMENT SCHEDULE FOR 4-C CACFP 2020

LATE CLAIM	DATE DUE IN THE 4-C OFFICE	TENTATIVE DATE OF DIRECT DEPOSIT
January 2020	March 15, 2020	Friday, April 3, 2020
February 2020	April 15, 2020	Friday, May 1, 2020
March 2020	May 15, 2020	Friday, June 5, 2020
April 2020	June 15, 2020	Friday, July 3, 2020
May 2020	July 15, 2020	Friday, August 7, 2020
June 2020	August 15, 2020	Friday, September 4, 2020
July 2020	September 15, 2020	Friday, October 9, 2020
August 2020	October 15, 2020	Friday, November 6, 2020
September 2020	November 15, 2020	Friday, December 11, 2020
October 2020	December 15, 2020	Friday, January 15, 2021
November 2020	January 15, 2021	Friday, February 5, 2021
December 2020	February 15, 2021	Friday, March 5, 2021

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## RECIPES

### Porcupine Sliders

#### Ingredients

1/8 cup Brown rice, long-grain, regular, dry  
1 tsp Canola oil  
1 ½ Tbsp Fresh onion, peeled, diced  
¼ cup Fresh celery, diced  
1 ½ tsp Fresh garlic, minced  
1 lb Raw ground turkey, lean  
1 Egg, beaten  
5 Tbsp Dried cranberries, chopped  
¾ cup Fresh baby spinach, chopped  
1 tsp Worcestershire sauce  
½ tsp Salt  
½ tsp Ground black pepper  
1 dash Ground white pepper  
6 (1 oz each) Mini whole-wheat rolls (small dinner)



Directions: Preheat oven to 350 °F. Combine brown rice and ½ cup water in a small pot and bring to a boil. Turn heat down to low. Cover and cook until water is absorbed, about 30-40 minutes. Fluff with a fork. Cover and refrigerate until completely cooled. A rice cooker may be used with the same quantity of brown rice and water. Heat canola oil in a small skillet. Add onions, celery, and garlic. Cook over medium heat for 5 minutes or until tender. Remove from heat. Cover and refrigerate until completely cooled. In a medium mixing bowl, combine turkey, egg, cranberries, spinach, Worcestershire sauce, salt, peppers, brown rice, and sautéed vegetables. Mix well. Shape into 6 patties. Line a large baking sheet with parchment paper and lightly coat with nonstick cooking spray. Place patties evenly spaced on baking sheet. Bake uncovered for 20-25 minutes at 350 °F to an internal temperature of 165 °F or higher for at least 15 seconds (use a food thermometer to check the internal temperature). Do not overcook. Remove from oven and serve on a mini whole-wheat roll.

### Tasty Tots

#### Ingredients

5 cups Fresh sweet potatoes, peeled, coarsely shredded  
2 1/3 cups Canned low-sodium garbanzo beans (chickpeas), with liquid  
½ cup Fresh green onions, finely chopped  
2 Tbsp Vegetable oil  
½ tsp Salt  
½ tsp Granulated garlic  
¼ tsp Ground black pepper  
½ tsp Onion powder  
½ tsp Ground cinnamon



Directions: Preheat oven to 350°F. Place shredded potatoes on a large baking pan sprayed with a nonstick cooking spray. Bake at 350 °F for 20 minutes or until slightly tender. Do not overcook. Increase oven temperature to 400 °F. In a food processor or blender, purée garbanzo beans, including the liquid, until smooth. In a medium mixing bowl, combine shredded sweet potatoes, puréed garbanzo beans, green onions, vegetable oil, salt, garlic, pepper, onion powder, and cinnamon. Mix well. Cover and refrigerate for 40-45 minutes to make tots easier to form. 6. Spray a large baking sheet with nonstick cooking spray. Using a cookie scoop or a spoon, roll 36 tots. Place 1 inch apart on baking sheet. Lightly flatten the tops of the tots with a spoon or a fork. Bake at 400 °F for 10-12 minutes or until lightly brown. Serve hot.

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## FOOD PROGRAM STAFF

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