

FOOD PROGRAM Memo



NOVEMBER 2020

The October claim payment will be deposited or checks sent by Friday, November 27th.

REMINDERS

Below is a list of reminders that cover items and situations we are seeing occur frequently – even though the list is a bit long, please take the time to read through everything to ensure successful monthly claims.

ENROLLMENTS: When enrolling a new infant, the Formula Agreement Form needs to be filled out in addition to the enrollment form. Contact the 4-C CACFP office to have one sent to you. You can also find it on the 4-C website.

ONLINE CLAIMS

- For **infants** - please remember to scroll down in your menu screen to enter the infant components below the regular meal components. When you are entering in your attendance/meal counts – any infants enrolled are highlighted in green, reminding you to enter in separate infant components.
- As always – we strongly recommend you **look over your entire claim before submitting** it to the office to make sure everything is entered in correctly. When you are on the home screen and can see the calendar, click on the “print worksheet for the week of” for each week to verify all components have been entered and that a Whole Grain Rich item has been designated each day.
- You will notice that once you officially submit your claim, that month will disappear from the calendar on your home screen. In order to see your menus and meal count details for a month that has been submitted – click on “My CACFP info” – choose “claim worksheets” – then choose a month/year.
- Withdrawing children – email the office with the names and withdrawal dates for any child leaving your daycare.

PAPER CLAIMS

- For **infant menus** – when recording breastmilk or formula, you simply need to fill in the “b” or “f” circle – no need to write out the words as well.
- Remember to **designate all of your Whole Grain or Whole Grain Rich items** on your paper menu by noting “WG” or “WGR” (or something similar to this) next to the item.
- Remember to sign at least the first page of your menus.

ERROR REPORTS

- It is very important that you are reading over your Claim Summary Reports every month. If there are any errors/deductions that you have questions about, the sooner you contact us the easier it is to resolve things.
- Paper Claimers are sent a copy of their Claim Summary Report every month.
- Online Claimers – to access your Claim Summary Report - when you are logged into the system, click on “my CACFP info” then “summaries of processed claims” then choose the claim month and then hit “display report.”

FOOD PROGRAM Memo



STORE BOUGHT COMBINATION FOODS / CN LABELS: Certain food products (such as corn dogs, fish sticks, chicken nuggets, frozen pizza, ravioli, etc.) are required to have a “CN Label” or “Product Formulation Statement” from the manufacturer in order to be able to claim them for reimbursement. Your Nutrition Specialist has been monitoring your claims to see if you are serving any of these foods and is following up with you at home visits. If your product does not have a CN Label, you can contact manufacturers by email or by phone to acquire the needed documentation.

During last fiscal year’s visits, you should have received the following two handouts that provide further information on Store Bought Combination Foods and CN Labels.

- “Store Bought Combination Foods” <https://www.4-c.org/food-program/meal-patterns.html>
- “Serving Store Bought Combination Foods” <https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cnlabelhandout.pdf>

MILK: While conducting virtual home reviews the past few months we have come across many providers who were not serving the correct type of milk to all the ages of children in care – including serving 2% milk (which is not allowable on the Food Program).

As a reminder, below are the allowable types of milk by age:

- **Children age 1 year until age 2 years must be served WHOLE MILK.**
- **Children age 2 years and older must be served either SKIM MILK or 1% MILK.**

In many situations we come across, an alternate milk is being served at the request of the parent. Please keep in mind the following when accommodating this request:

- If there is a medical reason for the alternate milk, and all the required paperwork is on file, then you can receive reimbursement for meals claimed with the alternate milk.
- If it is solely the parent’s preference for the alternate milk, you can choose to serve it, however you **cannot** receive reimbursement for meals claimed with alternate milk.

RECIPES

Pumpkin Hummus

1 can of pumpkin (not pumpkin pie filling)
1 can chickpeas (garbanzos)
2.5 tablespoons of lemon juice
Plain greek yogurt (optional)

Suggested Spices:

¼ tsp. paprika
¼ tsp. lemon pepper/chili powder/cayenne
1/8 tsp. cumin
1/8 tsp. garlic



Instructions:

Put in a food processor and blend together. Layer with plain Greek yogurt in a clear cup. Serve with cauliflower chips or nacho chips.

Variation in Spices:

½ tsp vanilla
½ tsp. pumpkin pie spice

5 Odana Court, Madison, WI 53719
608-271-9181 | 1-800-750-KIDS | Fax: 608-271-5380
www.4-C.org | info@4-C.org
This institution is an equal opportunity provider.

FOOD PROGRAM Memo



Roasted Root Vegetables

Serving roasted root vegetables is a great way to incorporate seasonal and locally grown foods while introducing new flavors. Preheat your oven to 425 degrees. Wash, peel, and make 1" chunks from an assortment of root vegetables such as:

- Carrots
- Beets
- Sweet potatoes
- Parsnips
- Brussels sprouts
- Turnips



Place in a single layer on a baking sheet and drizzle just a bit of olive oil over the vegetables and sprinkle with salt and pepper. Bake for about 40 minutes.

FOOD PROGRAM STAFF

Health and Safety Services Manager

Brianne Heidke
brianne.heidke@4-C.org
608-216-7014

Administrative Assistant

Bette Miller
bette.miller@4-C.org
608-216-7028

Nutrition Specialists

Jan Howe
jan.howe@4-C.org
608-219-6715

Robin Hunter
robin.hunter@4-C.org
608-219-6716

Wanda Rodriguez
wanda.rodriguez@4-C.org
608-712-1053

Mary Schott
mary.schott@4-C.org
608-219-6714