

FOOD PROGRAM Memo



DECEMBER 2020

The November claim payment will be deposited or checks sent by Friday, December 25th.

YEAR END REMINDERS

- ❖ **Food Program record retention** – for those of you who clean out your files and records at the end of every year, below are some reminders:
 - Food Program records must be kept at your child care site for the current month, plus the previous 12 months.
 - Records for the three years prior to that can be stored onsite or offsite.
 - Records may be stored electronically but ALL RECORDS MUST be accessible for review by the 4-C Food Program, Wisconsin Department of Public Instruction (DPI) or by the United States Department of Agriculture (USDA) at any time during your regular child care hours.
 - Best Business Practices advise that you back up your food program records periodically.
- ❖ **Tax Reports** – this is the first full calendar year of using the new CACFP.net claiming software. Remember – all of the information you need is listed on each month's claim summary reports. For those who need a compilation of Food Program payments received for the year:
 - **Online Providers:** When you are logged into the program, click on "My CACFP INFO" and then click on "checks received." Enter in the dates of 1/1/2020 to 12/31/2020, then click "print" – this will bring up a webpage with a chart of your check dates, claim dates, Tier, Total Amount, and a breakdown of meal totals. Please note that at this time it is not a PDF form that is created and able to be downloaded.
 - **Paper Providers:** please contact the 4-C CACFP office directly and request a compilation form we sent to you.

LICENSED PROVIDERS WITH ASSISTANTS/HELPERS

We are working on updating our files and are looking for current information regarding licensed providers who have assistants/helpers. Any provider who has notified us in the past that they have an assistant/helper, was given a form to complete and send to the 4-C CACFP office. We would like to ensure that anyone with this form on file is still using an assistant/helper as well as see if anyone needs to have the form on file. Having an assistant/helper changes your licensing ratios, so the 4-C CACFP needs current information to ensure accurate processing of your claims.

If you would like to fill out a quick google form updating this information please go to <https://forms.gle/zu12zppqqweA8X998>.

Otherwise, please call or email the 4-C CACFP office with this information.

Thank you!

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RECIPES

Quick & Easy Bean Soup

- 1 can (28 oz) petite diced tomatoes
- 1 can (15 oz) black beans
- 1 can (15.5 oz) cannellini beans
- 1 can (16 oz) garbanzo beans
- 3 cups frozen corn
- 3 cups vegetable or chicken broth
- 1 packet of taco or enchilada seasoning



Combine all ingredients in pot and heat on stove top for 15 minutes.

Noodles with Peanut Butter Sauce

- 1 cup water
 - 3 ounces spaghetti noodles, whole grain-rich, uncooked
 - 11 ounces chicken breast, boneless, skinless, fresh or frozen, raw, ½" diced
 - 3 cups broccoli, frozen, cut
 - 3 tablespoons peanut butter, smooth
 - 3 tablespoons water
 - 3 tablespoons soy sauce, low-sodium
 - 1 tablespoon cider vinegar
 - 1 tablespoon sugar, granulated
 - ½ teaspoon ginger, fresh, grated
 - 1 clove garlic, fresh, minced
(1 clove is about ½ teaspoon minced)
 - 1/8 teaspoon red pepper flakes
 - 1 teaspoon cornstarch
 - 2 tablespoons onion, green, with tops, fresh, chopped (optional)
 - 2 tablespoons cilantro, fresh, chopped (optional) 6 slices lime wedge, fresh (optional)
- Nonstick cooking spray



Heat water to a rolling boil. Break spaghetti noodles in half. Slowly add noodles to boiling water. Stir constantly until water returns to a boil. Cook about 8 minutes or until al dente. Stir occasionally. Do not overcook. Drain well. Coat a medium skillet with nonstick cooking spray. Heat the skillet on medium-high. Brown all sides of diced chicken on medium-high heat for 8–10 minutes. Add broccoli to the skillet, and cook for 10 minutes or until internal temperature of diced chicken reaches 165 °F and broccoli is tender, but not mushy.

Prepare sauce: In a small microwavable bowl, combine peanut butter, 2 Tbsp warm water, soy sauce, cider vinegar, sugar, ginger, garlic, and red pepper flakes. Microwave sauce for 30 seconds; remove from the microwave, whisk sauce and microwave for 30 more seconds, whisk again. (Note: sauce will look stringy.) In a small bowl, whisk remaining 1 Tbsp warm water with cornstarch to make a slurry (thin paste). Be sure cornstarch is fully dissolved in the water before adding the slurry to the sauce. Slowly whisk slurry into the peanut butter sauce until fully combined. Microwave 30 seconds or until thick. Whisk until sauce is a smooth-thick consistency.

In a large bowl, toss peanut sauce, chicken, broccoli, and noodles. Garnish each serving with 1 tsp green onions, 1 tsp cilantro, and one lime wedge (optional). Serve ¾ cup. Serve hot or cold.

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