

# FOOD PROGRAM Memo



**MARCH 2021**

***The February claim payment will be deposited or checks sent by Friday, March 26, 2021.***

## ANNUAL CHILD ENROLLMENT RENEWAL

It's that time of year again – when providers must complete the annual Child Enrollment Renewal! Online claimers will get an email the first week of April with all the details on how to complete this. Paper Claimers will be sent the information in the mail.

## UNANNOUNCED VISIT REMINDERS

In January, we sent out the policies and procedures for 4-C CACFP unannounced virtual visits and meal observations. The original notice can be found on the [4-C website](#). Please remember that a part of being on the Food Program is the requirement of unannounced visits being conducted. Your successful participation in the Food Program requires a commitment to the program (such as allowing visits to be conducted and keeping up on all required paperwork and documentation). While we try to assist and be a resource whenever possible, it is ultimately your responsibility to fulfill the requirements.

We truly understand that the health and safety of the children in your care is the priority – which is why we are doing everything possible to make the virtual unannounced home visits as abbreviated as possible. However, we need your help in order to make this happen. You can do this by keeping in mind the list of provider expectations that were included in the January email:

- You need to be available by either phone or video call during your certified/licensed hours of operation.
- You need to respond promptly to 4-C CACFP's request for records, photos, current menus/meal counts, etc.
- You need to continue to notify 4-C CACFP by 8am each day regarding pre-scheduled times when you will be unavailable. If unforeseen events occur that lead to your unavailability throughout the day, please try and report those as well.
- Please also keep us up to date on other changes that are more commonly occurring lately, such as:
  - If you have school agers in care conducting virtual learning and there are certain times of day that this makes using the internet for a video call from Food Program difficult or that you are required to be assisting them
  - Whenever your expected meal times change

In addition, a reminder that the policies and consequences for unsuccessful unannounced visits are the same for virtual visits as they always have been for in person visits. For example:

- If Nutrition Specialist attempts a home visit during an expected meal time and is unable to find you home, the visit is considered "unsuccessful" and the meal/snack is deducted. This same policy applies to virtual visits.

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- All records (attendance, child & infant menus, and meal counts) need to be up to date by the end of each day. If a Nutrition Specialist conducts an on-site home visit on a Wednesday and your records are only up to date through Monday – Tuesday would be deducted. This same policy applies to virtual visits. Also, please keep in mind that as part of preparing for a home visit, Nutrition Specialists go online and check if your records are all up to date. What we have found happen several times recently is a provider not answering the phone when we call, then going in and updating all their records online before calling back to conduct the visit. In this case, it was already documented that your records were not up to date and meals/snacks could be deducted. If you have everything documented on paper and haven't transferred it online yet, that is acceptable and there is no need to rush and get it all online. When you answer the call and then connect to the video call, you can simply show these paper records to your Nutrition Specialist. The important thing is to connect with your nutrition specialist within 15 minutes or as soon as possible

While virtual visits are not always ideal, they are currently the safest way to visit you at this time and your cooperation in making these happen is a vital contribution to keeping us all safe and healthy. Thank you and stay well!

## SAVE THE DATE

Effective October 1, 2021, ounce equivalents will be the required method for determining serving sizes of grains in the CACFP. 4-C CACFP will be sharing more information and details as we get closer to the implementation date.

In the meantime, DPI is offering a webinar on **May 19<sup>th</sup> from 1:00pm to 2:00pm** that will discuss how to use ounce equivalents for grains and will provide tools, strategies, and resources for CACFP operators to use. Registry certificates will be available to participants who attend the entire live webinar.

This webinar is presented via Microsoft Teams. To view this webinar, you must use Chrome, Firefox or Edge. Safari is not currently supported by Microsoft Teams.

We will be sending out a separate email with details from DPI on how to connect to the webinar.

## RESOURCES

DPI plans to mail every provider on the 4-C CACFP some updated resources as well as new resources, including:

- DPI's updated CACFP Reference Guide
- USDA's Infant Feeding Guide
- USDA's CACFP Crediting Handbook
- USDA's Mealtime with Toddlers for Childcare Providers
- USDA's Mealtime with Toddlers Family Handout (English & Spanish)
- USDA's Using Ounce Equivalents for Grains

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## DPI TUESDAY TALKS

The Wisconsin Department of Public Instruction (DPI) held a CACFP Tuesday Talks webinar about Special Dietary Needs on February 23, 2021. This webinar discussed requirements for accommodating disability and non-disability special dietary needs requests, including requirements to claim these meals for CACFP reimbursement.

The recorded webinar, its presentation handout, and a Q&A on the questions that were asked during the webinar are now posted. The following links will take you directly to these postings:

- [Recorded Special Dietary Needs Webinar \(CACFP Tuesday Talks on 2.23.21\)](#)
- [Special Dietary Needs Webinar Q&As \(CACFP Tuesday Talks\)](#)
- [Special Dietary Needs Webinar Presentation Handout \(CACFP Tuesday Talks\)](#)



NOTE: The following information in the webinar is different for providers and FDCH sponsor staff:

- DPI Guidance Memorandum 12 (GM)
  - Providers should disregard.
  - Sponsor staff may go to FDCH sponsor GM L – Special Dietary Needs instead of GM 12 hyperlinked in the webinar
- E-Learning Course – Family Day Care Homes (New)
  - DPI just released. It only contains the Special Dietary Needs Requests lesson right now. More lessons will be added soon.
  - They are intended for both providers and sponsor staff.
- Last slide -- Assigned DPI Consultants
  - Providers should contact their sponsor with questions instead of DPI consultants.

## RECIPE

### Chicken Flatbread Pizza

Flatbread varieties such as tortillas, pitas, and focaccia are very popular. The newcomer is naan, a thick, double-layered flatbread that can be served plain alongside curries, lentils, and other dishes, stuffed with various fillings, or topped with meats, vegetables, sauces, and more.

**Makes:** 6 servings **Prep time:** 25 minutes **Cook time:** 40 minutes

#### INGREDIENTS

Nonstick cooking spray  
½ teaspoon turmeric, ground  
¼ teaspoon salt, table  
½ teaspoon cumin, ground  
¼ teaspoon cinnamon, ground  
10½ ounces chicken tenderloins, boneless, skinless, fresh or frozen, raw (about 5 tenderloins)  
3 tablespoons Greek yogurt, plain, non-fat  
2 teaspoons canola oil  
2/3 cup onion, fresh, peeled, ½" chopped  
3 cloves garlic, fresh, minced  
4 ounces spinach, fresh, roughly chopped (4 oz = about 4 cups packed)  
2 whole-wheat flatbread naan (about 126 gm each)  
1 cup tomatoes, fresh, ¼" diced  
1½ ounces mozzarella, low-fat, shredded  
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  
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## ***DIRECTIONS***

1. Preheat oven to 350 °F.
2. In a small bowl combine turmeric, salt, cumin, and cinnamon. Divide seasoning mixture in half.
3. Coat chicken tenderloins with ½ of the seasoning mixture from step 2.
4. Place chicken tenderloins on a baking sheet lightly coated with nonstick cooking spray.
5. Bake for 12–15 minutes. Heat to an internal temperature of 165 °F or higher for at least 15 seconds.
6. Chop chicken into ½" pieces.
7. While chicken is baking, combine the remaining seasoning mixture with the yogurt. Set aside.
8. Heat oil on medium-high heat in a medium skillet.
9. Sauté onions for 3–5 minutes or until onions are tender.
10. Add garlic and spinach, and cook for 3 minutes or until spinach is wilted. Remove from the heat.
11. Slice each flatbread into 3 pieces.
12. Place flatbreads on a baking sheet coated with nonstick cooking spray.
13. Spread ½ Tbsp of seasoned yogurt from step 7 on each piece of flatbread.
14. Top each piece with ¼ cup cooked vegetables, 1¼ oz chicken, 2 2/3Tbsp tomatoes, and 1 Tbsp cheese.
15. Bake for 15–20 minutes. Heat to 140 °F for at least 15 seconds.
16. Serve 1 piece.

## FOOD PROGRAM STAFF

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