

# FOOD PROGRAM Memo



**DECEMBER 2021**

***The November claim payment will be deposited or checks sent by Friday, December 24, 2021.***

## 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** – 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 1/1/2021 to 12/31/2021, 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 and we will send it to you.

## CALENDAR

The below was included in the November Memo. For those who requested a calendar, they should arrive in the mail in the next few weeks. If anyone still wants to request one, please fill out the linked form or send an email to [brianne.heidke@4-C.org](mailto:brianne.heidke@4-C.org).



As a part of the USDA CACFP Meal Service Training Grant, the Wisconsin Department of Public Instruction (DPI) Community Nutrition Team provided 4-C CACFP with paper 2022 Nutrition Calendar & Record-Keeping Systems. We had originally planned on handing these out to everyone at home visits, however since visits are still virtual at this time, that isn't currently an option. For anyone who would like a copy of this calendar, please complete the following [online form](#) and we will work on getting it out to you.

# FOOD PROGRAM

## Memo



## RECIPE

### Air Fryer Broccoli

#### Ingredients

- 2 crowns fresh broccoli cut up into bite sized pieces
- 2 T olive oil
- 1/2 tsp salt
- 1/4 tsp pepper



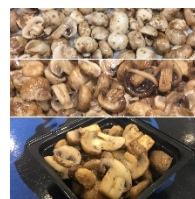
#### Instructions

Sprinkle the oil, salt, and pepper onto broccoli and toss. Place on a baking sheet. Air fry at 450 for 35 minutes or until edges begin to just turn brown.

### Fresh Roasted Mushrooms

#### Ingredients

- 9 ounces fresh, sliced mushrooms
- 2 tablespoons extra virgin olive oil
- 1/4 teaspoon salt
- 1/4 teaspoon pepper



#### Instructions

Preheat oven to 375° F. Rinse, wipe off any dirt with a wet cloth. Try not to soak the mushrooms in water. Cut any very large mushrooms in half or in quarters. Toss mushrooms with olive oil, salt and pepper. Other seasoning, such as granulated garlic, may be added. Place mushrooms in a single layer on a parchment-lined sheet pan. Do not crowd the mushrooms as this will cause them to steam. Roast until mushrooms are lightly browned and tender, approximately 15 minutes.

### Garlic Bok Choy

#### Ingredients

- 1 bok choy (1 pound)
- 5 cloves garlic (use 4-6 cloves, minced or 1 to 1 1/2 teaspoons of garlic powder)
- 2 teaspoons vegetable oil
- 1/2 teaspoon salt



#### Instructions

Cut bok choy crosswise into easy-to-eat pieces. In a medium skillet over medium-high heat, saute garlic in oil until fragrant. If using garlic powder, add with salt in the next step. Add bok choy and stir quickly. Add salt. Stir until greens are wilted and stem pieces are tender-crisp. Serve hot.

# FOOD PROGRAM *Memo*



## FOOD PROGRAM STAFF

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