

FOOD PROGRAM Memo



OCTOBER 2021

The September claim payment will be deposited on or before October 25, 2021.

IMPORTANT REMINDERS

Below is a list of reminders that cover items and situations we are seeing occur frequently.

Please take the time to read through everything to ensure successful monthly claims.

If you have questions on any of this, please let us know!

❖ Enrollment Process for Online Claimers

- We encourage you to “pre-enroll” a child online so that you can begin including the child in your daily meal counts immediately.
- Either way, you need to fill out a paper enrollment form (if you need one, please contact the 4-C CACFP office). OR you can select child and then display report



Click on the and select either Word or PDF

- In PDF you will have to print and hand write in the info
 - In Word you would click on enable printing on the yellow area. You will be able to type in the information.
 - 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](#). Remember to include the type of formula you provide.
 - Once the forms are complete, you can scan and email a copy to the office, fax it, or fold and put in the mail.
- ❖ Withdrawing a child for Online Claimers: please contact the 4-C CACFP office via email (preferred) with child’s name and the drop date. Child(ren) are removed after the claim has been processed.
- ❖ Menu Entries for Online Claimers:
- A reminder that although the system allows you to type in/write in food in the menu area, please select foods from the list on the left. Anytime a food is manually entered/typed into a field, the system does not know if it is an “allowable” food or not and triggers an alert on our end to manually approve or disapprove the food.
 - 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.

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❖ PAPER CLAIMS:

- 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.
- Before submitting your claim to the 4-C CACFP office, please check back over your menus to make sure you remembered to designate your whole grain item served each day by marking "WG" or "WGR".
- Remember to sign at least the first page of your menus.
- Enrollments: When enrolling a new infant, the Formula Agreement Form needs to be filled out in addition to the enrollment form. Remember to include the type of formula you provide. Contact the 4-C CACFP office to have enrollment and /or formula agreements sent to you. You can also find the formula agreement on the 4-C website.
- Reminder to use a #2 pencil when filling in dots on menus.

RECIPES

Cheesy Cauliflower Breadsticks

Ingredients

- 1 medium head cauliflower, cut into 1-inch florets (about 6 cups)
- 1/2 cup shredded part-skim mozzarella cheese
- 1/2 cup grated Parmesan cheese
- 1/2 cup shredded cheddar cheese
- 1 large egg
- 1/4 cup chopped fresh basil
- 1/4 cup chopped fresh parsley
- 1 garlic clove, minced
- 1 teaspoon salt
- 1/2 teaspoon pepper
- Marinara sauce, optional



Directions

1. Preheat oven to 425°. Process cauliflower in batches in a food processor until finely ground. Microwave, covered, in a microwave-safe bowl on high until tender, about 8 minutes. When cauliflower is cool enough to handle, wrap in a clean kitchen towel and squeeze dry. Return to bowl.
2. Meanwhile, in another bowl, mix cheeses together. Stir half of cheese mixture into cauliflower, reserving remainder. Combine next 6 ingredients; stir into cauliflower.
3. On a baking sheet lined with parchment, shape cauliflower mixture into an 11x9-in. rectangle. Bake until edges are golden brown, 20-25 minutes. Top with reserved cheese; bake until melted and bubbly, 10-12 minutes. Cut into 12 breadsticks. If desired, serve with marinara sauce.

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Muffin-Tin Scrambled Eggs

Ingredients

24 large eggs
1 teaspoon salt
1/2 teaspoon pepper
1/4 teaspoon garlic powder
1 jar (4 ounces) sliced mushrooms, finely chopped
3 ounces sliced deli ham, finely chopped
1/2 cup shredded cheddar cheese
Pico de gallo, optional



Directions

1. Preheat oven to 350°. In a large bowl, whisk eggs, salt, pepper and garlic powder until blended. Stir in mushrooms, ham, and cheese. Spoon about 1/4 cup mixture into each of 24 greased muffin cups.
2. Bake 18-20 minutes or until eggs are set, rotating pans halfway. Let stand 10 minutes before removing from pans. If desired, serve with pico de gallo.
3. Freeze option: Freeze cooled, baked eggs in airtight freezer containers. To use, microwave each serving on high for 1-1/4 to 1-1/2 minutes or until heated through

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