

# FOOD PROGRAM Memo



APRIL 2024

## CONGRATULATIONS TO MARY SCHOTT



The 4-C CACFP wants to congratulate Nutrition Specialist Mary Schott on her retirement. After dedicating her time to 4-C for 28 years and many other years to the Early Childhood field, Mary retired at the end of March. Mary worked her whole career to make a difference in the lives of children and has left a lasting impact on all those she has worked with. Mary did not want a big fuss or a lot of attention about her departure, so we will just say that Mary's retirement is well deserved, but she will be greatly missed!

For those of you who were assigned to Mary as your Nutrition Specialist, you will be getting a letter notifying you of your newly assigned Nutrition Specialist and their contact information.

## ANNUAL CHILD ENROLLMENT RENEWAL

Enrollment renewal instructions and information has been sent in the mail to all paper claimers and emailed to all online claimers. It is important that this information is returned to the office by April 30<sup>th</sup>.



If you have any questions about accessing the enrollment renewal, please contact the 4-C office at 608-271-9181 or [food.program@4-C.org](mailto:food.program@4-C.org).

## 2023-24 ANNUAL RECORD KEEPING ASSIGNMENT

A reminder to complete your Annual Record Keeping Training by September 1st!

**WHERE DO I FIND IT?** The Record Keeping Assignment is available on the 4-C website. Or just click on the links below:

*Annual Training Assignment*

<https://www.4-c.org/wp-content/uploads/2024/01/Assignment-FFY-23-24.pdf>

*Annual Training Answer Sheet*

<https://www.4-c.org/wp-content/uploads/2024/01/Answer-Sheet-FFY-23-24.pdf>

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**NEW THIS YEAR** – you can fill out and submit an online form with your answers instead of printing and sending in the answer sheet form  
<https://forms.gle/cc5qpzEe9BvVwumm6>

**HOW DO I COMPLETE THE ASSIGNMENT?** Here are the steps:

- ✓ Read through the entire Record Keeping Assignment online.
- ✓ Answer the questions on paper OR electronically.
  - On paper – fill out the enclosed answer page and sign the completion statement and return to 4-C CACFP
    - MAIL 5 Odana Ct. Madison, WI 53719
    - FAX 608-271-5380
    - SCAN/EMAIL [foodprog@4-C.org](mailto:foodprog@4-C.org)
  - **Electronically – click [HERE](#) to fill out your answers via a google form.**
- ✓ Wait for your certificate to be either emailed or mailed to you (if you do not receive this, please contact the office as it means we may not have gotten your assignment).

**Thank you to the 56 providers who have already completed the assignment!**

## UPDATES & REMINDERS

- **Peanuts, Soy Nuts, Tree Nuts or Seeds**
  - For Lunch/Dinner these may be used to meet no more than ½ the Meat/Meat Alternate serving size. (this is noted directly on the [Meal Pattern](#))
  - In order to meet the full minimum serving size for Meat/Meat Alternate at Lunch/Dinner, you need to combine it with another creditable Meat/Meat Alternate component.
  - Important – when entering your meal documentation online for a Lunch/Dinner in which part of the component was a nut or seed, document that other Meat/Meat Alternate component served.
- **Popcorn**
  - While popcorn is a creditable grain component, a reminder that sweetened popcorns (such as kettle corn) is considered a grain-based dessert and therefore is not creditable.
- **Refrigerator and Freezer Temperatures**
  - In the January 2024 Memo we let everyone know that DPI had instructed us to start checking freezer temperatures (in addition to refrigerator temperatures) at home visits.

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- We have received updated guidance from DPI which now states that checking refrigerator and freezer temperatures is “best practice” but not a “requirement”. So we will continue to ask you about your refrigerator and freezer temperatures, but it is not a requirement to have the thermometers, thus no corrective actions will result.
- **Products / Product Labels**
  - Before conducting a home visit, 4-C Nutrition Specialists are required to review the current and previous month’s menus for the following products:
    - Whole Grain Rich Foods
    - Breakfast Cereals
    - Processed Meats
    - Combination Food Products
    - Yogurt
    - Cheese
    - Tofu
  - These products are noted on a required DPI Product Log form and then at the home visit, your Nutrition Specialist is required to view all of these products.
  - If you don’t have a specific product on hand when a Nutrition Specialist asks, this will be noted on the home review. If you continue to claim the same product on a regular basis and continue to not have it available to view at a home visit, your Nutrition Specialist will ask you to send a picture of the product/label next time it’s purchased. If a situation arises in which a product is continually claimed and continually not on hand AND you do not send a picture of the product when requested, there may be deductions issued.
- **WIC Information Sheet**
  - A printed copy of this [sheet](#) is given to everyone at their 1<sup>st</sup> visit of each fiscal year. It is also available on the [4-C website](#).
  - The updated sheet needs to be either posted or given to each family enrolled ANNUALLY (this is because the income guidelines are updated annually).
    - If you post the document – please make sure you are replacing it each year with the updated form
    - If you give the form to families instead of posting – you can not just give it out at the time of enrolling a new families, the updated form must be distributed annually to all enrolled families.



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## FOOD PROGRAM STAFF

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