

*June brings us into the summer months with warm weather and the promise of a summer vacation, for all of your school-aged children, at least! As you get busy preparing for an influx of summer children, remember to take some time for yourself. Take a walk at the beach and curl your toes in the sand, enjoy a quiet moment and take some deep breathes, or get yourself some fresh flowers to brighten up your space. You deserve it! And lets not forget to wish a Happy Father's Day to any dads we know on June 18th! Dad's are special people to their children and we want to acknowledge all the things they do each day to help take care of their families!*

**Reminders**

» **Important!** The live Annual Trainings are complete, but you still have time to complete your training online. Please note that the *Annual Training is mandatory*. Failure to complete the training by July 31<sup>st</sup> will result in immediate *Serious Deficiency* status. Please complete your training today! Go to [www.cdanutrition.org](http://www.cdanutrition.org) and click on the *Training* tab to complete your 2017 Annual Training.

» **Serving infants?** Jarred infant meals that are *mixed, such as "turkey & rice" or "beef & carrots,"* are not reimbursable as we are unable to determine that the required amount of each component is being offered. You can buy a jar of beef and a jar of vegetables or fruit and offer them together as long as the minimum required amount of each is offered.

» **Infant bottles** stored in the refrigerator must be labeled with the infants name and date the bottle was prepared or breastmilk expressed.

» **The Nutrition Program** must be offered to each child in your care, including drop-in children. Children must be enrolled by their first day of care and the signed enrollment form sent to the office within the first five days.

- Meals should be served at your scheduled times.
- Ensure you are offering enough food at each meal by referring to the Meal Pattern for required items/amounts.
- When serving combination foods like a homemade soup, at least 2 of the required items must be served on the side. *Example:* Soup with chicken, veggies and rice; on the side- fruit and milk.
- As a best practice, offer a variety of different foods each day. Children require a variety of nutrients for healthy growth and development, so offering different types of fruit and vegetables, proteins, and whole grains throughout the day is very important.

**Reminders**

» **Tiering** time is coming up in July. If tiering applies to you, you will receive your Tier Renewal Forms with full instructions in the mail by the end of June. Please get all of your required documents for the tiering process organized so that you can complete and return them quickly. They are due in our office by July 31<sup>st</sup>, 2017.

*Please be aware that these documents are time sensitive.* Forms received after July will be processed in the month they are received; we are unable to process retroactively. If you have any questions concerning tiering, please call Cecy in the Nutrition office at 619-427-4922.

» **Annual Renewal** time is also approaching. By regulation, enrollments must be renewed annually. We will be sending a letter with instructions if you claim on-line. If you claim using scanner forms, we will mail you the Annual Renewal Report form along with a letter of instructions. It is very important to follow the instructions.

The Annual Renewals will be sent as follows:

If your last name starts with the letter:

**A – F:** Due July 15<sup>th</sup> (mailed out at the end of June)

**G – L:** Due Aug. 15<sup>th</sup> (mailed out at the end of July)

**M – R:** Due Sept. 15<sup>th</sup> (mailed out at the end of August)

**S – Z:** Due Oct. 15<sup>th</sup> (mailed out at the end of September)

It is important that your Annual Renewal Report is dated and submitted in the month that it is due, not before or after that date.

» **Using In/Out times?** You must enter both the In time AND the Out time in order to be reimbursed. In/Out times override normal schedules on days used. If either of the times are missing, meals are automatically disallowed as the actual hours of attendance cannot be verified.