

Program Updates

Child Development Associates
Nutrition Program

April 2010

ENROLLMENT REMINDERS

NEW ENROLLMENTS

New enrollment forms must be submitted to the Nutrition Program office **in advance** of your claim. For providers claiming on line, if the enrollment report(s) is not received **before** the claim is submitted, we will be unable to reimburse the meals claimed for that child.

Remember the first day of enrollment is **the day the parent signs the enrollment form**. Also, the effective date of a change to the enrollment will be the date the parent signs the enrollment form.

ALL CHILDREN IN CARE MUST BE ENROLLED

The Department of Education requires that **ALL** children in the provider's care under the age of 10, including providers' own child(ren), must be enrolled in care. If the child is not being claimed on the food program you can record that the child is **"NOT PARTICIPATING"** by bubbling #12 on the full bubble enrollment form or clicking on **"NO"** on the WebKids enrollment when asked if the child is participating on CACFP.

ENROLLING INFANTS

Remember that you are enrolling the infant for entire year, so even if the infant isn't old enough (i.e. not 8 months old) to be eating all of the infant foods, you still need to choose who will provide the food when the infant does start eating.

If the parent is providing formula for her child, you now need to record the reason she is declining your formula on the bottom of the WEBKIDS enrollment or on the back of the full bubble form instead of completing an extra "PPF" form. Please make sure to indicate on the enrollment in the infant section the name of the formula that you are offering and which formula the parent is providing. If the parent is providing breast milk, then circle or type in "breast milk" on the appropriate form. Please send us an updated enrollment form if the parent decides to use your formula rather than providing her own, or changes to breast milk.

CLAIM REMINDERS

CHECK YOUR WORK

If you are using the WEBKIDS on-line system for claiming, you will notice that you can look at your error reports to see what mistakes you are making. You may then re-check our training materials to reduce the number of errors you make in the future.

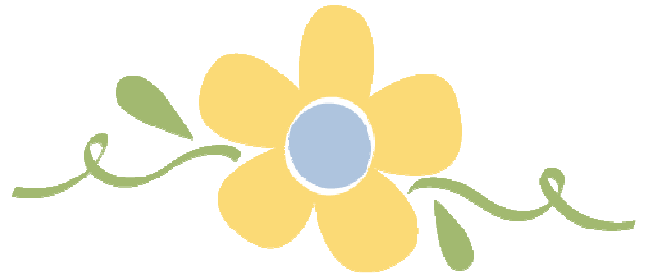
COMMON ERRORS

The most common error we see is claiming meals for children who should not be there at the time the meal is served according to the enrollment form we have on file. Please be sure to check how you have children enrolled before claiming them, or do the appropriate recording for exceptions.

The other common error we see is failure to follow the required USDA meal pattern, especially for infants. Remember that in most cases the meal pattern is **NOT OPTIONAL**, so if foods are shown on the meal pattern (and it doesn't say "Optional"), providers are **REQUIRED** to serve those foods if they want to be reimbursed for the meal.

MEALTIMES

Please be careful to schedule your mealtimes no closer than 2 hours apart when serving snacks, or 3 hours apart if no snack is between them. You can check your green CIF or online to see what times you have given us for your mealtimes, since we cannot pay for meals that are served too close together.



POLICY CHANGES

DIRECT DEPOSIT

Effective October 1st, 2010, direct deposit will be required for all Providers. In the event that you do not have a checking account and are unable to secure one, there will be other options made available to you on a case by case basis. If you have not already done so, please sign up for direct deposit as soon as possible and no later than October 1st. Also, let us know if there are **ANY** changes in your bank account, such as you have closed your account, you have changed banks, your bank has merged with another bank, etc. Your payment may be held up if we do not have the most current information.

SAVING PAPERWORK

Effective October 1st, 2010, providers will be required to keep copies of their Nutrition paperwork for a minimum of 3 years. One year must be immediately available to State and Federal Reviewers should they ask for it during a Sponsors' review. The other 2 years can be kept in storage. Thank you for your cooperation!

If you have any questions about the new policies or need assistance, please do not hesitate to call us.

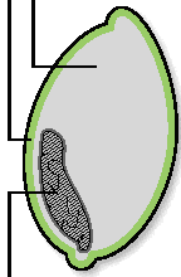
Whole grain kernel

Bran

"Outer shell" protects seed
Fiber, B vitamins, trace minerals

Endosperm

Provides energy
Carbohydrates, protein



Germ

Nourishment for the seed
Antioxidants, vitamin E,
B vitamins

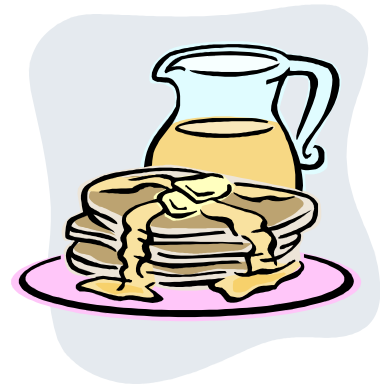
How do you know if a grain product is a whole grain?

Look carefully at the ingredient list on the food label. The words "whole" or "whole grain" should appear before the grain ingredient's name. The whole grain should be the first ingredient listed. Wheat flour, enriched flour, and degerminated cornmeal are not whole grains. Color is not an indication of whole grain. Bread can be brown because of molasses or other ingredients, not necessarily because it contains whole grains. Bread products labeled with the words *multi-grain*, *stone-ground*, *100% wheat*, *cracked wheat*, *seven-grain*, or *bran* are not whole-grain products unless they specifically state, "100% whole grain".

Adapted from USDA's Center For Nutrition Policy and Promotion, Get on the Grain Train

RECIPE OF THE MONTH

Here's a recipe to help you work toward the goal of incorporating more whole grains into your and your children's diets.



Oven Baked Three-Grain "Pancakes"

Makes 12 servings

Ingredients:

Whole or Enriched Buckwheat flour	½ cup
Whole wheat flour	½ cup
Wheat bran	½ cup
Baking powder	1 Tbsp
Sugar	1/8 cup
Salt	1/2 tsp
Fresh large eggs	2 each
Vegetable oil	1/8 cup
Lowfat 1% milk	1 ½ cups

Directions:

1. Combine flours, wheat bran, baking powder, sugar, salt, eggs, oil, and milk in a mixing bowl. Mix for 30 seconds on low speed. Scrape down sides of bowl.
2. Mix for 1 minute on medium speed until batter is smooth.
3. Pour the batter into a jelly roll pan which has been lightly coated with pan release spray, or a cast iron pan of similar size that has been lightly coated with pan release spray. Spray top with vegetable oil to obtain golden brown color.
4. Bake until golden brown:
Conventional oven: 450 °F for 10 minutes.
Convection oven: 400° F for 8 minutes
5. Cut each pan into 12 pieces. Portion size is 1 piece for 3-5 year olds.



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