



# NEWS AND VIEWS

A MONTHLY NEWSLETTER FOR CHILD CARE FACILITIES



CENTER EDITION

CACFP  
GUILFORD CHILD DEVELOPMENT  
1200 ARLINGTON STREET  
GREENSBORO, NC 27406

JANUARY 2018  
VOL.41 No. 1



Brianne and son are doing well. He arrived on January 4th, weighing 8lbs 6oz, and 21 inches long. While Brianne is out on leave, Nancy will be your contact person. If she is unavailable you can contact Ayana. Contact information is on the back of the newsletters.

## LOOK OVER ALL PAPERWORK BEFORE YOU SEND IT IN!!!

Forms are still being sent in that are incomplete. *(Receipts with no date, wage/labor with no hourly wage and/or not signed on both lines; enrollments incomplete-make sure all required information has been completed; and infant formula forms without the formula the center purchases and offers written in.)*

We **WILL** begin returning **ALL** incomplete forms to be completed correctly and mailed back to us. This may delay the processing of your claim.

### Timeline for claim submission and paperwork being turned in:

**Walk-in**-must be in the office by 5:00 pm on or before the 5th of each month.

**Mailed paperwork**-must be in the office on or before the 8th of each month.

**CX claim submission**-must be submitted by 5:00 pm on or before the 5th of each month.

**Anything received after a deadline will result in reimbursements being made on the last business day of the month.**

- When you enter your receipts, please make sure you are entering the date of the receipt and the total purchase amount.
- Do not mark through anything in the receipt.
- Some receipt paper has changed texture and when milk is highlighted with a highlighter, the ink disappears. This makes it impossible to verify milk purchases. Please do not use highlighter on original receipts. Using a pen, just write at the top of the receipt the word "Milk" and the number of gallons purchased. Highlighting copies is still okay.
- If you purchase a milk substitute (lactose free, soymilk, etc...) and use the itemized entry method, please click on the "switch to quick entry" button and use it instead to record any milk substitutes. The itemized entry method won't record 1/2 gallon purchases and it makes your milk audit incorrect.
- Either make a menu comment regarding alternate milk purchases or write the name of the children who drink the milk substitute in the 'description' line when you enter the receipt that has the substitute milk. For example, "milk sub for John Doe and Sally Buck".*

<https://pueblo.gpo.gov/TN/TNPubs.php?PubID=15032>

If you haven't done this yet, you can copy and paste the above link to order your **free** copy of this recipe book.

The screenshot shows a search interface with a language dropdown set to 'All' and a search bar containing 'Enter Search Text'. Below the search bar, the results show a publication titled 'Recipes for Healthy Kids for Child Care' with a small image of a recipe book. The description reads: 'Delicious, kid-approved recipes that yield 25 servings. Item includes one cookbook.' The item number is 'FNS442'. To the right of the publication information, there is a 'View this publication online' link and an 'Order this publication in print' section with a quantity input field (set to 1) and an 'ADD TO CART' button.

**\*\*\*Refer to last month's newsletter for reminders.\*\*\***

You should have received the new enrollment forms in the mail. Please use these. Discard any of the old **blank** enrollment forms you have and use the new one only. Any enrollments received on an old form will require a new form to be completed. *Please contact Nancy if you did not receive enrollments in the mail.*

Centers who are not submitting claims for reimbursement are still required to keep monthly documentation. This includes daily attendance records and Points of Service being recorded at each meal. You are still responsible for maintaining and filing all required documentation (*receipts, wage/labor forms, keeping all enrollments updated, attendances, menus, etc...*).



**When you serve the required whole grain rich food item, you must click the 'is this whole grain rich' button when you record your meal. Your receipts should show the purchase of the whole grain rich food items you are recording in your menus.**



**When you have 1 yr old children enrolled, it is required to purchase and serve them whole milk. On the first of each month you will make a menu comment that states 'whole milk is served to 1 yr old children'.**



**Each time cereal and yogurt is served, a menu comment with the name of the cereal and the name of the yogurt must be made.**



**When you have children who drink a lactose free milk or a soymilk you must make a menu comment with the names of the children who drink it. This needs to be done on the first of each month.**

**If this is not done, it will delay processing of your claim while we get the information from you.**

**The parent request form is needed for these types of milk.**

**The medical form is only needed for milk substitutes such as almond, cashew, rice or other type of milk substitute that is not soy or lactose free.**

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