

Child Care & Nutrition, Inc.

Mini-Teddy Newsletter

February, 2017 Edition

FREE MONEY!

Each month, CCNI disburses approximately \$400,000 in provider payments. That is REAL money. And we are happy to reimburse providers for the nutritious meals and snacks served.

Some providers may miss out on those payments, though, if they do not file claims in time. Please observe the timelines below. You have several opportunities to submit a claim and receive reimbursement. However, CCNI can only reimburse according to USDA guidelines. Therefore, if you have a claim that is not received in time for processing, you may miss out on some or all of the claim. Give us time to process your claim and pay out the claim correctly. Please submit timely claims! The schedule below will ensure that January claims will be processed in a timely manner. Thank you for all your help!

Claiming Dates for February, 2017

Claim received by noon, February 3
Payment will be sent by February 10

Claim received by noon, February 9
Payment will be sent by February 17

Claim received by noon, February 16
Payment will be sent by February 24



Reduction Notice?

Did you receive a “**Claims Reduction Notice**” and didn’t know what it meant? *Don’t wait* until your Regional Director comes for a home visit to ask what it is about, call us at the office right away. That way if we receive clarification, we may be able to make an adjustment and give you back meals in question.

During a recent home visit, the provider brought out a Claims Reduction Notice and showed it to her Regional Director for a missing enrollment for a child. The provider didn’t understand why she was deducted because all enrollments were up to date. When looking at the reduction and the claim, the provider had used a different last name for the child than the parent had written on the enrollment. The child was in a shared custody relationship and the parents would simultaneously use their different last names when enrolling this child in various school and other programs. Unfortunately, for the provider, the time to adjust the claim had lapsed and if she had called the office right away, we probably could have easily figured this problem out and fixed it, thus giving the provider the reimbursement she deserves for serving meals and snacks to that child who had a valid enrollment.

March’s Newsletter

Next month we will be posting locations, dates and times for our upcoming **workshop season!** You won’t want to miss a workshop this year. Besides our great give-aways, we will be updating you on the new meal pattern guidelines that will be going into effect October 1, 2017. *You don’t want to miss this training!*

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov. This institution is an equal opportunity provider.

February, 2017

Kids First Conference

Be sure to come to the 2017 Kids First Conference at Prairie's Edge Casino, Granite Falls, Minnesota on March 3 & 4, 2017. Check out the brochure! Go to our website at www.childcarenutrition.com and click on the upcoming training link. RIC-014

Minnesota Smarter Mealtimes Challenge Coming

March 1-May 30, 2017, Minnesota Department of Education is hosting a contest to create an eating environment to promote healthy choices. We will announce more details in the next newsletter!

Claim Reminders!

1. **Keep records daily!** USDA does not believe people can remember what they ate one or more days ago, so it is very important to write your meals down at the end of the day and record your meal counts for each child.
2. **REMEMBER to tell us when school children are in your care on a weekday.** We need that information each month with your claim! So, be sure to let us know on your claim or in Minute Menu that children are present in care for am snack or lunch and school is out that day.
3. **Paper Claimers:** *Count* your meals down to the bottom of each page. It helps us process your *meals faster and accurately*
4. **Enroll your children.** Make sure your enrollments are current for all children claimed in care. We hate to deduct because an enrollment wasn't here when the claim arrived, but we have to.
5. **Meals must meet USDA guidelines.** Serve the foods that meet menu pattern guidelines in the portion sizes for the proper age group of each child.
6. **Stay within your license capacity.** Make sure you know your limits of children
7. **Split shift meals?** Send in your split shift meals times to be approved prior to serving split shifts. Then, on your claim, let us know which children ate early and left care and which children arrived after the first ones left and at the same meal service later and which children were present for both shifts.
8. **Record the meals from the home visit correctly.** Meals claimed must match what your Regional Director observed at the visit.