

# Child Care & Nutrition, Inc.

## Mini-Teddy Newsletter

January, 2017 Edition

### ***CCNI Will Offer a New Online Claiming Choice***

Can you believe it is 2017? How 2016 flew by! We have new features we are planning for 2017. Besides transitioning to Minute Menu's new claiming program, Kid Kare; we are also planning to offer a new alternative online claiming program to providers called **My Food Program**. Both Kid Kare and My Food Program will work on any computer, including Macs. However only My Food Program will offer a bookkeeping portion free of charge. We encourage those who are happy with Minute Menu to continue using that program, but if you would like to look over the new program or haven't been able to use Minute Menu, please let us know and we will start a list and get back to you to show you the program if you are interested in **My Food Program**.

#### Claiming Dates for January, 2017

Claim received by noon, January 5  
Payment will be sent by January 13

Claim received by noon, January 12  
Payment will be sent by January 20

Claim received by noon, January 19  
Payment will be sent by January 27

### ***Infant Claiming Reminders***

When claiming an infant on the CACFP, you must remember the following rules:

1. Offer one type of Iron-Fortified Infant Formula to be served to infants while in your care. We suggest a powdered type as they will last longer.
2. IF the parents do not like your choice of Iron-Fortified Infant Formula, or wish to supply breast milk, they may do so. A formula statement is needed if they choose to bring an approved Iron-Fortified Infant Formula, but not if they choose to bring breast milk.
3. Iron-Fortified Infant Formulas that qualify are standard brands such as Parent's Choice, Similac, Gerber, etc. Please ask us if you aren't sure which formulas may qualify or not.
4. There are formulas that need diet statements in order to be claimed on the CACFP. Those are  
Alimentum  
Similac 60/40  
Neo Sure/ Neo Cate  
Enfamil EleCare  
Nutramigen  
Pregestimil  
Baby's Only Organic Toddler formula

***If you have questions about the formula and do not see them on this list, call us.***

5. If parents bring the IFIF, and the child is over 8 months, you must serve at least one qualifying meal component in order to claim the meal for reimbursement.

Any use of brand names is intended for education purposes only. CCNI does not endorse nor prohibit use of any product.

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January, 2017

## *Direct Deposit*

If you are already signed up for Direct Deposit, that's great! For those who haven't, we have included the form in this mailing to sign up for this feature.

Our Direct Deposit recipients will receive their reimbursement directly into their account on the Fridays\* listed in these newsletters in the "Claiming Dates" box each month. This allows them to receive the earliest reimbursement in their bank account. No more waiting for mail. If the banks are closed on the Friday for a bank Holiday, payment will be received the following business day.

\*Your bank may take one-two business days to process your payment.

## *Thank You for Your Support!*

As our way of thanking our great providers on our program, we offer you a free Calendar Keeper each year. If you haven't received one, yet, please let your Regional Director know so she can get it to you as soon as possible.

*Thank you for your patronage! Thank you for your faith in CCNI!*



## *Claim Reminders!*

With all the new providers joining CCNI, we thought this is a great time to go over some of the policies of how to claim meals and snacks on the Child and Adult Care Food Program to receive the maximum benefit of the program.

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 our claims processors read your claim faster for timely reimbursement.
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.
8. **Record the meals from the home visit correctly.** Meals claimed must match what your Regional Director observed at the visit.