

# Child Care & Nutrition, Inc.

## Mini-Teddy Newsletter

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August 2017 Edition

### ***BREAKING NEWS!***

The USDA has changed their initial decision of disallowing Graham Crackers and Animal Crackers after October 1, 2017. CCNI has just learned that Graham and Animal Crackers will continue to be allowable and reimbursable as your bread/grain!! This decision was made due to a potentially limited access to a variety of grain-rich foods in rural areas, as well as the stable shelf life of these crackers.

### ***Re-Enrolling Children Coming Up***

September is going to be here before you know it! We will be mailing the renewal enrollments at the end of August this year to provide you with more time to work with the parents to complete, sign, and return them by the end of September. Remember to re-enroll *all* the children, **including your own** income eligible children, and those who have just signed up so they don't expire at odd times next year.

We will *NOT* be mailing lists of children whose enrollments expire in September or October as they are due to be re-enrolled at that time. Just know your children will be expiring and a new enrollment is needed for all.

### ***Calendar Keepers for 2018***

CCNI will be providing record keeping calendars at no cost to you again this year, however **they are *not* the Redleaf Press Calendar Keepers** that you are used to receiving. USDA and MDE have determined that only a small portion of the calendars qualify as an allowable CACFP expense, which is why CCNI had to reevaluate using the Redleaf Press Calendar Keepers and chose a different type this year. This may also be the last year we are able to give them away free of charge.

If you would still like a Redleaf Press Calendar Keeper, visit their website at: <http://www.redleafpress.org/> to order.

### ***Farm to Child Care***

Implementing farm to table in family childcare can create some fun activities for you and the children.

You can plant a garden outside, of course, but if space is limited, plant a few seeds in a container on the windowsill. Choose dwarf plants to grow indoors. You don't have to wait for spring or summer to plant a windowsill garden. Indoor plants for fall and winter can include beet greens, chard, Asian greens, kale, lettuce and other leaf crops.

Spring and summer vegetables that need warm long days are tomatoes, peppers, eggplants, bush beans and herbs. They like bright light or long hours of sunlight and a room consistently warm.

If gardening just isn't your thing, then going to a farmers market can be a fun field trip. Or, ask the parents to take the children and they can share their experiences about what they saw, what food they bought, how it tasted, etc.

Children can also help wash, cut (according to age), or pour chopped food into a cool stir frying pan or container. Involving them in these activities will help open the discussion and encourage trying new foods.

#### **Claiming Dates for August 2017**

Claim received by noon on August 3  
Payment will be sent on August 11

Claim received by noon on August 10  
Payment will be sent on August 18

Claim received by noon on August 17  
Payment will be sent on August 25

## Daily Recordkeeping

At CCNI and among all Child and Adult Care Food Programs across the country, menus and meal counts are required to be kept up to date at the end of each day (before midnight). OLM-054 We have heard providers say they were tucked in bed and they remembered that they needed to update their daily records, leapt out of bed and recorded their menus and meal counts for that day. That is dedication!

But really, you must record meals and snacks, not only for the reimbursement you receive (which is really important), but for our own best business practices as you are self employed and every employer must keep accurate records! What happens if you aren't up to date and CCNI stops in for a visit? The chart below gives you an idea of what to expect when your records are behind.

Home Visit Finding	Number of Days Behind	Action Taken
First Occurrence	1	Deduct meals and snacks that would have been claimed. Offer technical assistance on daily record keeping.
Second Occurrence	1	Deduct meals and snacks that would have been claimed. Offer technical assistance on daily record keeping.
First Occurrence	2 or more	Deduct meals and snacks that would have been claimed and issue finding and corrective action. Provider states how records will be maintained daily, Regional Director will monitor at future visits.
Second Occurrence	2 or more	See above <b>PLUS</b> if the second occurrence is within 2 years of the first occurrence, provider will go into Serious Deficiency for failure to keep required records.

## Annual Notification of Appeal Procedure

### Child and Adult Care Food Program Appeal Procedure

A provider who participates in the Child and Adult Care Food Program (CACFP) under the sponsorship of Child Care & Nutrition, Inc (CCNI) may appeal actions taken by Child Care & Nutrition, Inc (CCNI) in accordance with this procedure. CACFP appeal procedures are authorized at 7 CFR 226.6(l). The following types of Sponsoring Organization actions are appealable:

- Proposed termination of CACFP
- Suspension of CACFP

### To appeal a Child Care & Nutrition, Inc (CCNI) action:

- Submit your written request for an appeal to: Sharon Rasmussen, Executive Director, and PO Box 138, Ivanhoe, MN 56142. Your request for an appeal must be submitted no later than 15 working days after you receive this notice. Your appeal request must include all of the required information listed in (2) Appeal Request and Deadline under Appeal Procedure-Rights and Responsibilities below.

- Child Care & Nutrition, Inc (CCNI) strongly recommends that an appeal request and any other written documentation be sent in a manner that provides proof of delivery, such as certified mail – return receipt requested.
- Within 10 working days of receipt of your appeal request, Child Care & Nutrition, Inc (CCNI) will notify you by certified mail - return receipt requested, or other delivery method, which could include faxing or email response, that your request has been received.

### Appeal Procedure – Rights and Responsibilities

1. **Notice of Action** When an action is taken or proposed that is subject to appeal according to CACFP regulations, the Sponsoring Organization provides notice of the action to the Provider. The notice describes the action being taken or proposed, the basis for the action, and includes this CACFP Appeal Procedure.
2. **Appeal Request and Deadline** To appeal the Sponsoring Organization's action, the Provider must submit an appeal request in writing to Sharon Rasmussen, Executive Director, and PO Box 138, Ivanhoe, MN 56142 not later than 15 working days after the date the notice of action is received. The Sponsoring Organization will acknowledge the receipt of an appeal request by certified mail - return receipt requested, or faxed or emailed (when possible) within 10 working days of Sponsoring Organization's receipt of the request.
  - a. **An appeal request must include:**
    - i. Provider's Name, provider number, address, phone, email, and fax number available.
    - ii. Identification of Sponsoring Organization action(s) that are being appealed.
    - iii. The appeal request must be signed and dated.
3. **Representation** Provider may represent her/himself, or retain legal counsel, or be represented by another person.
4. **Review of Record** Information on which the Sponsoring Organization's action was based must be available to Provider from the date of receipt of provider's appeal request.
5. **Opposition** Provider may refute the findings contained in the notice of action by submitting written documentation to the Appeal Official. In order to be considered, written documentation must be submitted not later than 30 working days after receipt of the notice of action.
6. **Appeal Official** The Appeal Official must not be involved in the action that is being appealed and not have a direct personal or financial interest in the outcome of the appeal. Provider may directly contact the Appeal Official. Upon request, CCNI will provide name and contact information for the Appeal Official.
7. **Basis for Decision** The Appeal Official will make a determination based solely on the information provided by Provider, information provided by Sponsoring Organization, Federal and State laws, regulations, policies, and procedures governing the Program.
8. **Time for Issuing Decision** Within 60 working days of the Appeal Official's receipt of the appeal request, the Appeal Official will inform Provider of the appeal outcome(s) by certified mail - return receipt requested, or by fax or email, if feasible. This timeframe is an administrative requirement for Sponsoring Organization and may not be used as a basis for overturning Sponsoring Organization's action if a decision is not made within the specified timeframe.
9. **Final Decision** The determination made by the Appeal Official is the final administrative determination to be afforded to the Provider.
10. **Record** Sponsoring Organization maintains searchable records of appeals and results, subject to the Minnesota Government Data Practices Act.