



Child and Adult Care Food Program Newsletter * Fall 2009

703 S. Main Street, Suite 211 * Akron, Ohio 44311
1-800-407-5437 * FAX 1-800- 777-0655 * www.childcare-connection.org

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Minute Menu Musts!

If you are completing your monthly CACFP claim on line using the Minute Menu system, please be aware that our agency from time to time send out “Broadcast Messages” to all providers using the system. These messages will “pop up” on your initial screen with a flashing envelope indicating that you have mail. We typically alert providers about the 5th of the month falling on a Saturday or Sunday, and important messages regarding the food program. If you use our on line system, please be on the look out for messages from our agency.

When Enrolling A Child That Has Previously Been In Your Care...

In Minute Menu, go to “Child Information” area, to the right of page and go to “ Filter Child List” select “All ” Find the child’s name you wish to re-enroll, click on the child’s name, review their information, update the form with any changes, print the enrollment form, have the parent sign it and turn it in to Child Care Connection. Please do not add the child/children again. Our Minute Menu systems are filled with duplicate, triplicate and sometimes quadruplicate names of the same child! If you do not claim on line, children that have left and returned to your program must

have a new enrollment form (the bubble enrollment form) mailed into our office as soon as possible. If you have any questions regarding this process, please give us a call. Also when completing on line enrollments, **be sure to enter the child’s gender.** We do not need their height and weight but we do need to know the child’s gender. If you’ll notice all enrollments end on 12/31/2009- we make that change in our office based on the re-enrollment process that occurs at the end of each year.

Please note the changes in page 11 and 16 in your provider handbook and exchange them for the newly updated pages enclosed.

We’re Updating Our Files

Enclosed are new forms for your substitute provider/providers to update. Because circumstances change in Family Child Care Homes, we need to be consistently notified when a provider adds a new sub or loses one. Please complete the enclosed substitute update form and (1) 009 Permanent Agreement. **One Permanent Agreement must be filled out for every substitute you have in your program.** If you need additional forms, please download and print them from our website at www.childcare-connection.org. Please be sure to have these updated forms returned back to our agency by January 30, 2010.

Child Care Connection is partially funded by United Way and the Ohio Department of Job and Family Services.

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New CACFP Requirements

We recently were notified by the State Agency that all Family Child Care Providers must now keep their CACFP related records for **3 years**. A portion of the memo read, “ Provider’s must only maintain and have on hand for immediate review all records that support their program activities for the current month, as well as the previous 12 months of operation. Records should include documentation of attendance, enrollment, meal counts and menus. Providers may store the remaining two years of records offsite; however, they must still be in control of the provider and accessible with a reasonable amount of time. If no offsite storage is used, providers must retain three years of records at the Family Child Care Home. Records can be kept in hard copy or electronic format, provided that they are readily available to reviewers. Sponsors and providers must be aware that failure to maintain such records shall be grounds for the denial of reimbursement.” **What does this mean for you?** If you use the electronic version of Minute Menu, everything you need is saved on line, if you are still using the scanable menu forms, please be sure to keep copies for 3 years for audit purposes and consider changing over to the electronic version of Minute Menu.

Keeping Balanced Meals For Children

Just like adults, children need to eat a wide variety of foods for good health.

The United States Department of Agriculture (USDA) recently updated the food guide pyramid. Their new Web site, www.mypyramid.gov, now features food guidelines that can be customized for men and women of all ages, including children.

Parents can use the **MyPyramid Plan** box to enter their child’s age; gender and activity level and receive an estimate of what and how much they should be eating.

When you help children build healthy eating habits early, they will approach eating with a positive attitude—that food is something to enjoy, help them grow, and give them energy.

Create your child's own My Pyramid Plan at www.mypyramid.gov.

Additional Ideas

Offer your child a wide variety of foods, such as grains, vegetables and fruits, low-fat dairy products, and lean meat or beans.

Cook with less fat – bake, roast, or poach foods instead of frying.

Involve your child in planning and preparing meals. Children may be more willing to eat the dishes they help fix.

Be a role model for your children. If they see you being physically active and having fun, they are more likely to be active and stay active throughout their lives.

Encourage your child to be active everyday.