



Child and Adult Care Food Program Newsletter * Winter, 2010

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!

- Thank you so much to everyone who printed off and mailed in their clients re-enrollment reports. We are now in the process of re-enrolling all of the children you indicated were still active in your program by having their parent's sign off on the schedule information on the re-enrollment report. You will soon notice that each child will have an enrollment date of 1/1/2010, and an expiration date of 12/31/2010. Children you enroll throughout 2010 will also have an expiration date of 12/31/2010.
- It is critical that schedule information for each child reflect the actual scheduled times and days for that child. Minute Menu will generate a "warning" if a child is claimed for a meal he or she is not approved for which cause the monitors to have to conduct some research to be sure that the child was in attendance for that day and meal and can be claimed. Please take a moment and be sure to check all of your children's schedules and give us a call if you have any changes. Only administrative staff can make changes to a child's enrollment form once the child has been activated.
- Be sure when mailing in new enrollment forms that you are sending in the original document. We cannot accept faxed copies and will not activate children without the original on file.
- Please be sure to review your Claim Error Report at the end of each month. We process claims electronically and review them again manually to ensure a correct claim. We can still miss an error and truly appreciate when providers are carefully watching the dollars they expect each month.
- Thank you so much to everyone who has so conscientiously been submitting their claims before 4:30 p.m. on the 5th day of the month. As you can see, it makes a difference as to when you receive your CACFP money the following month and it helps us to contain the bulk of our claim in one day. Please continue to submit your claim by the 5th of the month for a claim that is processed in a timely manner.

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

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Weekend and Holiday Claims



As indicated in our November mailing, in order to claim meals served to children in care on the weekends or holidays, the provider **must** complete a *Weekend/Holiday Sign In* sheet and submit it to the Child Care Connection office before the **5th of the following month**. These forms are a mandatory piece of participation for the Child and Adult Care Food Program, and any weekend/holiday meals that are not supported by the sign in sheets will cost provider's reimbursement dollars. If you have any additional questions regarding this policy, please refer them to Teresa or Leann at 330/376-7706. If you are claiming weekends or holidays, we will be visiting during your meal times, so be sure that you have the correct meal times entered in Minute Menu or give our office a call if you still claim with paper documents. Weekend and Holiday forms can be downloaded off of our website. Click on "Child and Adult Care Food Program."

A New Way To Register For Trainings

Enclosed you will find detailed instructions on how to enroll for the many trainings offered by Child Care Connection. The statewide system is called **the Ohio Professional Development Registry**. Please take the time to log onto the website and create your personal profile. If you need additional help, please feel free to call our agency or enroll in the Registry 101" class that is being offered **on February 2, 2010** here at Child Care Connection from 9-11:30 a.m. The description for the class is as follows: Ohio Professional Development Registry is an on-line professional development tool that can help practitioners in the field enter, track and organize their own growth and professional development. Directors can access and use the Registry to track staff training and certifications. This session will outline the benefits of the Registry to professionals, directors and trainers. Participants will be provided hands on assistance with accessing the website as well with entering information into the Registry."

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