

**NOTICE: A Small Difference Required with Your Menus, Beginning 4/1/12**  
**- 1 Additional Simple Monthly Attendance Form -**

Q- Why, you may ask, is USDA now requiring an Attendance Form in addition to my menus & Cover Sheet each month?

A- Meals presented for reimbursement to DCC have always had a Meal Count (letters over meals) but not what USDA called exact Attendance (roster of who actually ate). Now, they want both. So, as usual, DCC decided to use the easiest method for our dear, busy caregivers: 1 separate sheet rather than the awkwardness of making parents do a daily sign-in/sign-out sheet at your home!

Q- Will it take a lot of time? Is it hard to understand? I get so tired of paperwork in this profession.

A- Sure you do... & so do we. But, it's truly easy & doesn't take but a minute more to do your menus. Keep in mind this 1 piece of paper is absolutely worth the \$\$ you receive.

**Just follow the steps listed below, beginning April 1st, & you'll have NO hitches with your menu claim being paid.**

**IF YOU HAND-WRITE YOUR MENUS:**

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- 1) Write month/year & your name. Write calendar date over each day.
  - 2) Write every child's name who attends your day care (1st initial, last name if not enough room).
  - 3) Write normal days & hours enrolled for care.
  - 4) Check each day child attends.
  - 5) Add up attendance daily at bottom.
  - 6) At end of month, put total attendance for each child at far right.
  - 7) Add up total daily attendance across & write figure just left of words: "Daily Totals".
  - 8) Add total monthly attendance down & write figure in lower right-hand corner.
  - 9) Compare totals across & down; they should match. Sign & date form.
  - 10) Keep copy. Put original after your Cover Sheet & before your menus. Turn into DCC.
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**IF YOU E-MAIL YOUR MENUS:**

**You MUST now download an entire new monthly template ([daycareconnection.org](http://daycareconnection.org)) to record April menus!  
We can't accept your menu claim using old version!**

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- 1) Enter month/year & your name. Enter calendar date over each day.
  - 2) Enter every child's name who attends your day care (1st initial, last name if not enough room).
  - 3) Enter normal days & hours enrolled for care.
  - 4) Enter an "x" each day child attends.
  - 5) Add up & enter attendance daily at bottom.
  - 6) At end of month, enter total attendance for each child at far right.
  - 7) Add up total daily attendance across & enter figure just left of words: "Daily Totals".
  - 8) Add total monthly attendance down & enter figure in lower right-hand corner.
  - 9) Compare totals across & down; they should match. Date form.
  - 10) Keep copy. Send menus (which includes this) to DCC.
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It's well known in our community that DCC providers truly care about their kids & know the importance of good food for growing bodies. We know your interest is foremost in children. We know you're professional people who truly care.

You know all the other ways we help with your business. You know DCC has the ability to make upcoming changes work easily for you & your families. Together, we can continue to make this program a positive force in the lives of young children!

Always keep in mind, what you do daily touches the lives of these children forever!

And, Day Care Connection remains here to help you do just that.