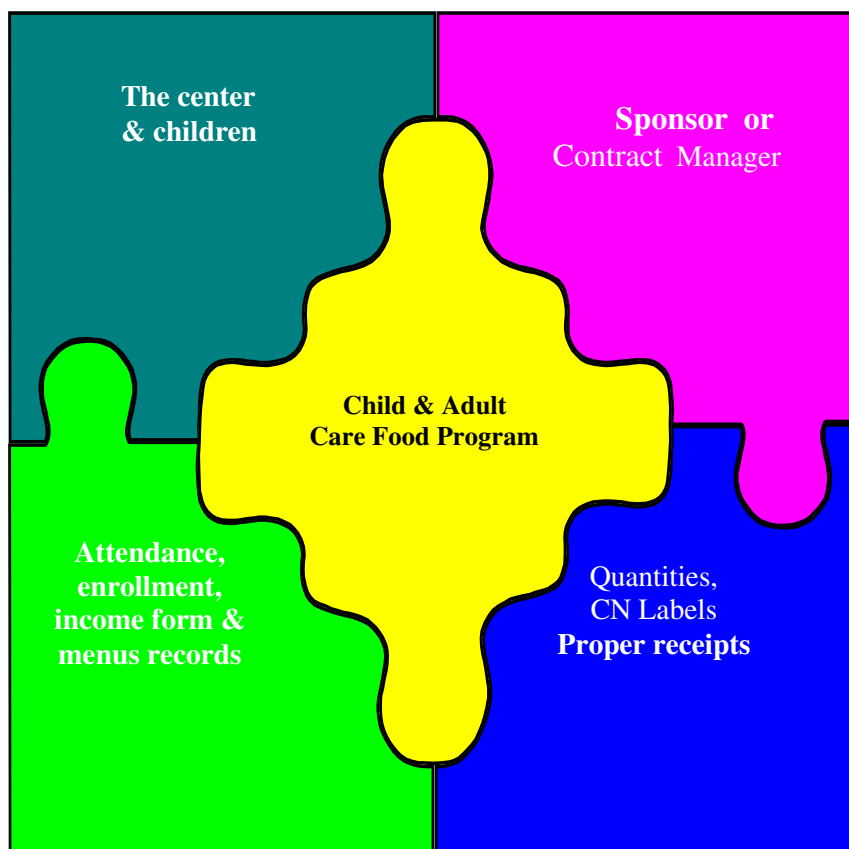


FFK Training Academy

*Providing Training for
the Child and Adult Care Food Program*



Day Care Center Training Manual

“Putting the Pieces Together to get the Big Picture.....

...to help Maintain the Integrity of the Food Program”

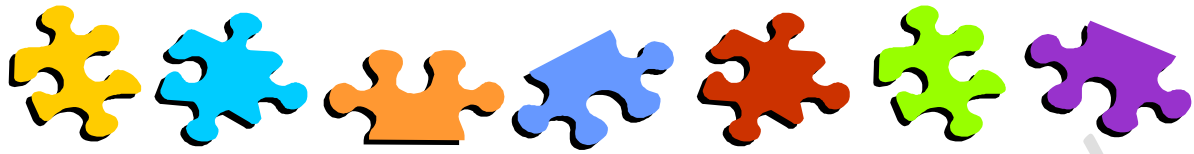
Property of Food for Kids, Inc.

Sponsoring Daycare Homes, Childcare Centers, Adult Care Centers, At-Risk Sites,
and Emergency Shelters in CACFP

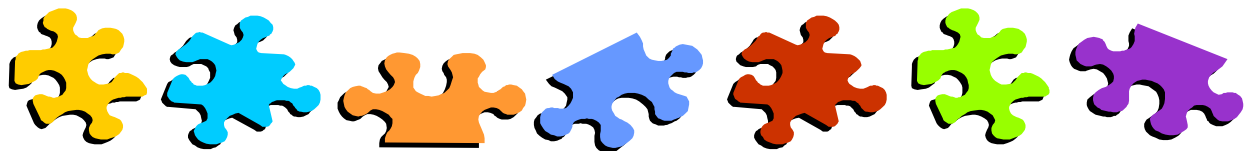
5909 West Loop South. Suite # 230, Bellaire, Texas 77401

713-669-9302 or 1-866-803-KIDS

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Help Maintain the Integrity of the Food Program



**Food for Kids welcomes you to CACFP.
As a team we will work together to help maintain the
integrity of the food program.**

The state regulations require that your center be trained before you may start participation in the food program. This training manual was design to help you meet that requirement and is intended to provide your center with the information and procedures that will enable you to perform the duties and requirement of the CACFP.

You will receive an email with instructions on how to complete your online training. Be sure to complete this training by the deadline provided. If you have any questions or didn't receive the e-mail with the training information, please call the office at 713-669-9302 or 1-866-803-KIDS. In addition, if you need a copy of this handbook, it is available on our website www.foodforkidstexas.org under the FORMS tab; the EZClaims training manual is there for your convenience. We recommend that you print and/or save a copy of these manuals.

**These procedures are in place to ensure that your center maintains
the integrity of the "Food Program"**

Call Food for Kids for any additional training or technical assistance @ 713-669-9302.

***Information in this book is property of Food for Kids Inc. and may not be duplicated
without written permission from Food for Kids Inc.***

Requirements of the Food Program

Requirements of monitoring visits

The first visit must be conducted within the first month of claiming.

1. Meals served within meal times on agreement.
2. Children present are enrolled.
3. Meal must meet CACFP requirements (required components must be served at the same time and the correct quantities should be prepared and served according to children's age).
4. All records available for review (this includes but not limited to: attendance sheets (Form 1535s), menus (form 1530s) from the first of the month until the date and meal service of the review {i.e. the date of your visit is the 22nd of the month at PM Snack, you must have **ALL** menus and attendance available from the 1st to the 22nd PM Snack available}, quantities).
5. Meal count recorded at point of service.
6. Kitchen must be clean.
7. Food stored properly.
8. Adequate supply of food.
9. CN labels available for review

Enrollment Form

All children in your daycare must be enrolled, and the form must have the following information completed:

- ✓ Complete name of the child/children (up to 5 children from the same family can be on the form)
- ✓ The child's date of birth, age, arrival time, departure time, normal days in care, and normal hours in care.
- ✓ Parent/guardian address, telephone number (including area code), city, zip, email address
- ✓ Parent/guardian signature and date
- ✓ Date enrolled in the food program

Enrollment forms are due in the office by the 25th of each month (or last working day if the 25th is on a weekend/holiday) along with the income form.

CACFP Meal Benefit Income Eligibility form/income form

- a. One form per family (up to 5 children can be on the form).
- b. Must have the child/children's name (check box if foster child)
- c. Food stamp or TANF Case number if applicable.
- d. If no food stamp or TANF Case number, then the parent should enter the name of every family member that receives an income along with the amount they receive and how often.
- e. The parent must sign and date form and include the last 4 digits of their social security number. If the parent does not have a social security number, please have the parent mark the box to indicate "I do not have a social security number".
- f. If the parent refuses to enter the income information, then you should write "refused" on the form.
- g. You must include the name of the day care center on the top of each form.

Income forms are due in the office by the 25th of each month (or last working day if the 25th is on a weekend/holiday) along with the enrollment form.

The Summary Sheet

This page must accompany all enrollment forms and income forms. When you add a child, please include:

- ✓ The name of the day care center
- ✓ The month you are submitting this paperwork.
- ✓ Include the name of each child that you are enrolling in alphabetical order with their date of birth
- ✓ Check which forms you are submitting.

Summary sheets are to be submitted with the enrollment paperwork.

Dropping children

It is mandatory for Day Care Centers to keep an accurate and updated enrollment of their children in the Food Program. Therefore, you must drop the children that are no longer enrolled in your daycare in a timely manner. Please refer to your EZ-Claims training manual for instructions on how to drop children.

Posters:

The ***"And Justice for All"*** and the ***"Building for the Future"*** posters must be placed in a visible area. You may find these posters on our website under the tab **FORMS**.

The Receipts for the Month

Submit the following:

1. A copy of the expense form with the total of each receipt for the month, please total each column; you may enter your expenses into your **Expense Register** on your EZClaims account (see our EZClaims training manual for more information).
2. A copy of all food receipts for the claimed month. Make sure to:
 - a) Highlight or circle your milk purchases, then write the total number of gallons on top of each page of your receipts submitted.
 - b) Draw a line through any items that are not reimbursable in the food program, deduct the amount of this item from the total of the receipt and write new total.
 - c) All receipts must have a date.
3. If emailing your receipts, please email them to the following address: vkeys@foodforkidstexas.org All receipts must be emailed in one file, and the expense Summary Sheet must be included.

Receipts are due in the office by 5pm on the 4th day of the following month (or last working day if the 4th falls on a weekend/holiday).

CN labels

You must send us a copy of all CN labels for the items purchased that require a CN label. Once we receive the CN labels, you will be able to view the CN label's information on your EZClaims account, under the "Menu Planner Tab. If the CN label is not listed on the page, we have not received the CN label.

CN labels are due in the office by the end of the month in which you first served the item.

Your Reimbursement

Food For Kids, Inc. is financially responsible for all your paperwork, and your monthly claims. Your day care center will operate under our sponsorship with the State of Texas and USDA; therefore, we will receive 15% of your reimbursement. You may normally expect to receive your reimbursement that last week of the following month. Please send a direct deposit form and voided check, so we may send your reimbursement directly to your bank account.

Child Enrollment Form

❖ Purpose:

All children enrolled in your daycare must have a Food for Kids, Inc enrollment form filled out for them. This form is **not** optional.

❖ When to prepare:

This form is to be filled out when the child is first enrolled in your day care center. We recommend that you include this form (along with the income/eligibility form) in your enrollment package. This form must be renewed annually; we will notify you when it is time to renew this form.

❖ Submittal:

All enrollment forms must be received on or before the 25th of the month (or last working day if the 25th falls on a weekend or holiday) to be eligible for reimbursable meals. Any forms received after the 25th will not be eligible for reimbursable meals until the following month. Always include the income form and summary sheet when submitting to Food for Kids, and keep one copy for your records.

Complete Name of Day Care Center or Day Home Provider: _____ participates in CACFP with **FOOD FOR KIDS, INC**

The following enrollment information is required because your child participates in Child & Adult Care Food Program.
 Add Date: _____ Drop Date: _____

Last Name	First Name	Date of Birth	Hours in Care (Begin - End)	Indicate Child's Normal Diet (circle)	Indicate Child's Normal Days of Care (circle)	Indicates Normal Meals Child Receives(circle)
				-	M Tu W Th F S Su	B A M L P M S Ev
				-	M Tu W Th F S Su	B A M L P M S Ev
				-	M Tu W Th F S Su	B A M L P M S Ev
				-	M Tu W Th F S Su	B A M L P M S Ev
				-	M Tu W Th F S Su	B A M L P M S Ev

B Breakfast AM AM snack L Lunch PM Afternoon Snack S Supper EV Evening Snack 2 Day/Day Home Provider

School Age childrens normal times: Leave for school: _____ Return from School: _____

Civil Rights statistical Report: This information is used for statistical reports only to be sure everyone receives meals fairly and without discrimination:

Ethnic Category: Hispanic or Latino Not Hispanic or Latino

Racial Category: American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander
 White Hispanic American Asian Black or African American

You must complete this entire section if the child is under 1 year old.
 Brand of iron-fortified infant formula (IFP) offered by Day Care Center, Day Home Provider: _____

Low or non-iron fortified infant formula from provider or parent requires a doctor's statement. The IFP/Brand Milk & Food Options have been explained, parent has reviewed infant and CACFP information given on this form, and the parent has chosen:

Choose ONE: IFP/Brand Milk Option _____ Parent supplies Brand Milk or IFP (brand above) _____ Brand in space below or IFP _____

Choose ONE: Infant Food Option: _____ Parent supplies supplemental foods & replaces the provider's foods _____

Day Care Center has provided me with a copy of:
 Building Better Future Brochure Income Eligibility Letter WIC Info

Print/Guardian Parent Complete Name: _____ Date: _____
 Parent/Guardian Signature: _____
 Home Address: _____
 City: _____ TX Zip: _____ Email address: _____
 Work Tel: _____ Alternate Tel: _____

Update: #11413

If the form is incomplete, the child that you wish to enroll is not eligible for reimbursable meals until we have received a completed/corrected form (we will notify you by e-mail if the form is incomplete). There is no retroactive reimbursement when the forms are incomplete.

YOU MAY FIND A SAMPLE OF THE FORM,
 AS WELL AS DETAILED
 INSTRUCTIONS ON HOW TO FILL IT OUT,
 ON OUR WEBSITE,
 UNDER THE **FORMS** TAB.
www.foodforkidstexas.org

Income/Eligibility Form

❖ Purpose:

To obtain information, so Food for Kids, Inc may establish eligibility of enrolled children consequently eligibility of the daycare center and reimbursement rate.

❖ When to prepare:

Each family is to have an income form filled out at the time of initial enrollment into the daycare center/food program. The sponsor compares the income of the family to the *USDA income eligibility guidelines* to determine free, reduced and paid status. The income form is renewed annually, and we will notify you when it is time to renew this form.

❖ Submittal:

We must receive the enrollment and income form on or before the 25th of the month (or last working day if the 25th falls on a weekend or holiday) to be eligible for reimbursable meals. Any forms received after the 25th will not be eligible for reimbursable meals until the following month. Always include page 1 & 2 (front and back of the form) when submitting to FFK along with the enrollment form and summary sheet, and keep one copy for your records.

If the form is incomplete, the child that you wish to enroll is not eligible for reimbursable meals until we have received a completed/corrected form (we will notify you by e-mail if the form is incomplete). There is no retroactive reimbursement when the forms are incomplete.

The image shows a sample of the CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care). The form is divided into several sections: Part 1: All Household Members, Part 2: Benefits, Part 3: (Applies only to parents/guardians with children enrolled in a day care home), Part 4: Total Household Gross Income, and Part 5: Signature and Last Four Digits of Social Security Number. The form includes a table for reporting household members and their income, and a section for the adult signing the form to provide their signature, date, address, phone number, city, state, and zip code. The form also includes a privacy statement and a date stamp of July 2011.

YOU MAY FIND A SAMPLE OF THE FORM,
AS WELL AS DETAILED
INSTRUCTIONS ON HOW TO FILL IT OUT,
ON OUR WEBSITE,
UNDER THE **FORMS** TAB.

www.foodforkidstexas.org

Summary Sheet

FOOD FOR KIDS, INC.
WWW.FOODFORKIDSTEXAS.ORG
Phone 713-669-9302*1-866-803-KIDS
713-666-0022 fax

Please check this box if your forms listed on this sheet are your center's most recent forms.

DAY CARE CENTER SUMMARY SHEET
(THIS SHEET ACCOMPANY ALL ENROLLMENT & INCOME FORMS)

Complete Name of the Center _____
Month submitted to FFK _____ Year _____

When you are sending in enrollment and/or income eligibility form, please list the child's name in alphabetical and indicate with an "X" the forms which you are enclosing:

Child's Name	Birthday	Enroll form	Income form	Correction	FFK use only
Sample: Jones, Mary	1-1-2010	X	X	X	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
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24.					
25.					

enroll 0.1513

❖ Purpose:

To track enrollment and income forms submitted to Food for Kids, Inc (including corrections to forms).

❖ When to prepare:

Each time you send enrollment paperwork to Food for Kids, Inc., as well as when you are sending in a correction to a previously sent enrollment/income form.

❖ Submittal:

The summary sheet must be received at the time enrollment forms and income forms are submitted.

YOU MAY FIND A SAMPLE OF THE FORM,
AS WELL AS DETAILED
INSTRUCTIONS ON HOW TO FILL IT OUT,
ON OUR WEBSITE,
UNDER THE **FORMS** TAB.

www.foodforkidstexas.org

What's for Breakfast- Creditable Sample Menus

► Choose an item from each column to create a creditable breakfast ◀

Milk	Veg/Fruit or 100% juice	Cereal/Bread/Alternate
1% milk	Orange Juice	Pancakes
1% milk	Apple sauce	Cinnamon roll
1% milk	Blueberries	Cream of wheat
1% milk	Pineapple slices	Bagel
1% milk	Banana	Flour tortilla
1% milk	Watermelon	Banana muffins
1% milk	Grapes	Toast
1% milk	Hash Brown Potatoes	Waffles
1% milk	Plums	Grits
1% milk	Peaches	Oatmeal
1% milk	Berry juice	English Muffins
1% milk	Strawberries	French toast
1% milk	Raisins	Cheerios/cold cereal
1% milk	Cantaloupe	Biscuits
1% milk	Kiwi	Corn tortilla
1% milk	Tomato slices	White/wheat bread

These are just some ideas of the different foods you can use; there are many other fruits, vegetables and grains that may be used, please refer to the Food Buying Guide for additional options.



What's for lunch/supper- Creditable Menu Samples

▶ Choose an item from each column to create a creditable lunch or supper ◀

Milk	Fruit/veg	2 nd Fruit/veg	Bread/grain	Meat
1% milk	Lettuce/tomato	Apples	Rice	Chicken
1% milk	Sweet potatoes	Bananas	Bun	Beef patties
1% milk	Corn	Green beans	Biscuit	Beef meat loaf
1% milk	Carrots	Pineapple	Flour tortilla	Refried beans
1% milk	Broccoli	Strawberries	Crackers	Tuna
1% milk	Kiwi	Cantaloupe	White bread	Ham/cheese
1% milk	Cabbage	Beets	Corn muffins	Red beans
1% milk	Tomato sauce	Pears	Spaghetti	Turkey meatballs
1% milk	Spinach	Cucumber	Macaroni	(*)Chicken nuggets
1% milk	Mango	Zucchini	Pizza crust	(*)Cheese pizza
1% milk	Mixed veggies	Pickles	Hushpuppies	Grilled fish
1% milk	Tomatoes	Potatoes	Noodles	Pork chops
1% milk	Celery	Grapes	Bread stuffing	Turkey
1% milk	Mashed Potatoes	Watermelon	(*)Breeding	(*)Beef corndogs
1% milk	Pinto beans	French fries	Pita bread	Peanut butter
1% milk	Peaches	Beets	Wheat bread	Grilled cheese
1% milk	Peas	(*)Veg. soup	Hotdog bun	100% beef wieners
1% milk	Hash brown	Mandarins	*Breeding	(*)Fish sticks
1% milk	Potato salad	Pork n Bean	Pasta	Eggs
1% milk	Tator tots	Broccoli	Brown rice	Lamb
1% milk	Collard greens	Corn	Pancakes	Liver
1% milk	Raisins	Mixed veggie	Garlic bread	Beef meat sauce(HM)

These are just some ideas of the different foods you can use; there are many other fruits, vegetables, meats and grains that may be used, please refer to the Food Buying Guide for additional options.

(*) DENOTES YOU THAT MUST HAVE A CN LABEL IN FILE
IF SERVING A COMBINATION PRODUCT
(SEE CN LABEL SECTION FOR MORE INFORMATION)
/OR MUST SPECIFY IF HOMEMADE (HM).

What's for Snacks- Creditable *Sample Menus*

▶ Here we put together some creditable snacks ◀

Tangerines/ Toast	Cheese/ Pizza crust	Banana bread/ 1 % Milk
Grape juice/ Muffins	Banana slices/ graham crackers	Cheese cubes/ Ritz
Tomato slices/ Cheese sticks	Apple slices/ Peanut butter	Wheat bread/ Ham
Pretzels/ Pears	Orange juice/ Wheat toast	Waffles/ Strawberries
Boiled egg/ Tomato juice	Grilled cheese/ White bread	1 % Milk/ cheerios
Corn tortilla/ Refried beans	Oatmeal cookies/ 1% milk	Peaches/ Cottage cheese
Yogurt/ Blackberries	Saltine crackers/ Tuna salad	Carrot sticks/ Turkey wieners
Apple sauce/ Biscuits	Flour tortilla/ Melted cheese	Kix/ Berry juice
Graham crackers/ Fruit cocktail	Bread sticks/ Tomato sauce	Pear halves/ Peanut butter
Chex mix/ Raisins	French fries/ 1% milk	Watermelon/ Buttered noodles

These are just some ideas of the different foods you can use; there are many other fruits, vegetables, meats and grains that may be used, please refer to the Food Buying Guide for additional options.



Even though water is not a creditable component, you may choose to serve it when you have two meal creditable components that are solids.

Meal Pattern & Quantities Charts

Children One Year and Older

BREAKFAST FOOD COMPONENTS Serve All Three Components for a Reimbursable Meal		Age 1 - 2	Age 3 - 5	Age 6 - 12¹
Milk	Milk, fluid	1/2 cup (4 fl oz)	3/4 cup (6 fl oz)	1 cup (8 fl oz)
Vegetables/ Fruits²	Vegetable(s) and/or fruit(s) or	1/4 cup	1/2 cup	1/2 cup
	Full strength vegetable or fruit juice ² , or	1/4 cup	1/2 cup	1/2 cup
	An equivalent quantity of any combination of vegetable(s), fruit(s) and juice ²			
Grains/Breads³	Bread ³ , or	1/2 slice	1/2 slice	1 slice
	Cornbread, biscuits, rolls, muffins, etc. ³ , or	1/2 serving	1/2 serving	1 serving
	Cold dry cereal ^{3,4} , or	1/4 cup or 1/3 oz ⁴	1/3 cup or 1/2 oz ⁴	3/4 cup or 1 oz ⁴
	Cooked cereal ³ , or	1/4 cup	1/4 cup	1/2 cup
	Cooked pasta or noodle products ³ , or	1/4 cup	1/4 cup	1/2 cup
	Cooked cereal grains ³ , or	1/4 cup	1/4 cup	1/2 cup
	An equivalent quantity of any combination of Grains/Breads			
¹ Children ages 13 through 18 must be served minimum or larger portion sizes specified in this column for children ages 6 through 12. ² Fruit or vegetable juice must be full-strength. You may serve an equivalent quantity of any combination of vegetable(s) or fruit(s), and juice. ³ Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. ⁴ Either volume (cup) or weight (oz), whichever is less.				

(See your Food Buying Guide for more details.)

Chart Revised by TDA FND – Sep 2007

Child Care Meal Pattern for Children One Year Old or Older (cont.)

LUNCH or SUPPER FOOD COMPONENTS Serve All Four Components for a Reimbursable Meal		Age 1 - 2	Age 3 - 5	Age 6 - 12¹
Milk	Milk, fluid	1/2 cup (4 fl oz)	3/4 cup (6 fl oz)	1 cup (8 fl oz)
Vegetables/ Fruits² (2 or more)	Vegetable(s) and/or fruit(s)	1/4 cup total	1/2 cup total	3/4 cup total
Grains/Breads³	Bread ³ , or	1/2 slice	1/2 slice	1 slice
	Cornbread, biscuits, rolls, muffins, etc. ³ , or	1/2 serving	1/2 serving	1 serving
	Cooked pasta or noodle products ³ , or	1/4 cup	1/4 cup	1/2 cup
	Cooked cereal grains ³ , or	1/4 cup	1/4 cup	1/2 cup
	An equivalent quantity of any combination of Grains/Breads			
Meat/ Meat Alternates^{4,5,6,7}	Lean meat or poultry or fish ⁴ , or	1 oz	1 1/2 oz	2 oz
	Alternate protein products ⁵ , or	1 oz	1 1/2 oz	2 oz
	Cheese, or	1 oz	1 1/2 oz	2 oz
	Egg (large), or	1/2 large egg	3/4 large egg	1 large egg
	Cooked dry beans or peas, or	1/4 cup	3/8 cup	1/2 cup
	Peanut butter or soynut butter, or other nut or seed butters, or	2 Tbsp	3 Tbsp	4 Tbsp
	Peanuts or soynuts or tree nuts or seeds ^{6,7} , or	1/2 oz = 50% ⁶	3/4 oz = 50% ⁶	1 oz = 50% ⁶
	Yogurt - plain or flavored, unsweetened or sweetened, or An equivalent quantity of any combination of the above Meat/Meat Alternates	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
<p>¹ Children ages 13 through 18 must be served minimum or larger portion sizes specified in this column for children ages 6 through 12.</p> <p>² Serve two or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.</p> <p>³ Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.</p> <p>⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish.</p> <p>⁵ Alternate protein products must meet requirements in Appendix A of 7 CFR Part 226.</p> <p>⁶ Nuts and seeds may meet only one-half of the total Meat/Meat Alternate serving and must be combined with another Meat/Meat Alternate to fulfill the lunch or supper requirement. 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.</p> <p>⁷ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.</p>				




(See your Food Buying Guide for more details.)

Chart Revised by TDA FND – Sep 2007

Child Care Meal Pattern for Children One Year Old or Older (cont.)

SNACKS Select Two of the Four Components		Age 1 - 2	Age 3 - 5	Age 6 - 12¹
Milk	Milk, fluid	1/2 cup (4 fl oz)	1/2 cup (4 fl oz)	1 cup (8 fl oz)
Vegetables/ Fruits^{2,3}	Vegetable(s) and/or fruit(s), or Full strength vegetable or fruit juice ² , or An equivalent quantity of any combination of vegetable(s), fruit(s) and juice ²	1/2 cup 1/2 cup	1/2 cup 1/2 cup	3/4 cup 3/4 cup
Grains/Breads⁴	Bread ⁴ , or Cornbread, biscuits, rolls, muffins, etc. ⁴ , or Cold dry cereal ⁴ , or Cooked cereal ⁴ , or Cooked pasta or noodle products ⁴ , or Cooked cereal grains ⁴ , or An equivalent quantity of any combination of Grains/Breads	1/2 slice 1/2 serving 1/4 cup or 1/3 oz ⁵ 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz ⁵ 1/4 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz ⁵ 1/2 cup 1/2 cup 1/2 cup
Meat/ Meat Alternates^{6,7,8,9}	Lean meat or poultry or fish ⁶ , or Alternate protein products ⁷ , or Cheese, or Egg (large), or Cooked dry beans or peas, or Peanut butter or soynut butter, or other nut or seed butters, or Peanuts or soynuts or tree nuts or seeds ^{8,9} , or Yogurt - plain or flavored, unsweetened or sweetened, or An equivalent quantity of any combination of the above Meat/Meat Alternates	1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1/8 cup 1 Tbsp 1/2 oz = 50% ⁸ 2 oz or 1/4 cup	1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1/8 cup 1 Tbsp 1/2 oz = 50% ⁸ 2 oz or 1/4 cup	1 oz 1 oz 1 oz 1/2 large egg 1/4 cup 2 Tbsp 1 oz = 50% ⁸ 4 oz or 1/2 cup

Infants (birth to 11 months)

Meal Type	Birth through 3 Months	4 Months through 7 Months	8 Months through 11 Months
			
BREAKFAST	4-6 fluid ounces (fl oz) of formula ¹ or breastmilk ^{2,3} .	4-8 fl oz of formula ¹ or breastmilk ^{2,3} ; and 0-3 tablespoons (Tbsp) of infant cereal ^{1,4} .	6-8 fl oz of formula ¹ or breastmilk ^{2,3} ; and 2-4 Tbsp of infant cereal ¹ ; and 1-4 Tbsp of fruit or vegetable or both.
LUNCH OR SUPPER	4-6 fl oz of formula ¹ or breastmilk ^{2,3} .	4-8 fl oz of formula ¹ or breastmilk ^{2,3} ; and 0-3 Tbsp of infant cereal ^{1,4} ; and 0-3 Tbsp of fruit or vegetable or both ⁴ .	6-8 fl oz of formula ¹ or breastmilk ^{2,3} ; and 1-4 Tbsp of fruit or vegetable or both; and 2-4 Tbsp of infant cereal ¹ ; and/or 1-4 Tbsp of meat, fish, poultry, egg yolk, cooked dry beans or peas; or 1/2-2 oz. of cheese; or 1-4 oz. (volume) of cottage cheese; or 1-4 oz. (weight) of cheese food, or cheese spread.
SNACK	4-6 fl oz of formula ¹ or breastmilk ^{2,3} .	4-6 fl oz of formula ¹ or breastmilk ^{2,3} .	2-4 fl oz of formula ¹ or breastmilk ^{2,3} , or fruit juice ⁵ ; and 0-1/2 slice of bread ^{4,6} or 0-2 crackers ^{4,6} .

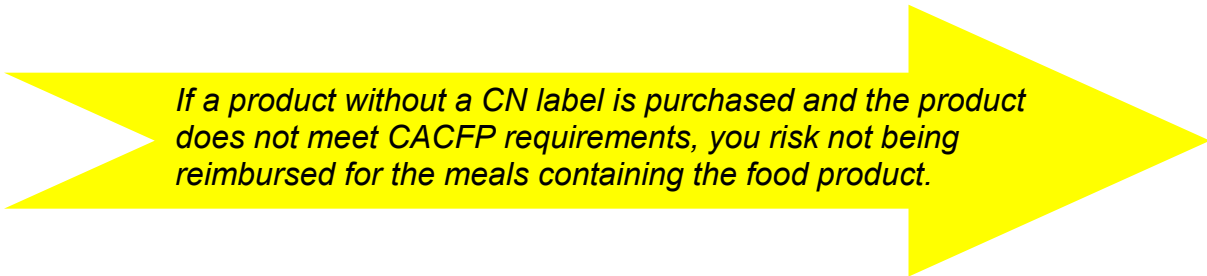
CN Labels

Products containing the CN label will have the following information printed on the principal display panel of the label:

- ingredients listed in descending order by weight;
- product name
- inspection legend for the appropriate inspection;
- establishment number (for meat, poultry, and seafood items only);
- manufacturer's or distributor's name and address; and
- CN label statement. The CN label statement must be an integral part of the product label and include the following information:
 - CN logo, the distinctive border around the CN statement;
 - a six-digit product identification number, which will appear in the upper right hand corner of the CN label statement;
 - a statement of the product's contribution toward meal pattern requirements for the Child Nutrition Programs;
 - a statement specifying that the use of the CN logo and label statement is authorized by Food and Nutrition Services (FNS); and
 - the month and year the label was approved by FNS.

You must send FFK a copy of all CN labels for the items purchased that requires a CN label. Once FFK receives the labels, you will be able to view the label's information on your ez-claims account under the "Menu Planner" Tab. If the label is not listed there, it usually means we have not received it. Make sure the copy of the CN label includes the name of the manufacturer, name of the product and that the actual CN label is legible (not blurry or cut off). See a sample of a CN label on the next page.

CN labels are due in the office by the end of the month in which you first served the item.



If a product without a CN label is purchased and the product does not meet CACFP requirements, you risk not being reimbursed for the meals containing the food product.



DINO NUGGETS

BREADED DINOSAUR SHAPED CHICKEN BREAST PATTIES WITH RIB MEAT

Nutrition Facts

Serving Size 4 Pieces (78g)
Servings Per Container About 23

Amount Per Serving	
Calories 210	Calories from Fat 120
	% Daily Value*
Total Fat 13g	20%
Saturated Fat 3g	15%
Cholesterol 30mg	10%
Sodium 360mg	15%
Total Carbohydrate 13g	4%
Dietary Fiber 0g	0%
Sugars 0g	
Protein 11g	22%

Not a significant source of vitamin A, vitamin C, calcium and iron.
*Percent Daily Values are based on a 2,000 calorie diet.

DISTRIBUTED BY: TYSON FOODS, INC.,
P.O. BOX 2020, SPRINGDALE, AR 72765-2020 U.S.A.

INGREDIENTS: Chicken breast with rib meat, water, salt, sodium phosphates.
BREADED WITH: Bleached wheat flour, water, modified food starch, yellow corn flour, salt, wheat gluten, dextrose, leavening (sodium aluminum phosphate, sodium bicarbonate), spice, partially hydrogenated soybean oil, extractives of paprika, oleoresin turmeric, natural flavor. Breading set in vegetable oil.

CONTAINS: WHEAT.

HEATING INSTRUCTIONS

CONVENTIONAL OVEN (Preferred Method) Preheat oven to 400°F. Place frozen nuggets on cookie sheet. Bake 10 to 12 minutes, turning nuggets over halfway through heating time.

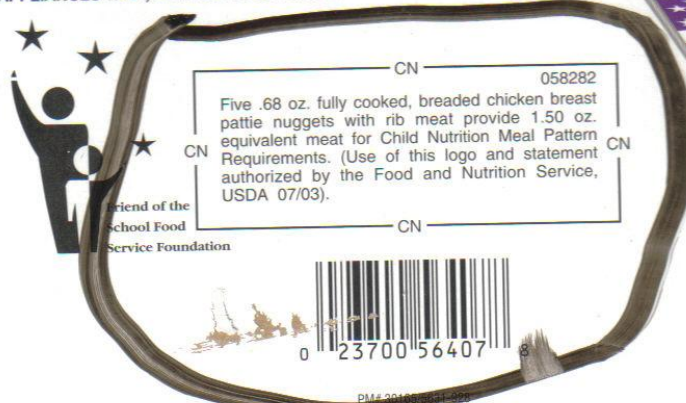
MICROWAVE OVEN Place frozen nuggets in doughnut shape (leaving space in center) on microwave-safe plate. Heat, uncovered, on HIGH, turning nuggets and rotating plate halfway through heating time. (Do not overcook). Heat 4 nuggets for 1 minute. Heat 12 nuggets for 2 to 2-1/2 minutes. Let stand 2 to 3 minutes before serving.

APPLIANCES VARY, ADJUST ACCORDINGLY.

IN TOUCH WITH TYSON

Call 1-800-426-7884
http://www.tysonfoods.com
or visit us at www.tysonfoods.com

Thank you for buying this Tyson product.



CN 058282

Five .68 oz. fully cooked, breaded chicken breast patty nuggets with rib meat provide 1.50 oz. equivalent meat for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 07/03).

CN

CN

Friend of the School Food Service Foundation

0 23700 56407 8



PROUDLY MADE IN THE USA

Milk Requirements

- Fluid milk served to children ages two and older must be: fat-free or low-fat milk (1%), fat-free or low-fat (1%) lactose reduced milk, fat-free or low-fat(1%) lactose free milk, fat-free or low-fat (1%) buttermilk, or fat-free or low-fat (1%) acidified milk.
- The milk served must be pasteurized fluid milk that meets State and local standards and may be flavored or un-flavored.
- Whole milk and *reduced-fat* (2%) milk **may not** be served to children two years and older.
- **Only children 12 months to 23 months** may be served whole milk or reduced-fat (2%) milk.

Fluid Milk Substitutions

Children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability may be served non-dairy beverages in lieu of fluid milk. Non-dairy beverages **must** be nutritionally equivalent to milk and meet nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk as outlined below:

Nutrient	Per cup
Calcium	276 mg.*
Protein	8 g.*
Vitamin A	500 IU,*
Vitamin D	100 IU.*
Magnesium	24 mg.*
Phosphorus	222 mg.*
Potassium	349 mg.*
Riboflavin	0.44 mg.*
Vitamin B-12	1.1 mcg.*

Parents or guardians may request in writing non-dairy milk substitutions without providing a medical statement. You must ensure the substitution meets the requirements as stated above. The written request from the parent or guardian must identify the medical or special dietary need that restricts the diet of the child. For example, a parent who has a child who follows a vegan diet may request soy milk be served instead of cow's milk.

Milk substitutions are at the option and expense of the provider.

*mg = milligrams; g = grams; IU = international units; mcg = micrograms

Water Availability in the CACFP

Potable (suitable for drinking) water must be made available to children one year and older throughout the day, including mealtimes, to drink upon their request, but does not have to be made available for self-serve. Even though water must be made available during mealtimes it is not part of the reimbursable meal and cannot be served in lieu of fluid milk. See below for specific guidelines for infants and children one year and older.

Water for children one year or older:

Potable water should be available upon demand for children throughout the day, including mealtimes. This can be accomplished by:

- Having cups available next to the kitchen sink faucet;
- Placing water pitchers and cups out in easy to reach areas for children to access as needed;
- Providing water to a child when requested.

Daycare Centers are encouraged to provide water during snack meal services when no other beverage is being served, and in place of high calorie sweetened drinks (juice drinks, soda, and sports drinks) served outside of meal times.

Water for infants:

USDA recommends that parents consult their infant's health care provider regarding feeding water to infants. However, it is generally recommended that:

- Formula-fed infants in a normal climate should not be fed more water than the quantity found in properly diluted formula.
- Partially breast-fed and formula-fed infants in a hot climate should be fed water (about four to eight ounces per day, unless otherwise indicated by a health care provider).
- Breast-fed and formula-fed infants, in a normal climate who are fed a variety of solid foods, especially high protein foods (e.g., meats, egg yolks) should be fed some water (a total of about four to eight ounces per day, unless otherwise indicated by a health care provider).
- Exclusively breast-fed infants in hot humid climates should not be fed additional water besides what is in breast milk.

NOTE: Daycare centers should obtain parental approval before feeding water to an infant. When in doubt, parents should consult their infant's health care provider.

Daily Meal Production Record- Alternate Form H1530

❖ **Purpose:**

Record meals (foods) served daily to children for CACFP reimbursement.

❖ **When to prepare:**

We recommend completing this form in advance (except for the quantities used, quantities must be filled out daily). We recommend planning your menu one month in advance in EZClaims. It is also recommended that you print the menu once you are finished entering it, so you may have it available for review at all times; however, menus must be available for review upon request. This form must be completely filled out including quantities (for meals already served/prepared) when requested for review whether in EZClaims or on paper.

❖ **Submittal:**

You will be submitting your menus when you certify your claim. Remember you must certify your claim before midnight on the 2nd day of the following month that you are claiming (see our EZClaims handbook for more information on how to certify your claim).

FOOD FOR KIDS, INC		Janet Stomp and Play -staff		TX 101-6412		January 7, 2013			
	REQUIRED FOOD COMPONENTS	MENUS	FOOD ITEMS USED	QUANTITY USED	PLANNED PARTICIPATION				
					PROGRAM MEALS		NONPROGRAM MEALS		
					Ages 1-2	Ages 3-5	Ages 6-12	Adults	
Breakfast	Children				3	5	5		
	Milk		1% Milk	10.75 cup	1.5	4	5.25		
	Vegetables and/or Fruits		Banana	6 cup	7.5	2.75	2.75		
	Grains		Oatmeal	9.5 slice	1.5	2.75	5.25		
AM Snack	Children								
	Milk								
	Vegetables and/or Fruits								
	Grain/Breads								
Lunch	Meat and/or Meat Alternate								
	Children				3	5			
	Milk		1% Milk	5.5 cup	1.5	4			
	Vegetables and/or Fruits - 1		Apple Slices	1.75 cup	5	1.5			
PM Snack	Vegetables and/or Fruits - 2		Peas - Frozen	1.75 cup	5	1.5			
	Grain/Breads		Brown Rice	4.25 slice	1.5	2.75			
	Meat and/or Meat Alternate		Baked Chicken	11 ounce	3.25	7.75			
	Children				3	5	5		
Supper	Milk								
	Vegetables and/or Fruits		Carrot Sticks - Fresh	10.5 cup	1.5	2.75	5.5		
	Grain/Breads		Golden Crackers	12.5 slice	1.5	2.75	5.5		
	Meat and/or Meat Alternate								
Evening Snack	Children								
	Milk								
	Vegetables and/or Fruits								
	Grain/Breads								
Evening Snack	Meat and/or Meat Alternate								
	Children								
	Milk								
	Vegetables and/or Fruits								
Evening Snack	Grain/Breads								
	Meat and/or Meat Alternate								
	Children								
	Milk								
Evening Snack	Vegetables and/or Fruits								
	Grain/Breads								
	Meat and/or Meat Alternate								
	Children								

**YOU MAY FIND A SAMPLE OF THE FORM,
AS WELL AS DETAILED
INSTRUCTIONS ON HOW TO FILL IT OUT,
ON OUR WEBSITE,
UNDER THE **FORMS** TAB.**

www.foodforkidstexas.org

Receipts

❖ Purpose:

To validate the meals claimed for reimbursement.

❖ When to prepare:

Make copies of all your food and food program supplies (i.e. napkins, paper plates and cups, cleaning supplies used in kitchen/cafeteria) receipts for the claimed month. Make sure to:

- **High-light** or **circle** your milk purchases, then write the total number of gallons on top of each page of your receipts submitted.
- Draw a line through any items that are not reimbursable in the food program (i.e. dog food, books, beer, coffee, etc), deduct the amount of this/these item(s) from the total of the receipt and write down new total.
- All receipts must have a date.
- All receipts must have your Daycare Center's name.

❖ Submittal:

Receipts are due in the office by 5pm on the 4th day of the following month (or last working day if the 4th falls on a weekend/holiday).

If emailing your receipts, please email them in

one PDF file to the following address:

vkeys@foodforkidstexas.org

1gal 2.88		94.10
ABC Daycare Center		- 14.16
		<u>79.94</u>
H-E-B		
1014 8806 0831 1219 3600 381		
1	HCE ORIGINAL HAND SANITIZ T	4.50
2	PURELL ADV PUMP OCEAN KIS T	2.87
3	PURELL ADV PUMP SPONGEBOB T	2.87
4	AAU 2 BSHL LAUNDRY BASKET T	4.97
5	XL VINE RIPE TOMATOES	
	0.91 Lbs @ 1/	1.28 FN
6	STAWFREE LONG MAKE W WING T	2.86
7	GALA APPLES	
	2.46 Lbs @ 1/	1.77 FN
8	LARGE PEACHES	
	3.42 Lbs @ 1/	1.77 FN
9	HEB 91X ISOPROPYL ALCOHOL	1.48
10	HEB COTTON BALLS JHBO SIZ T	1.00
11	POLY VI SOL VIT DROPS W I	7.83
12	HEE DISPOSABLE DIAPER SAC T	1.00
13	T-BONE THIN SLICED VP	F 9.51
14	T-BONE THIN SLICED VP	F 10.03
15	HEB FOB BLUEBERRY YOGURT	
	3 Ea. @ 2/	0.88 F
16	HEB FOB STRANBERRY YOGURT	
	3 Ea. @ 2/	0.88 F
17	HEB FOB PEACH YOGURT	
	3 Ea. @ 2/	0.88 F
18	GARLAND JACKS BROWN SUGAR F	1.00
19	GARLAND JACKS MOLASSES BB F	1.00
20	HCF PEAR HALVES-SYRUP	
	3 Ea. @ 1/	0.88 F
21	GARLAND JACKS CTRY HONEY F	1.00
22	HCF COUNTRY SPREAD - REGU F	2.38
23	HCF 2X MILK	FN 2.88
24	CUCUMBERS 72CT	
	3 Ea. @ 1/	0.62 FN
25	KITCHEN BOUQUET	F 2.38
26	DORITOS NACHO CHEESE	F 1.28
27	PAMPA STEAK SAUCE	F 1.24
28	JUICY DROP POP	TF 1.47
29	REESE KING SIZE BAR	TF 1.00
30	DL VERY VEGGIE SALAD BLEN	
	1 Ea. @ 2/	5.00 F
31	L&P WORCHESTERSHIRE SAUCE F	3.36
32	DR PEPPER 20 OZ NR	TF 1.67
***** Sale Subtotal***		92.10
Sales Tax		2.00
***** Total Sale***		94.10
Account-No.:*****1981		
Appr No.:506513		
Ref No.:491855		
94.10		
*** MASTCRD EPS		94.10
ITEMS PURCHASED: 42		<u>79.94</u>
OUR BRAND SAVINGS	:	\$3.00
ON SALE SAVINGS	:	\$3.03

Receipt 37 (contd. alongside)

Expense Form

❖ **Purpose:**

To summarize your expenses for the claimed month.

❖ **When to prepare:**

Enter the total of each receipt for the month, please total each column; you may enter your expenses into the **Expense Register** on your EZClaims account (see our EZClaims training manual for more information). On your expense form, you may include:

- Rent- to calculate how much of your rent (you cannot claim the whole rent amount as an expense) can be claimed as an expense, please fill out the **Rent Form**, and send to our office; once we process it, we will inform you the amount of rent to put on your expense form.
- Equipment-pots, microwave oven, refrigerator, stove are considered equipment that may be claimed as an expense. This type expense is not very common.
- Labor-part of the labor of one or more employees may be claimed as an expense. A Labor Distribution report must be used to calculate the amount of salary that can be claimed as an expense, and it must be sent along with the copies of your receipts and expense form.

❖ **Submittal:**


The expense form must be turned in along with the copies of your receipts by 5pm on the 4th day of the following month (or last working day if the 4th falls on a weekend/holiday).

Food for Kids, Inc Unaffiliated
Day Care Center/At-Risk Site Expense Form

Name of Center _____							Month/Year _____
Date	Food	Supplies	Equipment	Labor	Rent	Grand Total	
Total							

examples of supplies
 *Hair net
 *paper goods
 *gloves
 *cooking utensils
 *serving utensils
 *storage utensils
 *dishwashing products
 *trash can liners
 *cleaning supplies
 *sanitizing supplies
 *eating tables

To be filled out by sponsor:
 Total expense _____
 CACFP reimbursement _____



updated 08/16/10 YK

Other helpful information

- ❖ **Food for Kids website** www.foodforkidstexas.org

Our website offers helpful information that allows to stay up to date; it also give you access to forms, training notices & policy alerts, deadlines, our contact information, EZClaims, our calendar and conference information all in one place. We strongly recommend saving it to your Favorites and familiarizing yourself with it.

- ❖ **Milk Study Form:**

This form is not mandatory (unless specifically requested by Food for Kids, Inc); however, it can be of great help to assist you monitoring your planned participation and milk purchases weekly to avoid any disallowance due to not purchasing/serving the correct amount of milk based on your planned participation. This form can be found on our website under the tab **FORMS**.

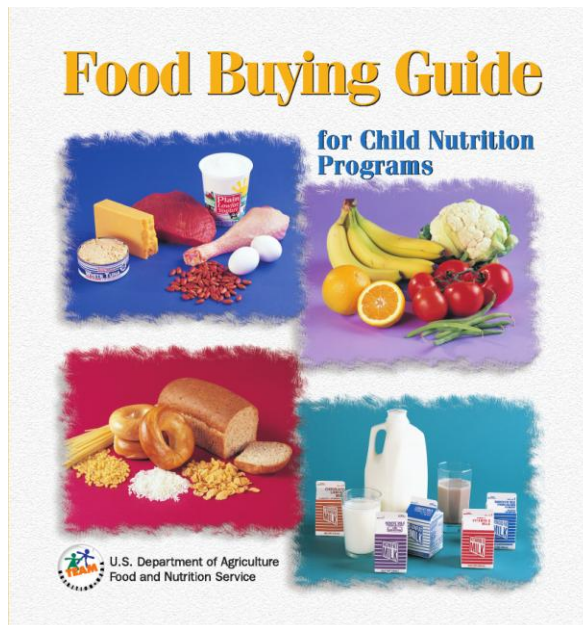
- ❖ **Field Trip Form:**

You may claim reimbursement for meals served during a field trip if the activity is directly related to child care and all program requirements are met. Detailed instructions and the form to be used can be found on our website under the tab **FORMS**.

- ❖ **EZ-Claims Handbook:**

EZ- Claims was created by Food for Kids, Inc to help daycare centers file their claims for reimbursement in an easy, fast yet efficient manner. Our EZ - Claims handbook explains the system requirements and has detailed instructions on how to navigate the site. You may find a copy of this handbook on our website under the tab **FORMS**.

The Food Buying Guide



The *Food Buying Guide for Child Nutrition Programs* is designed to help you in two important ways:

1. It will help you buy the right amount of food and buy it most economically whether you use one of the food-based or the nutrient standard menu planning approaches.
2. For the food-based menu planning options, it will help you determine the specific contribution each food makes toward the meal pattern requirements. This is necessary to ensure that meals provide needed nourishment and meet program requirements for reimbursement.

We encourage you to visit the following link:

<http://fbg.nfsmi.org/>

There, you will find the following helpful tools:

- The Food Buying Guide Calculator for Child Nutrition Programs-an interactive tool that allows you to calculate how much food you need to purchase depending on your children age group.

A link to the Food Buying Guide which you can print in its entirety and/ or save a copy to your desktop for easy access when needed.

Civil Rights

6130 Compliance Reviews

Compliance reviews help to ensure that civil rights requirements are fulfilled at each level of program administration, including the application approval process and the federal and state monitoring efforts.

We will determine whether you and your centers comply with civil rights requirements before we approve your application to participate. We determine your compliance by examining the pre-award compliance review that you complete as part of your initial application. During administrative reviews, we will also evaluate compliance with civil rights requirements.

6150 Complaints

You and each of your centers must have procedures for processing complaints. Your staff and the staff at each of your centers must be able to provide documentation of the procedures and an explanation of the complaint process. If a complaint is filed with you or one of your centers, you must forward it to us immediately.

During the complaint process, we will seek your voluntary compliance within 60 days of a complaint's initial filing. We will document recommendations for, and the achievement of, voluntary compliance. If you do not voluntarily comply within the prescribed 60-day period, we will report the complaint to the regional office of USDA.

6230 Employment

You are prohibited from discriminating against any qualified person based on a disability. You must make reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with disabilities. You are not expected to make accommodations that impose an undue hardship on the operation of the program.

6250 Food Services

Each caregiver must serve special meals without additional charge to children whose disability restricts their diet. Refer to [Items 4112.4](#), Meals for Children with Disabilities, and [4112.5](#), Children with Special Dietary Needs, for additional information related to meals for children with disabilities or special dietary needs.

6320 Services

When evaluating the services that **you** and your centers offer, you should consider the following questions:

- Can the person with disabilities get to your facility with reasonable ease?
- If the person can reach your location, can they enter your facility and access the specific location where services are provided?
- If they can access the location where services are provided, is there an accessible bathroom?
- If they can access the location where services are provided, are necessary accommodations made for their particular disability?

6330 Employment

In accordance with the ADA, you must comply with the following requirements:

- You cannot discriminate against a person with a disability when hiring or promoting staff if the person is otherwise qualified for the job.
- You can inquire about a person's ability to perform a job, but cannot ask whether a person has a disability nor subject a person to tests that screen out people with disabilities.
- You must provide "reasonable accommodations" to persons with disabilities, e.g. job restructuring and modification of equipment.

Note: You are not required to provide accommodations that impose an undue hardship on your business.

CIVIL RIGHTS STATEMENT

Your provider's childcare facility is available to all persons regardless of race, color, national origin, sex, age, handicap, religion, or political belief. If you feel you have been discriminated against on any of these grounds, you may lodge a complaint against the facility to the Civil Rights Department of the Texas Department of Human Services - P.O. Box 149030, Austin, TX 78714 (512) 450-3630.

Complaint Procedure

Give TDHS) your name, address, and telephone number. 2) The provider's name, address, and telephone number. 3) The nature of the incident. 4) The basis on which the parent feels discrimination existed. 5) The names, titles, and business addresses of persons who may have knowledge of the discriminatory act. 6) The date during which the alleged act occurred. You must file within 180 days.

Daycare Center Frequently Asked Questions

- 1. How do I qualify to participate in the food program?**
 - a. You must have a Childcare License issued by TDFPS*
 - b. If you are non-profit you qualify automatically; we will need a copy of your tax-exempt letter 501(c)3*
 - c. If you have 25% of your enrollment on Neighborhood centers or CCMS you can participate; we will need a copy of your most recent CCMS report of attendance.*
 - d. If 25% of your enrollment qualifies for free or reduced meals (based on the information filled out by parents on the income form).*

- 2. If 25% of my enrollment does qualify for free/reduced meals, will I be reimbursed for all children enrolled including those in the paid category?**

Yes, you will.

- 3. What is the rate of reimbursement?**

The rate of reimbursement is a blended rate based on the percentage of free, paid and reduced children participating in that month, and it may change each month based on the enrollment of that month.

- 4. If a child is qualified by CCSM, does the parent still have to fill out an income form for the child?**

Yes.

- 5. What if the parent will not return the income form or refuses to fill it out?**

You take an income form, put the child's name on it and then write across the form "parent refused" and submitted along the enrollment form, so the child can be properly enrolled (the child will be considered to be paid).

- 6. Do I send you receipts?**

Yes, copies of all receipts are due in the office by the 4th of the month (or last working day before the 4th if the 4th falls on a weekend or holiday), with the milk highlighted or circled. Also retain your original receipts in your binder and have available for review during the monitoring visit.

7. Will I be trained?

Yes, FFK or your sponsor will train you:

- a. Before you start participation in the food program; upon sign-up; this training is required.*
- b. You will receive additional New Daycare Center training online; you will receive an email within 30 days of starting participation in the food program by email. This training is required.*
- c. There is also annual training; we will send out notices at least 30 days prior to training date. This training is required.*
- d. There may be additional required training for corrective action or areas of deficiencies. You will be notified if this is necessary.*

8. Will you come to visit the center?

Yes, we will do unannounced visits to observe the meal service. The first visit will be conducted within 28 days of starting participation, and then we will monitor you every 3 to 4 months.

9. Can I claim part of my rent as an expense? How do I determine the allowance rent cost?

Yes, please go to our website, under forms, print and fill out the RENT FORM and submit to our office; we will process it based on the information you provided and will inform you of the allowable rent you can include on your expense form.

10. How do fill out the labor sheet?

- a. If your cook is a dedicated cook, have them sign the certification at the bottom (you may find this form on our website, under forms).*
- b. If your cook does several things, fill out the labor sheet for each task daily and attach at the end of the month.*

11. Do we have to enroll all the children (infants) even if we will not claim them?

Yes, you must enroll all the children regardless of whether they are infants, drop-ins or part-timers. If you don't claim them, you are to show them in attendance, but meals not claimed.

12. If I am using EZClaims, when should I enter my claim into the computer?

- a. *You should transfer the attendance/meal count records from your paper H1535s into EZClaims at least once a week; you should mark the meal counts on your paper copy at point of service. The meals recorded on the paper H1535s and the meal counts entered in EZClaims should match 100%.*
- b. *If your computer is not at the center, you may make copies of your paper H1535s and take them home and enter the data into the computer weekly. Remember that the original H1535s must always be available for review at all times AT THE CENTER.*
- c. *Your claim must be completed and ready for review and processing no later 12 midnight on the 2nd day of the following month.*
- d. *Any changes made after the 2nd day of the following month will be disallowed and not processed.*

13. Can we still submit a claim even if the monitor disallowed some of my meals?

Yes, you can still submit a claim; however you will not be reimbursed for the meals that were disallowed.

14. When will I get my reimbursement?

There is no official date of reimbursement. A center may normally expect to receive their reimbursement between the 25th and the end of the month. Reimbursement is sent via direct deposit; please print a Direct Deposit Authorization form from our website (you may find it under the forms tab), fill it out and send in to the office along with a voided check. You will usually find a message when you log in into your EZ-Claims account advising you that the direct deposit has been done.

15. Will the direct deposit be on my account the next day I see the message in my EZ-Claims account, and how much my reimbursement will be?

No, the direct deposit can take up to 3 working days depending on your bank, and the amount of the reimbursement is posted on your EZ-Claims account under the center detail page.

16. Why can't I use the old forms?

We are required to only process the current approved forms of the state of Texas.

17. How do I change a meal time?

*We must have your mealtime change request in writing. You may email or mail us your time changes, but remember the new mealtime will become affective the first of the following month. Also, remember to include the starting **and** ending time of the meal on your request.*

18. What if a child arrives after the ending of my meal service time, but she still eats?

You may feed the child, however the child may not be claimed for the meal. You can only claim meals served within your meal service times.

19. Can I fax my enrollment forms?

You can only fax a total of 10 pages a month (those 10 pages may include enrollment forms and/or any other document approved to be faxed by Food for Kids); however, once you have faxed 10 pages within a month, you can no longer fax anything else.

21. What if the 25th/4th is a weekend or holiday, what do I do?

You must take the necessary steps to ensure that we receive your paperwork on the last workday on or before the 25th/4th.

22. What happens if I fail to certify my claim by the 2nd day?

Your claim is locked on the 3rd of the month; we cannot process your claim without the certification signature on your claim. Normally, we will send an email with instruction on what steps to take to attempt reimbursement on your late claim; we cannot guarantee that your claim will be reimbursed, and if the state decides to process your late claim, expect your reimbursement 60-90 days later.

23. Why can't I get my reimbursement this month?

There may be several reasons:

- *You failed to attend required training*
- *You failed to send your enrollment renewals as requested.*
- *You failed to send your license renewal as requested*
- *Your center does not have the 25% required to participate that month.*
- *Your center is under investigation*
- *Your center has not responded to the corrective action plan.*
- *You failed to submit your receipts or other required paperwork as requested.*
- *Your receipts do not validate your claim (not enough food/milk purchased).*

24. What if the parent brings the meal?

You may not claim the meal.

25. I had my menus available for review when your monitor came, the only thing missing on them was the quantities, why was I disallowed for those meals?

All menus must be completely filled out (including but not limited to quantities) and up to date; any menus missing any required information will be disallowed.

26. When do I send in a CN labels?

Please mail a clear copy before the end of the claim month, and remember that you must also keep a copy of the CN Labels in your file or binder AND use it when preparing that food item to ensure the correct quantities are prepared and served.

27. Why did I get disallowed for the menu because the menus weren't in the center?

It is required that CACFP records are available for review upon request, this includes but is not limited to menus (form H1530) and attendance forms (form H1535).

28. Your monitor came when I wasn't at the center, and my worker did not know where I keep the paperwork; what's going to happen? The records were there.

All meals that the monitor was not able to review will be disallowed.

29. What's going to happen if I miss training?

You will not receive reimbursement until training requirements are met. (There is no retroactive reimbursement)

30. How come you can't fix my claim/enrollment paperwork? I thought you were supposed to fix things. Can I come fix it?

You have been misinformed. You must check all forms and records prior to sending them to the office. Food for kids cannot fix any of your paperwork, and you cannot come and fix your claim once you have certified that everything on it is true and correct to the best of your knowledge. This is why it's important that you review your claim and paperwork before submitting it to us.

31. Can I have special meal service times on holidays?

No, your mealtimes are to be the same each day including holidays

32. What is date should I put as the enrollment date for a child?

The enrollment date is the date you first enroll the child in the food program, not into the center. If you are renewing enrollment, the date is the 1st day of the month you are renewing.

33. How should I drop a child?

You may drop the child on the drop children page on EZ-Claims. Please refer to our EZ-Claims handbook for more information.

34. What is the incomplete form policy?

As a courtesy, we will e-mail or call your center to advise you of what forms are incomplete and what information is missing.

35. I received a notice for training that says it's mandatory, but I've already been to training, do I still have to come?

If you receive a notice of training, you must attend or send someone from your center.

36. I was not able to attend training, but I sent one of my workers instead; however, I would like one on one training from you.

You should get the information from your staff person and read correspondence that is mailed to you. Although we will be happy to assist you and provide technical assistance over the phone, we cannot provide you with all the material covered during the training.

37. I have hired a new person, can you come and train them or can I send them to training?

You are responsible for training your new staff; you may contact us to see if we have any extra training available online.

38. How do the free, reduced and paid categories affect the reimbursements?

The free, reduced, and paid categories are one of the elements that determine your reimbursement.

39. What happens when I don't send in my renewals by the deadline I was given?

You are not eligible to participate since all your children will be dropped.

40. How do I recognize the direct deposit on my bank account, will it say food for kids?

The direct deposit will say "meal service account" on your bank account.

41. What does one point of contact mean? Why can't both I and my assistant director be contacts?

This means there has to be only one person from your center to call, ask questions or make request concerning the center. Having more than one contact person can make the communication between your center and food for kids confusing and may lead to misunderstandings.

42. When serving meals to the children, I can hold the milk until the end right? Otherwise, they'll drink it right away.

No, you cannot serve the milk or any other components last. All required components must be served at the same time; it is ok to let them decide which component he/she will eat first and how much.

43. Can I still claim a meal, even if a child does not eat all the food served?

Yes, as long as you served all required components and the correct quantities according to the age of the child; you can claim the meal even if he/she didn't eat all of it.

44. How do I know if I had any disallowance for my claim after I submit it?

After we are done processing your claim, you will receive an e-mail informing you if you had any disallowance. At that point, go to the disallowance section in EZ-Claims and review them.

45. I can claim lunch for school age children when there is no school, right?

Yes, school age children may be claimed for lunch only when school is out, but remember you have to notify us of this by entering the dates and the reason school was out in the **Holiday Notifications** section in your EZ-Claims account. If you fail to inform us of this, those meals **will** be disallowed when we process your claim.

Help Maintain the Integrity of the Program