



## PROVIDERS FOOD PROGRAM – JANUARY 2012



### HAPPY NEW YEAR

What are your New Year Resolutions? Is one of them to get better organized with your food program records? Once you are organized it is easier to maintain and it will relieve stress. You will never have to worry about unannounced visits and not having your menus up to date. No need to pretend you are not home when we knock on the door. Using the folder we pass out will keep the necessary paperwork together. Some providers like using a binder with plastic sleeves. Some other things to consider to stay organize:

- Think about designing cycle menus and following them. This is also possible to do on internet menus by copying and pasting one month to the next
- If that doesn't work for you, schedule some time on Sunday night to write out the food you will be serving for the week.
- By doing either of the above by the end of each day, all you will have to do is attendance.
- By doing your menus (food) prior to meal service and attendance by the end of the day which are both required, you might find your reimbursement is slightly higher each month because of accuracy.
- Send in enrollments before the end of the month. Place your copy of the enrollment in your food program folder right away.
- By being organized, it will take you less than 5 minutes a day to do your food program records.

### INCOMPLETE ENROLLMENTS

Each month we received many enrollments that are incomplete and missing vital pieces of information. We cannot enroll a child into our program without all the information required. In the past we have called providers, however that takes time away from processing menus for all providers.

We will now send you a letter and a copy of the enrollment showing what is missing. If you forget to send in an enrollment, your menus will be processed and a note will also be sent to you. **You will have 5 days to either fax or mail the corrected enrollment back to us for an adjustment on your menus.** Please review all enrollments to make sure everything is complete before sending it into the office.

### NEW MILK POLICY

If you have a parent that does not want their child age 2 and over drinking non fat or 1% milk, we will need a Doctor's note.

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### FACEBOOK USERS

Do you have a facebook account? If so friend Minute menu. They share a lot of great ideas.

<http://www.facebook.com/pages/Minute-Menu/69833052208>.

Also friend Tom Copeland who is an expert on day care taxes. <http://www.facebook.com/pages/Minute-Menu/69833052208#!/profile.php?id=100002680656695&sk=wall>

### NEW SESAME STREET CHARACTER FOCUSES ON HUNGER STRUGGLE

There's a new Muppet on "Sesame Street" and she will focus on her hunger struggles. The new Muppet is named Lily and her family is dealing with food insecurity. She was featured on a prime time special called "Growing Hope Against Hunger" that aired on October 9, 2011. This special showed children telling their personal stories of their family's struggle with hunger, community solutions, including food drives and assistance programs. The US Department of Agriculture estimates 17 million American children have experienced food insecurity.

### WHEN SHOULD CHILDREN WASH THEIR HANDS?

- Upon arrival at the facility
- Immediately before and after eating
- After using restroom
- After playing on the playground
- After handling pets, pet cages, or other pet objects
- After blowing nose or whenever hands come in contact with bodily fluids.
- Whenever hands are visibly dirty
- Before going home

Adapted from Tips for Handling Food Safely, NFSM

### MAILING MENUS

Providers that mail in their menus each month might want to think about doing their menus online. The post office is in the process of making changes, one of which concerns first class mail. It will no longer be delivered the next day. This delay could cause your menus not to make the 1<sup>st</sup> bill.