

Annual Enrollment Update

All Day Care Home providers with the last names beginning A-M are required to update their enrollment forms in the month of June. We are requesting that you send in your enrollment forms by the last day of June for all currently enrolled children to stay in compliance.

Home Providers with the last names beginning N-Z are required to update their enrollment forms in the month of August. Send in your enrollment forms by the last day of August for all currently enrolled children to stay in compliance.

Before updating your children's enrollment forms, ensure you have the correct enrollment form for the upcoming fiscal year, and double check it to make sure it is complete. If you have any questions, reach out to

T & T Tutor World, Inc.

June 2021 Newsletter

Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

The implementation for measuring grains using ounce equivalents **begins October 1, 2021**. If you need a refresher on how to measure grains using ounce equivalents, view the recorded training from January 2021 below. I have also attached the link to the grains measuring chart. Download this chart so you will know how much of a grain items you need to serve to meet the CACFP meal pattern requirements.

- Using Ounce Equivalents for Grains in the CACFP 1/14/2021
<https://attendee.gotowebinar.com/recording/1625652543248385037>
- [USDA Grains Measuring Chart](#)

Before October 1, 2021, view the [USDA Grains Measuring Chart](#) and

1. Find the grains you are currently using on the chart
2. Calculate the amounts of the grains you will need to serve to the age groups you have enrolled in your daycare

Whole Grain Food Items

The Child and Adult Care Food Program requires a whole grain to be served at least once per day. Whole grain food items are required to be marked on your menu as "WG." As documentation, keep pictures or labels from the packaging of the whole grain food items you serve. To view more information on whole grains, visit the link below.

<https://www.fns.usda.gov/cacfp/grain-requirements-cacfp-questions-and-answers>

Child Nutrition Labels

All commercially prepared food items that contribute to the meat/meat alternate component of the meal pattern require a CN Label. When purchasing these food items, ensure the CN label is on the packaging before finalizing your purchase. We recommend you do not purchase the food item without the CN label information on it. Keep all CN labels on file in your food program binder. SC providers and centers, send a copy of the CN label to your assigned office staff person. Failure to send T & T staff

your assigned office staff person.

member the exact CN label that is on the package and represents the food item, means that the meal will be disallowed. You should check the CN label each time you purchase the item because it could be different. See more information on CN labels [here](#).

Contact Us

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Annual Training

All providers and centers are required to attend annual training; this includes Center staff that perform food program duties. T & T Tutor World, Inc. has provided three virtual webinars to fulfill this mandatory requirement. **If you have not participated in all three trainings, you are out of compliance.**

To come into compliance, view the training you are missing below. There will be questions asked throughout the recorded webinar. To receive credit for the training, email the answers to the questions to lhorton@tandttutorworld.org. Once you have emailed in your responses, you will receive a certificate sent back to you via email.

Using Ounce Equivalents for Grains in the CACFP 1/14/2021

<https://attendee.gotowebinar.com/recording/1625652543248385037>

Required Records in the Child and Adult Care Food Program (CACFP) 2/16/2021

<https://attendee.gotowebinar.com/recording/7330084895135772941>

Civil Rights, Serious Deficiency, Appeal Procedures 3/16/2021

<https://attendee.gotowebinar.com/recording/4338325851203678214>

All Center staff and Home Providers that do not complete the required Annual training by or before June 30, 2021, will be sited as being Seriously Deficient. In the case of the Center, the center will be Seriously Deficient (SD), and a Home provider will be SD if the provider has not completed training.

Receipts (DC and SC Centers)

Facilities are required to submit their receipts for purchases made throughout the claim month. In an effort to ensure that you receive as much money as you are entitled too, we are asking that you purchase your food based on the items on your menus. Enter your food items, from receipts, in the Minute Menu system by or before each Sunday. Please be advised, if you have food on your menus that is not on a receipt or an explanation of where it was obtained, the meal will be disallowed (SC Centers). We are required to make sure that the Food came from a suitable place. The purpose of the receipt is to show you are spending the money on approved items and that the same food items are on both the receipt and menus. Food and milk should be

purchased separately. You should have a receipt for Food and another for supplies. Again, the only food items that should show up on the receipt are the food items that are on your monthly menus. Your receipt should support what is being served on your monthly menu.

SUMMARY

Personal items should not be on food program receipts. Unapproved food items and supplies should not show up on food program receipts. Receipts are used to further prove your compliance with the Child and Adult Care Food Program.

According to T & T Tutor World, Inc. Receipt Policy, receipts are required to be entered on a weekly basis. When entering your receipts, enter a brief description of the items purchased on the receipt in the “description” box. Beginning July 1, 2021, submit your receipts weekly to Sara Wisenbaker, Center Program Specialist.

Milk Inventory Form (DC and SC Centers)

When completing the milk inventory form, please follow the instructions. The manual form should match the information in Minute Menu under Milk Audit. If it does not match, you should change what is in Minute Menu. to make sure it agrees with your manual inventory sheet. Look at your previous month carryover in Minute Menu CX and compare it to what you physically see in your refrigerator. **What you physically see in your refrigerator should be filled in on the milk inventory form and you should update the Minute Menu CX system using the information from the inventory sheet. Some centers have been putting ‘0’ gallons in Minute Menu.** Beginning the month with zero (0) gallons means you should go and purchase milk on the first day of the month in order to meet the meal pattern requirement for meals served. The milk inventory form is a very important document. Please ensure your staff know how to fill out the milk inventory form correctly. We will review the process of completing the Milk Inventory form during our next connection meeting (see dates below). Beginning July 1, 2021, Minute Menu CX will be tracking milk daily to make sure there is enough for each day based on the receipts entered. If there is not enough milk for the day, the meal will be disallowed

T & T Tutor World, Inc. is the leader in guidance and tools for supporting child care providers to serve nutritious meals.

Upcoming Conference Call Schedule

DC Homes: 7/19/21 @ 1pm

NC Homes: 7/20/21 @ 1pm

DC Centers: 6/29/21 @ 1pm

SC Homes: 7/22/21 @ 1pm

SC Centers: 6/30/21 @ 1pm

Phone Number: 302-202-1118

Conference Code: 499190

Get to know your T & T Tutor World, Inc. Staff



My name is Lillian Dillard, CEO. I grew up in Pitt County, and was educated in the great state of NC. My Hero and she-ro were my parents, Charlie and Nellie Darden. They laid the foundation for me. The work ethic and Core values that I have exhibited throughout my life, are due to the foundation that they laid.

My Favorite Family vacation spot is Greenville, NC. There is no place like home. Getting together with family is something that I treasure.

I have three proud accomplishments. First I am proud to have graduated from Winston Salem State University with a BS degree, and The University of North Carolina at Wilmington with a Master's Degree. Secondly, I am proud to be a mother to my Son, Christopher and a grandmother to my grandchildren. Thirdly but not least, I am proud to be the President and CEO of T & T Tutor World, Inc. I have been on the Journey with T & T Tutor World, Inc for 40 Beautiful Years. I am proud to be a part of a program that is striving to provide nutritious meals, stamp out obesity, and food insecurity.

When I was small I wanted to become a Teacher. To "GOD BE THE GLORY", I was able to realize that dream. If I could choose to do anything for a day, I would choose to teach Day Care Provider.

Thank You, T & T Tutor World, Inc. Board, staff and Child Care Providers for welcoming me into your lives. It has been a beautiful Journey for 40 Years.



My name is Sara Wisenbaker, Center Program Specialist. I was born and raised in the Charleston SC area. I spent 5 years in Georgia and 5 years in Tucson Arizona. This part of Charleston will always be home. I was educated at Hanahan High School with some college that has provided me with the skills to be an asset to any office setting.

I have 3 dogs in my home and 3 cats that are mine but are very much their own. Animals and kids probably mean the most to me. My favorite author is Terry Pratchett. When I was little I wanted to be a teacher. The last movie I saw was Mortal Kombat. To me, it was way better than the older one.

My heart is definitely in this job as I was one of the kids that was grateful for the opportunity to have nutritious meals provided at school. I can't wait to get out in the field and meet you all in the upcoming coming fiscal year.

Non Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email:

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Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o

local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en:

http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

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- (2) fax: (202) 690-7442; o
- (3) correo electrónico: .

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