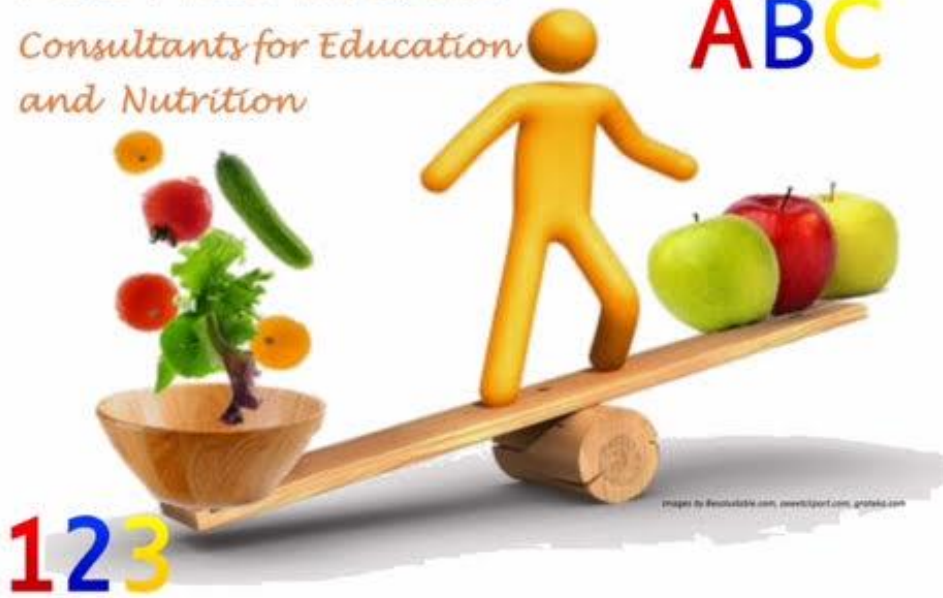


T and T Tutor World, Inc.  
 Consultants for Education  
 and Nutrition



# September Newsletter

9-1-2016

## CACFP Center Reminders

### Enrollment Form/ Income Eligibility Form Policy

Each child's information should be entered into Minute Menu upon enrolling the child in the center. Submit a copy of the enrollment form and income eligibility form to T&T Tutor World, Inc. within two days of the child's enrollment.

### Receipt Policy

All day care centers are required to enter all receipts in Minute Menu (MM) and submit their original receipts, and a copy of the original receipt, for food and non-food items to T&T Tutor World monthly with each report post marked no later than the 2<sup>nd</sup>. Reports received post marked after the 2<sup>nd</sup> could be returned unprocessed.

### MILK

- **2% MILK IS NOT APPROVED**
- Whole milk should be served to children under 2 years old.
- 1% milk and skim milk should be served to 2 year olds and older

A Medical statement is needed for the child(ren) that cannot drink cow milk. The medical professional must indicate the substitution(s) (milk) that the child can be served.

### Recipe/CN Label Policy

It is required that you submit your CN label/Recipe for all required food items and submit your recipes for all combination foods along with your menus monthly.

CN labels and recipes should also be filed in your Food Program binder.

When inputting menus into Minute Menu CX, it is now required that you indicate which foods you have a recipe/CN label for under the menu notes.

### New Rates

	Breakfast	Lunch	Supplement
Free	\$1.71	F \$3.16	F \$.86
Reduced	\$1.41	R \$2.76	R \$.43
Paid	\$.29	P \$.30	P \$.07

### Training

All providers are required to attend annual training. Below you will find the location and dates for upcoming workshops. Please inform the office staff about your plans to attend and how many will be in attendance.

Location TBA March 25, 2017

### Make Eating a Pleasure

- ✦ Serve meals in a bright and attractive room.
- ✦ Select and arrange food on plates in ways that make the meals interesting and attractive.
- ✦ To make meals interesting, include a variety of colors, flavors, textures, and shapes. Differences in temperature can also add interest. For example, crisp, cool, raw vegetables can be a nice contrast to warm soup.
- ✦ Set a good example. Eat at the table with the children and encourage conversation.

## RENEWALS

Many of you have expired Enrollment Forms and Income Eligibility Forms resulting in a reimbursement at the paid rate for the July claim. Moving forward, all Enrollment Forms and Income Eligibility forms should be renewed by September 30, 2016 and each year in September. This will put everyone on a cycle that will lead you to receiving their maximum reimbursement.

A Complete Enrollment Form Includes but is not limited to:

- + Child Name
- + Meals Served
- + Days Attended
- + Parent Signature
- + Director Signature
- + Date of Signatures

A Complete Income Eligibility Form Includes but is not limited to:

- + Child Name
- + Parent last 4 of social
- + Race
- + Ethnicity
- + Income amount/food stamp/TANF number

Incomplete Income Eligibility Forms result in the child being classified as paid.

Please send Enrollment Forms and Income Eligibility Forms to:

*T&T Tutor World, Inc.*  
**7700 Old Branch Ave. Suite D 206**  
**Clinton, MD 20735**

### FOR ANNUAL RENEWAL ONLY

## Excess Funds Policy

If more than three (3) months average expenses are retained in your account, the nonprofit food service balance is considered "excessive". One month's average expenses can be determined by dividing the total prior year's expenses by the number of months in operation that year.

When an excessive balance is discovered by either the Center or the Sponsor, a written plan must be immediately devised to bring the excessive balance to no more than three month's average expenses by a specified timeframe. The plan must be developed

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within 10 days of the time the excessive balance is discovered.

## Some Allowable Uses of Excess Funds

- + Improving food preparation facilities or equipment (require specific prior written approval);
- + Improving services and raising the professional standards, education level, and skill set of its staff (require specific prior written approval);
- + Expanding the variety of creditable meals;
- + Increasing the amount and variety of whole grains, fresh fruits and vegetables;
- + Enhancing the services of vegetables to serving more legumes, and dark leafy green vegetables.
- + Begin paying all employees that are involved in the CACFP operation.

## Point of Service

We found that some centers were marking children in attendance that were marked as withdrawn in the system. This act is seriously deficient.

Point of Service means mark the child's attendance of the meal as they are eating. Anything other than that is considered to be over claiming which is, again, seriously deficient.

## End of the Month Submission

Please remember to send in:

- + Attendance/meal count
- + Dated menus
- + Recipes/CN labels
- + Milk inventory
- + In/out forms

This should not be post marked any later than the 2<sup>nd</sup> at the beginning of each month.

## Monitor Visits

Be ready and prepared at all times for day care visits.

Please remember that you are required to have two (2) unannounced and one (1) announced visit during the fiscal year between October 1st - September 30th.

You may receive more than three (3) visits if we have to conduct a follow-up visit on your facility.

Your paperwork should be on hand and up to date at all times. Your paperwork for the current fiscal year should be available in your center and the previous three (3) years should be reachable within an hour.

The following forms and/or paperwork should be in place at all times:

- + Binder with all forms to include
  - o Application
  - o Agreement
  - o Enrollment forms
  - o Cn labels/recipes
  - o Dated menus
  - o Meal count/attendance
  - o Time in & time out forms
- + Current month's menus should be dated and posted
- + Posted license/registration

## President's Comments

Water should be made available to children at all times.

Please encourage children to drink water in between meals.