

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



October 2017 Newsletter

CACFP Reminders

Enrollment Form/ Income Eligibility Form Policy

Each child's information should be entered into Minute Menu CX upon enrolling the child in the center. Mail 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 2nd of the next month. Reports received post marked after the 2nd 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 CENTERS

Breakfast		Lunch		Supplement	
Free	\$1.75	F	\$3.23	F	\$.88
Reduced	\$1.45	R	\$2.83	R	\$.44
Paid	\$.30	P	\$.31	P	\$.08

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.

DC Center:

January 20, 2018
10 am- 1:30 pm
Francis A Gregory Neighborhood Library
3660 Alabama Ave SE
Washington DC 20020

South Carolina:

February 24, 2018
10 am- 1:30 pm
Colleton County Memorial Library
600 Hampton St
Walterboro, SC 29488

March 24, 2018
10am- 1:30pm
Mini Conference for Homes and Centers
Charleston Area Convention Center
5000 Coliseum Dr, North Charleston, SC
29418

May 19, 2018
10 am- 1:30 pm
25 Heritage Green Place
Greenville, SC 29601

June 23, 2018
10 am- 1:30 pm
Florence County Library
509 S Dargan St
Florence, SC 29506

End of the Month Submission



CENTERS Please remember to send in:

- 📁 Attendance Summary
- 📁 Meal Count Summary
- 📁 Dated menus
- 📁 Recipes/CN labels
- 📁 Milk inventory
- 📁 Receipts
- 📁 Invoices
- 📁 Donations (if applicable)
- 📁 Labor Tracking
- 📁 Labor Payment

This should be post marked by the 2nd of the next month.

Monitor Visits

Be ready at all times for day care home/center visits. All visits **CAN** be unannounced.

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
 - Application
 - Agreement
 - Enrollment forms
 - Cn labels/recipes
 - Dated menus
 - Meal count/attendance
 - Income Eligibility forms
 - Milk Inventory forms
 - Receipts
 - Invoices
 - Donation letters
 - Labor tracking
 - Labor payment
- 📁 Current month's menus should be dated and **POSTED** for both infants and non infants
- 📁 Posted license/registration
- 📁 Posted "And Justice for All" poster
- 📁 Posted WIC information

Child Enrollment Department

T&T Tutor World, Inc., now has a child enrollment department. This department will now receive all enrollment forms and income forms. All enrollment and income forms should be updated on a weekly basis. Our policy states that enrollment forms and income forms are to be sent into the T&T Tutor World, Inc., office within 2 business days of the new enrollment. If you have enrollment/income updates, please send those in on a weekly basis so that they do not interfere with your claim. **ANY ENROLLMENT FORMS THAT ARE SENT IN WITH YOUR CLAIM WILL NOT GO ON THAT CLAIM.**

Child Withdrawal

It is the responsibility of the provider or center to withdraw any children that are no longer in care. Listed below are the steps to do this.

Minute Menu CX users:

Log into Minute Menu CX>>select child in the green shortcut box>>select the drop down>>select the child you want to withdraw>>select withdraw on the bottom left-hand side>>enter the date the child was withdrawn

If a child that was withdrawn returns please send in a new signed enrollment form for that child. This must happen in order for that child to be activated again. You are not able to reactivate a returning child.

Freezer

Any food that has been put in the freezer should be dated, especially if it is in a freezer bag. That way you will know what to use first before it goes bad. If it is found that you or your center has food in the freezer in a freezer bag but the bag has no date on it, that is considered to be a finding that needs a corrective action and you will be written up for it.

In accordance with the U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write the USDA, Director, Office of Civil Rights, Room 326 W, Whitten Bldg., 1400 Independence Ave. SW, Washington, DC 20250-9410 or call (202)720-5964 (voice & TDD). USDA is an equal opportunity employer

Updated Meal Requirements

For a refresher on the updated meal requirements, please review any information received at recent trainings and the July 2017 newsletter.

President's Comments

Water should be made available to children at all times.

Please encourage children to drink water in between meals.

Contact Us



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Mission Statement

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

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