

License Rule

All updated licenses need to be in the office on or before the 5th of the month it expires. If your license has a gap from the date your old one expired until the date on your new license, we will be unable to pay you for that time period.

Enrollment Forms

Please put your NAME (Day Care Provider) on all enrollment forms. Remember to date them with the correct year or they will be returned. It is important that you review all enrollments before submitting to the office. All information needs to be filled in correctly and the enrollment must be completed or again, it will be returned. Enrollments are due on or before the 25th of each month. Enrollments should reach the office before your claim. Please **DO NOT** put enrollments in with your claim.

Application & Agreement (changes)

If you would like to make any changes to your Applications and Agreement, you first need to call the office. Please do not assume you can add on meals and supplements. We will only reimburse you for meals and supplements approved by our office.

Block Claims

A block claim is a claim that does not change in claiming numbers. If your claiming numbers never change that means no child is ever absent from your care. While some months this may be possible and you may secretly wish everyone would take a vacation, your point of service and attendance cannot be the same every month. Remember, claiming children who are not present for those meals are fraudulent and will result in your termination from the Child and Adult Care Food Program.

Disclaimer:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users

The Food and Nutrition Service is an agency of the Department of Agriculture An Equal Opportunity Provider and Employer!

CACFP NEWSLETTER

Child and Adult Care Food Program

Newsletter On Our Website

The CACFP (Child and Adult Care Food Program) newsletter will **NO LONGER** be mailed to you. The newsletter is now found at this website. Each month we will update the information. For those persons who do not have a computer, please contact the office and we will assist you on how you can obtain the information. We ask for your patience during this transitional period.

Monthly Statements

Monthly statements will be mailed with your checks.

Photo Release Forms

We are still waiting for the return of the photo release forms from your day care parents. DPA would like to photograph your day care home/center serving a meal that will be put on our website but, we must have the photo release form in order to do so. A day care home / center will be chosen every three month's from each of the three counties. This is an exciting incentive for the kids and parents and it will also provide exposure for your day care home/ day care center. So please return the forms as soon as possible.



Infant Menu

If you administer breast milk **only** to infants less than 5 months of age, **YOU CAN** claim the infant on your menu and will receive the reimbursement. **Remember: Infant menus must be initialed by the parent!**



Mailing Your Claim, Forms, etc.

Please remember that if you are using old forms, the address has changed. All claims, license, enrollments, etc. should be mailed to 101 W. Loockerman Street Suite 3B, Dover, Delaware, 19904. All forms can also be obtained from our website. Enrollments should reach the office before your claim on or before the 25th of each month and your **claim must be postmarked or in the office by the 5th of each month otherwise, it is considered late.**

FAXING

Remember, you **MUST** get permission from staff before faxing. Your original must be mailed otherwise your faxed copy will not be accepted until we receive the original.

A fax copy is sometimes difficult to read that's why it is important that you mail your original.

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Processed Meats

Processed meats should only be served once every 2 weeks.



Serving Milk



Milk must be served during breakfast, lunch, and supper.

Ages: 1-2 years - Whole milk

Ages: 2- older - 1% or Skim

It is **NOT** necessary for you to tell us what percentage you are serving. If you should decide to indicate the percentage, please make sure it is the correct percentage otherwise, you may be disallowed

Extra Foods

Serving your child extra foods at mealtime will cause a disallowance of your entire meal if the food items are not creditable. For ex: puddings, ice cream, popcorn, chips, bacon.

Corn Flakes

Please note that although Corn Flakes **ARE** credible they are not considered a whole grain. If you serve them make sure that a whole grain is offered during the course of that day.



August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 <i>DAY CARE (CENTER) CLAIMS DUE</i>	4	5 <i>DAY CARE (HOMES) CLAIMS DUE</i>	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 <i>ENROLLMENTS DUE</i>	26	27	28
29	30	31				

NEW PROVIDERS:



Kimberley Hall
India Street



- RITZ CRACKERS*
- SALTINES*
- GRITS*
- CREAM OF RICE*
- Cheez Its*
- Gold Fish Crackers*

***NOT CONSIDERED A WHOLE GRAIN UNLESS INDICATED ON MENUS!!!!**