Midwest Child Care Association

Your Child Care Partner

MIDWEST CHILD CARE ANNUAL CENTERS TRAINING

June 16, 2021
12:30 pm-3:00pm
1. Introduction of staff and welcome – Janet Herzog
2. What’s in Your Packet – Janet Herzog
3. Income Eligibility/Enrollment forms (IEF’s) and infant documents – Joni Mengler
4. Menu Production Records and Processed Food Reminders – Lacey Drews
5. Menu Receipts and Labor Sheets – Carrie Heuertz
6. Infant Production Menus and Infant Documentation – Lacey Drews
7. KidKare – Lacey Drews
8. Vendor Contracts and Procurement – Janet Herzog
9. How is Your Center Losing Money – Lacey Drews
10. Seriously Deficient – What does this Mean? – Janet Herzog
11. Closing and Important Reminders – Janet Herzog
WHAT’S IN YOUR PACKET?

- IEF...to be used starting JULY 1st – English and Spanish
- Parent letter...should always be given to parents with the IEF
- Infant Menus – English and Spanish
- Meal Pattern Chart...this should be on display wherever plates are prepared
- Milk Substitution List, WG Handout, CN Label, and Cereal and Yogurt info
- WIC Approved Food List
- Building Bright Futures flyer....please hang where parents and staff can view
- KidKare Training Links
- Food Buying Guide Handout
ENROLLMENT/INCOME ELIGIBILITY FORMS

- Begin using new 2021-2022 form July 1st
- Use addendum for families with more than 5 children or more than 4 additional family members
- Distribute instruction sheet and income chart
When enrolling an infant under 12 months old, this form needs to be included with their enrollment form.
## Enrolling Foster Children

### CENTER NAME

**INCOME ELIGIBILITY & ENROLLMENT FORM FOR CHILD CARE CENTERS**

**JULY 1, 2020 THROUGH JUNE 30, 2021**

### Part 1. CHILD ENROLLMENT: Complete the information before for all children in care. If the child is an infant, foster child (legal responsibility of a foster care agency or the court). Check street address or a non-significant child, please check the box.

- **Last Name, First Name:** Smith, Joe
- **Date of Birth:** 2/3/14
- **Enroll Date:** 7/1/20
- **Times of Care (Weekend):** 8.00
- **Usual Days of Care:** M, T, W, F, S
- **Nurse/College Available:**
  - **Infant:**
  - **School Age:**
  - **Head Start:**
  - **Foster Child:**

### Optional: Please check the ethnicity and race of the child(ren) you are enrolling.

- **Ethnicity** (select one or more):
  - Hispanic or Latino
  - Native Hawaiian or other Pacific Islander
  - Black or African American

### Part 2. HOUSEHOLDS EXCEEDING THE INCOME GUIDELINES: Complete Parts 1, 3A and 4.

- **List personal use income or mark**

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**Foster parent completes enrollment section AND income section — no other income information is required unless enrolling their own children.**
INCOMPLETE ENROLLMENT FORMS

A quick review of the form can save you time and money!

- Has parent completed the income section?
- Have they included their Social Security number?
- Is there a case number listed if applicable?
- Has parent signed the form?

Making sure the income section is complete can make a big difference in your reimbursement amount!
ENTER THE CHILD IN CX RIGHT AWAY

**DATE OF ENROLLMENT** is the first day you begin claiming meals

*You deserve to be reimbursed right from the start... Don’t lose money on those first few meals!*

**PROFIT**
Enrollment Updates for Meals/Hours/Days

- Use child’s current enrollment form — have parent make changes to schedule, then initial and date next to the updated information.

- Parents do not need to update income. They should only update income if it has decreased.

- A new enrollment form is needed for any income updates.
ANNUAL ENROLLMENT RENEWALS

- All children need new enrollment/income eligibility forms completed annually
- Wait for the email informing you of your renewal month
- You will have one month to collect new forms from parents
- Children starting care the month prior to your renewal month will also need renewed
- Your renewal month could change depending on the number of centers Midwest sponsors
- Renewals should be mailed in with you mid-month or end of month paperwork
FREE/REDUCED/PAID MEALS

- Families receiving SNAP benefits will qualify for the higher reimbursement rate.
- Title XX, Medicaid and WIC are not qualifying programs. Encourage these parents to complete the income section.
- Parents have the option to refuse if they are over the income guidelines.
SEND MIDWEST THE ENROLLMENT FORMS

Before the end of the month!

402-551-7198

Consider using Priority Mail for your monthly claim

jmengler@midwestchildcare.org
A Meal Accommodation form is required for these types of milk

- Soy Milk
- Lactose Free Milk
Almond Milk - Cashew Milk - Children Over Age 2 Requiring Whole Milk

*Center is required to provide milk substitute if medically necessary*
Please type any questions in the chat box
Please include the TYPE of cereal (hot and cold) and yogurt, the serving size and the amount of sugar in that serving.

Menu changes... if you change menu items, please update menu production records AND CX

Extra Documentation... if you serve extra items, serve donated foods or just need to give us extra information, please include notes on your menu production records.

Milk... please be sure that you are offering a FULL serving of milk to each child. Check your cups to make sure they are big enough.
PROCESSED FOOD REQUIREMENTS

- Time for new labels! NDE required that all centers obtain new CN labels or Product Formulation Statements each year.
- Labels are required for all processed foods, whole grains, cereal, yogurt.
- Old CN labels should be removed from binder and stored with old IEF’S.
- Make sure labels are clear and easy to read. If you can’t read them, we can’t either.
- The more organized your labels are, the faster we get through them at our reviews.
**PROCESSED FOOD REQUIREMENTS**

**Nutrition Facts are NOT CN labels/PFS**

<table>
<thead>
<tr>
<th>Nutrition Facts</th>
<th>CN</th>
</tr>
</thead>
<tbody>
<tr>
<td>This 5.00 oz. Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, 1/4 cup serving of vegetable, and 1 1/2 servings of bread alternate for the Child Nutrition Meal Patterns Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 00/98**)</td>
<td>CN</td>
</tr>
</tbody>
</table>
When serving processed foods, please include documentation:

**Chic'n Time**

Five 0.89 oz. fully cooked whole grain breaded chicken breast patty nuggets with rib meat provides 2.00 oz. equivalent meat/meal alternate and 1.00 oz. equivalent grain for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDAG 02/19).

**Non Infant Menu Production Record**

<table>
<thead>
<tr>
<th>Component</th>
<th>Food Served/Planned</th>
<th>1 Yr</th>
<th>2 Yrs</th>
<th>3-5 Yrs</th>
<th>6-12 Yrs</th>
<th>13-18 Yrs</th>
<th>Adults</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brd/Alt</td>
<td>Wheat Bread (LABEL REQUIRED)(WG)</td>
<td>1/2 slic</td>
<td>1/2 slic</td>
<td>1/2 slic</td>
<td>1 slic</td>
<td>1 slic</td>
<td>2 slic</td>
<td></td>
</tr>
<tr>
<td>Veg</td>
<td>Broccoli</td>
<td>1/8 c</td>
<td>1/8 c</td>
<td>1/4 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td></td>
</tr>
<tr>
<td>Fruit</td>
<td>Bananas</td>
<td>1/8 c</td>
<td>1/8 c</td>
<td>1/4 c</td>
<td>1/4 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td></td>
</tr>
<tr>
<td>Meat/Alt</td>
<td>Chicken Nuggets (CN LABEL REQUIRED)</td>
<td>1 oz</td>
<td>1 oz</td>
<td>1/2 oz</td>
<td>1 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>Whole Milk</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.047 g</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>1%/Skim Milk</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.047 g</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>Milk Substitute</td>
<td>.047 g</td>
<td>.047 g</td>
<td>.063 g</td>
<td>.063 g</td>
<td>.063 g</td>
<td>.063 g</td>
<td></td>
</tr>
</tbody>
</table>

Chic'n Time Nuggets 5 oz nugget provides 2 oz meat.
### SUGAR CONTENT DOCUMENTATION

**Breakfast**

<table>
<thead>
<tr>
<th>Component</th>
<th>Food Served/Planned</th>
<th>1 Yr</th>
<th>2 Yr</th>
<th>3-5 Yr</th>
<th>6-12 Yr</th>
<th>13-18 Yr</th>
<th>Adult</th>
<th>Total</th>
<th>Qty Needed Per Estimated</th>
<th>Qty Needed Per Actual</th>
<th>Actual</th>
<th>Qty Prepared</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bro/Alt</td>
<td>Cheerios/LABEL</td>
<td>1/2 oz</td>
<td>1/2 oz</td>
<td>1 oz</td>
<td>1 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Veg</td>
<td>REQUIRED(VG)</td>
<td>1/2 oz</td>
<td>1/2 oz</td>
<td>1 oz</td>
<td>1 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Fruit</td>
<td>Bananas</td>
<td>1/4 c</td>
<td>1/4 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Meet/Alt</td>
<td>Whole Milk</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>1%/Skin Milk</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>Milk Substitutes</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>1/2 c</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
</tbody>
</table>

**P.M. Snack**

<table>
<thead>
<tr>
<th>Component</th>
<th>Food Served/Planned</th>
<th>1 Yr</th>
<th>2 Yr</th>
<th>3-5 Yr</th>
<th>6-12 Yr</th>
<th>13-18 Yr</th>
<th>Adult</th>
<th>Total</th>
<th>Qty Needed Per Estimated</th>
<th>Qty Needed Per Actual</th>
<th>Actual</th>
<th>Qty Prepared</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snack</td>
<td>Animal Crackers</td>
<td>4 oz</td>
<td>4 oz</td>
<td>4 oz</td>
<td>4 oz</td>
<td>4 oz</td>
<td>7 oz</td>
<td>7 oz</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Veg</td>
<td>Yogurt/LABEL</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>4 oz</td>
<td>4 oz</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Fruit</td>
<td>Whole Milk</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>4 oz</td>
<td>4 oz</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Meet/Alt</td>
<td>1%/Skin Milk</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>4 oz</td>
<td>4 oz</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>Milk Substitutes</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td>4 oz</td>
<td>4 oz</td>
<td>39 g/28 oz</td>
<td></td>
<td></td>
<td>12g</td>
<td></td>
</tr>
</tbody>
</table>

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**Notes:**
- Cheerios: 28g sugar per 2 oz
- Banana: 14g sugar per 1/4 c
- Yogurt: 19g sugar per 2 oz
- Milk: 14g sugar per 2 oz

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**Non-Prepared Meals:**
- Breakfast: 39g sugar per 2 oz
- P.M. Snack: 39g sugar per 2 oz
### Document Fat Content of Ground Beef in the Special Notes Section

<table>
<thead>
<tr>
<th>Component</th>
<th>Food Served/Planned</th>
<th>Qty Needed</th>
<th>Qty Needed</th>
<th>Actual</th>
<th>Qty Prepared</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bread/Alt</td>
<td>Wheat Bread (LABEL REQUIRED)(KG)</td>
<td>1/2 slic 1/2 slic 1/2 slic 1 slic 1 slic 2 slic</td>
<td>12 oz 12 oz 12 oz 12 oz 12 oz</td>
<td>12 oz 12 oz 12 oz 12 oz</td>
<td>12 oz 12 oz</td>
<td>P10 Cn P10 Cn H12 Cn H12 Cn</td>
</tr>
<tr>
<td>Yog</td>
<td>Green Beans</td>
<td>1/8 c 1/8 c 1/8 c 1/2 c 1/2 c 1/2 c</td>
<td>1 oz 1 oz 1 oz 1 oz</td>
<td>1 oz 1 oz 1 oz</td>
<td>1 oz 1 oz</td>
<td>P10 Cn P10 Cn H12 Cn</td>
</tr>
<tr>
<td>Fruit</td>
<td>Fruit Salad</td>
<td>1/6 c 1/6 c 1/6 c 1/4 c 1/4 c 1/4 c</td>
<td>1 oz 1 oz 1 oz</td>
<td>1 oz 1 oz 1 oz</td>
<td>1 oz 1 oz</td>
<td>S10 Cn S10 Cn</td>
</tr>
<tr>
<td>Meat/Alt</td>
<td>Beef Ground</td>
<td>1 oz 1 oz 1 oz 1 oz</td>
<td>2 oz 2 oz</td>
<td>2 oz 2 oz</td>
<td>2 oz 2 oz</td>
<td>1-2 Cn 1-2 Cn</td>
</tr>
<tr>
<td>Milk</td>
<td>Whole Milk</td>
<td>1/2 c 1/2 c 1/2 c 1/2 c</td>
<td>1 c 1 c</td>
<td>1 c 1 c</td>
<td>1 c 1 c</td>
<td>1-2 Cn 1-2 Cn</td>
</tr>
<tr>
<td>Milk</td>
<td>1%/Skin Milk</td>
<td>1/2 c 1/2 c 1/2 c 1/2 c</td>
<td>1 c 1 c</td>
<td>1 c 1 c</td>
<td>1 c 1 c</td>
<td>1-2 Cn 1-2 Cn</td>
</tr>
<tr>
<td>Milk</td>
<td>Milk Substitute</td>
<td>1/2 c 1/2 c 1/2 c 1/2 c</td>
<td>1 c 1 c</td>
<td>1 c 1 c</td>
<td>1 c 1 c</td>
<td>1-2 Cn 1-2 Cn</td>
</tr>
</tbody>
</table>
SAY CHEESE!

- Be sure to serve creditable, REAL cheese to your children.
- Kraft singles are NOT creditable. Velveeta is NOT creditable.
- Check the packaging, if the description says “imitation cheese” or “cheese product,” those are NOT creditable choices. If you are unsure, we are happy to help!
- We are required to verify cheese purchase on receipts, meals will be deducted if non creditable cheeses are served.
INGREDIENTS: MILK, CHEDDAR CHEESE (MILK, CHEESE CULTURE, SALT, ENZYMES), WHEY, MILK PROTEIN CONCENTRATE, MILKFAT, CALCIUM PHOSPHATE, SODIUM PHOSPHATE, CONTAINS LESS THAN 2% OF MODIFIED FOOD STARCH, SALT, WHEY PROTEIN CONCENTRATE, LACTIC ACID, SODIUM CITRATE, ANNOTTO AND PAPRIKA EXTRACT (COLOR), NATAMYCIN (A NATURAL MOLD INHIBITOR), ENZYMES, CHEESE CULTURE, VITAMIN D3. CONTAINS: MILK.
SARGENTO FOODS INC.
ONE PERSNICKETY PLACE
PLYMOUTH, WI 53073 PRODUCT OF USA

Ingredients: Pasteurized Milk, Cheese Culture, Salt, Enzymes, Annatto (Vegetable Color).

Freshness is assured in unopened packages until the date stamped on the front of the package. Enjoy

*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.
PROCESSED MEATS

- Keep in mind that processed meats require a CN label as well.
- Canned meats and lunch meats often contain additional ingredients which make it impossible to determine how much MEAT is actually being served.
- Read the Ingredients.
- Additives to look for: Soy protein concentrate, modified food starch, whey protein, sodium caseinate. If you see these, get a CN label. If you need help, just ask, we are happy to help!
  - Note: if these additives appear after the statement, “contains less than 2%,” you are good to go.
Please document all grain servings in ounces.

When serving things like pancakes or muffins, we want to see the actual weight of ONE muffin or pancake.

Use your food scale to determine the weight of one item. On menu production records please document as shown:

28- 2 oz pancakes
The amount of milk delivered each day must be documented on the delivery slip.

When a meal includes cereal (hot or cold) or yogurt, your delivery slips must specify the serving size and amount of sugar in that serving.

CN Label information needs listed

Ground beef fat content needs documented

Grains must show the weight of each item. For example, when pancakes are on the menus, the deliver slip must say how much each pancake weights in ounces.

(28-2 ounce pancakes)
Please type any questions in the chat box
MID MONTH AND END OF MONTH PACKETS

- Be sure to include Menus/Catering slips, X sheets, infant menus, sign in and outs, EOP, receipts
- End of month is needed by the 6th or payment might be late
- Drop box out front of office
RECEIPTS

- Send EVERY food receipt, even if it’s small.
- Make sure all receipts show store name, names of items, prices, date and total.
- Don’t send receipts for gas, lawn care, printer ink, post office, fast food, etc.
- If your receipts have personal items on them, please put a line through the item name, leave the dollar amount visible.
- Remember to send receipts for infant food and formula.
- Try to bundle the receipts together in your packet and make sure IEF’s aren’t mixed in.
RECEIPTS

- Don't send duplicates.
- Make sure copies are clear. If you can't read them, neither can we.
- When sending in receipts that are multiple pages, put pages in order so we can see items purchased, prices of items purchased, a date, and subtotal.
- We must be able to read what the receipt says.
- If items are labeled weird on receipt. Please write what the item is so we can document it correctly.
Labor sheets are extremely important. They help with your receipt totals to equal what your reimbursement is. You can have labor sheets for the director and/or assistant, cook, the person who does the grocery shopping, or anything food program related.
Sign in and outs need to be complete and verified.

| Child Name | DOB   | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Means | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Means | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Meals | In | Out | Means | In | Out | Meals | In | Out | Meals | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In | Out | Means | In |Out
INFORMATION AND STAFF CHANGES

- Let us know when there is a:
- Change in director
- Change in cook
- Change in email/phone numbers
- Change in meal time
- Adding a meal or day of care
- Don’t forget to send in new license/Title XX
Please type any questions in the chat box
INFANTS

Meal Pattern is the same:

Birth to 5 months: 4-6 oz of breast milk or formula at Breakfast, Lunch, Snacks
6-11 months: 6-8 oz of breast milk or formula at Breakfast and Lunch

2-4 oz of breast milk or formula at Snacks
Infant cereal or meat/meat alternative at Breakfast and Lunch
Grains at Snacks only
Fruit and/or veggie at Breakfast, Lunch, and Snack.
<table>
<thead>
<tr>
<th>Month, Day, Year</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>PM SNACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-6 Fl. Oz (0-5 months)</td>
<td>0 - 4 Tbsp. Infant Cereal and/or Meat/meat alternate</td>
<td>4-6 Fl. Oz (0-5 months)</td>
<td>4-6 Fl. Oz (0-5 months)</td>
</tr>
<tr>
<td>6-8 Fl. Oz (6-11 months)</td>
<td>0 - 2 Tbsp. Vegetable, or Fruit or a combination of both</td>
<td>6-8 Fl. Oz (6-11 months)</td>
<td>2-4 Fl. Oz (6-11 months)</td>
</tr>
<tr>
<td>Breast Milk¹ or Formula</td>
<td>Breast Milk¹ or Formula</td>
<td>Breast Milk¹ or Formula</td>
<td>Breast Milk¹ or Formula</td>
</tr>
<tr>
<td>Monday</td>
<td>6 oz F 2 T Rice 2 T Banana</td>
<td>6 oz F 2 T Chicken 3 T Peas</td>
<td>4 oz F 2 crackers 2 T Apples</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6 oz F 2 T Oatmeal 3 T Peaches</td>
<td>6 oz F 2 T Rice 2 T Pears</td>
<td>4 oz F 2 T Cheerios 3 T Banana</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6 oz F 2 T Pears</td>
<td>6 oz F</td>
<td>2 oz F</td>
</tr>
<tr>
<td>Thursday</td>
<td>6 oz F 3 T Rice</td>
<td>6 oz F</td>
<td>2 oz F 2 crackers</td>
</tr>
<tr>
<td>Friday</td>
<td>5 oz 2 T Sausage 2 T Cheerios</td>
<td>5 oz 2 T Cereal</td>
<td>Water 2 T yogurt</td>
</tr>
</tbody>
</table>
INFANTS

Infant Name: ___________________________  Date of Birth: ___________________________

A. Infant Formula Selection: This center provides [brand] iron fortified infant formula to all infants under one year of age. I ACCEPT or DECLINE (Please circle one) the center’s formula. If declined, please identify what will be provided BREASTMILK (circle) or FORMULA (list brand) ________________________.

B. ‘Once my child is READY for solid foods, I ACCEPT or DECLINE the center’s solid foods.

MAKE SURE:

The formula the center offers is listed on form
Parent has accepted or declined the center’s formula
Parent has accepted or declined the center’s foods *
INFANTS

Mom approved all foods when child first enrolls
Mom approved all foods when child first enrolls.
**INFANTS**

---

### Infant Formula Selection & Solid Foods

The Infant Formula Selection & Solid Foods Form is intended to be a living document, allowing parents to update the lists of formula and solids as the child grows and changes in age. To maintain this flexibility, parents should:

- **Living Document**
- Dates on approved items
- Cereals & “other” written in

---

**Infant Name:** [Redacted]

**Date of Birth:** [Redacted]

**Parent Signature:** [Redacted]

#### A. Infant Formula Selection

- **Iron Fortified Infant Cereals**
  - Rice
  - Oat
  - Oatmeal
  - Wheat
  - Rice & Oat Mixes
  - Rice & Wheat Mixes
  - Millet
  - Barley
  - Corn
  - Rice & Barley
  - Rice & Corn
  - Oats & Barley
  - Oats & Corn

- **Meat & Meat Alternatives**
  - Beef
  - Beef & Rice
  - Beef & Oat
  - Beef & Wheat
  - Pork
  - Turkey
  - Chicken
  - Salmon
  - Tuna
  - Chicken

- **Fruits/Vegetables**
  - Applesauce
  - Apples
  - Bananas
  - Carrots
  - Bacon
  - Cheese
  - Peaches
  - Peas

- **Ready-to-Eat Breakfast Cereal (SNACK ONLY)**
  - Corn Flakes
  - Corn Flakes with Honey

---

**Notes:**

- Please note changes to infant’s feeding schedule on the back of this page.

---

**Dates:**

**Food (Month/Year):**

<table>
<thead>
<tr>
<th>Food</th>
<th>Date (Month/Year)</th>
<th>Mode (Please check)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oatmeal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice &amp; Oat Mixes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice &amp; Wheat Mixes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Millet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice &amp; Barley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice &amp; Corn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oats &amp; Barley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oats &amp; Corn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beef</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beef &amp; Rice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beef &amp; Oat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beef &amp; Wheat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turkey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salmon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuna</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice, Oat, &amp; Beef</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice, Oat, &amp; Wheat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice, Barley, &amp; Corn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice, Oat, &amp; Wheat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oat, Barley, &amp; Corn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oat, Oat, &amp; Wheat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Dates on approved items**

**Cereals & “other” written in**
Infant menus should be completed during meal prep – just like kitchen records

Make a bottle – write it down!
Open a jar – write it down!
INFANTS

“But my classroom looks like this! What do I do?”
INFANTS

Don’t forget to send in your receipts for formula and baby food
Please type any questions in the chat box
http://www.education.ne.gov/ns/training/cacfp_alltraining.html

- All food program staff should complete this training
- Document that the training was provided, including the date
KIDKARE

- No download required, just go to app.kidkare.com to login.
- Access from any device with Internet. (phones, tablets, etc.)
- All data currently in CX is in KidKare right now! (child info, menus, list claims, + more)
- Sites can use both CX and KidKare interchangeably until they feel comfortable switching to KidKare.
- The easy to use interface will help you show potential sites that it’s EASY to participate in the CACFP!
KIDKARE
Please type any questions in the chat box
Vendor contracts only apply to the centers that use caterers or food vendors. We have emailed both you as a center and your vendor a new contract for the Food Program, this must be renewed annually and all contracts need to be returned to Midwest no later than 6/15/2021.

Last year we included a special addendum that requests the vendor add these items to the delivery tickets: amount of milk delivered daily, grains must be listed by volume, for example 28-2 oz. pancakes, they also need to list the amount of sugar per serving for any cereal or yogurts.

The contract will not be approved by Midwest unless the vendors can accommodate these requests.

Any contract that is over the amount of $50,000 must be pre-approved by Midwest before the vendor/center sign it.
Midwest Child Care Association Addendum to Center Vendor Contract

Please add the following items to this food vendor contract.

1. Delivery tickets must state the amount of milk delivered.
2. All grain items must be listed by volume on the delivery ticket. For example: 28 – 2 oz. pancakes.
3. Delivery tickets must list the amount of sugar per serving for cereal and yogurt.

These items need to be included in all vendor contracts or Midwest Child Care Association will not be able to accept and approve the updated vendor contract.
If a vendor contract is over $250,000, the center must use a competitive sealed bid or an invitation for bid (IFB). Sealed bids must be publicly solicited by advertising in a newspaper of general circulation, and include a lump sum or unit price.

If this applies to you, we can go over more details included in the Procurement and Instructions for CACFP Food Service Contracts.
PROCUREMENT PROCEDURES AND INSTRUCTIONS

Procurement Procedures and Instructions for CACFP Food Service Contracts

Standard Food Service Contract & Attachments
NS-404-G

For
Child and Adult Care Centers Participating in the Child and Adult Care Food Program (CACFP)

Contents
Instructions
NS-404-G
For Child and Adult Care Centers Participating in the Child and Adult Care Food Program (CACFP)
New centers must complete a small procurement form. This form is usually completed by the Director and lists the 10 most common purchased items for the child care center.

This is necessary because the USDA wants to ensure that the federal money is not supporting just one business. They want the community as a whole to benefit from this program. It also eliminates the problem of using the funds to support a family member’s business only.

This form is completed when the center initially joins the program and is part of the application process.
<table>
<thead>
<tr>
<th>Items to be Purchased</th>
<th>Quantity Expected to Buy</th>
<th>Vendor</th>
<th>Vendor</th>
<th>Vendor</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Unit Price</td>
<td>Extended Price (Quantity x Unit Price)</td>
<td>Unit Price</td>
<td>Extended Price (Quantity x Unit Price)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Vendor Selected

Date and Method of Contact

Additional Notes:

Signature of person completing this form: Date:
A center that uses a cater to deliver meals must complete a form called an attachment “A”. This is a form that needs to completed once every 5 years or if a center changes vendors.

The center needs to contact 3 different vendors with the meal types and # of meals they will need to have delivered.

The vendor will give the center a total cost of these meals and this is what is noted on the form.

A center does not necessarily need to select the lowest bid, but, if a vendor is not the lowest and is chosen, a note must be written on the form as to why you selected that particular vendor. For example: Better quality of food.
ATTACHMENT “A” FORM

Attachment A Procurement Procedures

CACFP Agreement #: Sponsor Name: Site Name:__________________________________

1. Indicate the type of procurement method used:
   ○ Small Purchase Procedures - Contract is less than $150,000 or the contract is with a school
   ○ Competitive Sealed Bids (Invitation for Bid - "IFB") - Contract greater than $150,000 must be competitive and advertised at least once in a source newspaper of general circulation or public announcement. Document date and time of bid opening. The advertisement must include the date, time and place of bid opening. Notify the Department of Education - Nutrition Services (NOE) of the bid opening date, time and place at least 10 days prior to the opening. All bids totaling $150,000 or more must be submitted to NOE for approval before accepting the bid and signing the contract.

2. Competitive Negotiation - Contract is more than $150,000 and must be competitive advertised at least once in a source newspaper of general circulation or public announcement or at least 10 days prior to bid opening. Submit the following to NOE:
   - attach specifications
   - copy of public notice/newspaper advertisement
   - evaluation score sheet (Price must have the highest number of points)

3. Non-Competitive Negotiation - Indicates one of the following situations apply:
   - The service is available only from a single source; or
   - Public urgency or emergency exists which does not permit delays associated with competitive solicitation for the services; or
   - After solicitation of a number of sources, competition is determined inadequate by the CACFP Institution. List the reason(s) contacted in Question 6.

4. Basis for contract price. If accepting a bid that exceeds the lowest bid, describe the efforts made to obtain the same services at less cost or explain the reason for accepting the higher bid.
   ○ D N/A

5. Specifications used as basis for bidding. Did you use any other specifications in addition to those required by the CACFP meal pattern (7 CFR 226.20)?
   ○ D Yes - If yes, attach the additional specifications

6. Attach a copy of public notice/advertisement (advertisement in newspaper of general circulation), if used.

   Vendor Bid and Selection - Indicate the name of each vendor contacted or that submitted a bid, the amount of the bid, and the date the bid was obtained. Telephone, written, or through public bid opening.

<table>
<thead>
<tr>
<th>Name of Vendor</th>
<th>Selected/Rejected/Contract</th>
<th>Bid Amount (total annual cost)</th>
<th>Date of Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2</td>
<td></td>
</tr>
</tbody>
</table>

Nebraska Department of Education Nutrition Services
QUESTIONS

Please type any questions in the chat box
HOW IS YOUR CENTER LOSING MONEY?
FRONT LINE STAFF

Employees purchasing food/preparing meals – including pm snack
Employees feeding babies
Employees marking X’s
WHERE DOES YOUR REIMBURSEMENT COME FROM?

Paid per child, per meal.

Breakfast, lunch, & snack for a paid child:

$0.73/day

Breakfast, lunch, & snack for a free child:

$6.36/day

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch/Dinner</th>
<th>Snacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free</td>
<td>1.89</td>
<td>3.51</td>
<td>.96</td>
</tr>
<tr>
<td>Reduced</td>
<td>1.59</td>
<td>3.11</td>
<td>.48</td>
</tr>
<tr>
<td>Paid</td>
<td>.32</td>
<td>.33</td>
<td>.08</td>
</tr>
</tbody>
</table>
2 Full time children enroll 7/6 M-F BLP
Mom qualifies by income but forgets last 4 of SS#
You receive an email requesting info but don’t follow up
7/6-7/30 = 19 days x 2 kids x $.73 = $27.74/month
7/6-7/30 = 19 days x 2 kids x $6.36 = $241.68/month
Difference of $213.94

159 gallons of 1% milk or 10 cans of formula
Your next review is due in November – Bring Roster and discuss Paid Incompletes

July + Aug + Sept + Oct = 83 days

Could have gotten $1055.76 for only 2 kids but instead you got $121.18

Difference of $934.58

324 loaves of wheat bread

6675 bananas

78 boxes of 100 ct gloves

46 5lb rolls of ground beef
### Part 2. Household Receiving Benefits: Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR): Complete Parts 1, 2 and 4.

Check Applicable Program & Provide Case Number(s):

- [ ] SNAP Case #: __________
- [ ] TANF Case #: __________
- [ ] FDPIR Case #: __________

### Part 3A. HOUSEHOLDS EXCEEDING THE INCOME GUIDELINES: Complete Parts 1, 3A and 4.

If your family income exceeds the income guidelines (listed in attached letter), check this box.

### Part 3B. ALL OTHER HOUSEHOLDS – If you do not have a SNAP, TANF, or FDPIR MASTERCASE number: Complete Parts 1, 3B and 4.

Check the box to indicate income:

- [ ] Weekly
- [ ] Bi-weekly
- [ ] Every 2 weeks
- [ ] Monthly
- [ ] Yearly

#### List the Names of All Household Members not listed in Part 1 and Foster Children

<table>
<thead>
<tr>
<th>Earnings from Work</th>
<th>Welfare, Child Support, Alimony</th>
<th>Pensions, Retirement, Social Security</th>
<th>All Other Income</th>
<th>Check 2 2020 Income</th>
</tr>
</thead>
</table>

1. 
2. 
3. 
4. 

Earnings from Work:

- [ ] 1000 Weekly

Last four digits of Social Security Number: XXXX - XX - __________
Average daily attendance = 54    Average FRP = 53.7%
Average Free = 25 kids, Reduced = 4 kids, Paid = 25 kids
You center could have a higher or lower FRP    Highest = 99.32%  Lowest = 3.03%

Forgot to document sugar info for cereal at breakfast = You lost $47.25
Forgot to document a quantity at lunch = You lost $108.44

Check, Check, and double check records
SERIOUSLY DEFICIENT — WHAT DOES IT MEAN?

Every center that participates on the Child and Adult Care Food Program needs to adhere to the federal regulations set forth by the USDA. This is Midwest’s responsibility to monitor your center to ensure that these regulations are being met.

Seriously deficiency is defined as:

1. The submission of false information on the agreement.
2. The submission of false claims for reimbursement
3. Simultaneous participation (claiming) under more than one sponsor
4. Non-compliance with the Program meal pattern
5. Failure to keep required records—meals and attendance
6. Conduct or conditions, which threaten the health or safety of children in care or the public health or safety.
7. Determination that the center has been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency, or the concealment of such a conviction.
8. Failure to participate in training
9. Any other circumstance related to non-performance under the sponsoring organization-center agreement, as specified by the sponsoring organization or the State agency.
Thank you all so much for being a part of our team! We truly value each and everyone of you and the important work you do for the families and children you serve. We are proud to be a part of that as well. We strive to provide you with support and technical assistance on the food program, but, we are also here if you need us in other capacities. Please remember that we offer FREE trainings/webinars and they are available to you by accessing our website at www.midwestchildcare.org and going to our training calendar. These webinars/classes have been approved for licensing hours too. We have lots of other good information on our website, so, please take some time to check it out. We have a Facebook page at Midwest Child Care Association, if you haven’t already done so, give us a like.

Thank you for attending our annual training!
In order to receive your certificate for this training, you will need to return a completed quiz that’s attached as a handout. Please add the name of your center as well to ensure credit.