



Midwest  
Child Care Association

Your Child Care Partner

MIDWEST CHILD CARE ANNUAL  
CENTERS TRAINING

June 17, 2020  
1:00 pm-3:00pm

This condensed version of our 2020 Annual Training will allow you to review the following topics: **Enrollment Forms, Menu Production Records, Infants, Labels, Processed Foods, Receipts, Sugar and Grain requirements, Civil Rights, and KidKare information.**

Please feel free to call or email us if you have questions on these or any other topics regarding the Child Care Food Program.

## NO NEW CHANGES ON ENROLLMENT/INCOME FORM

[illegible]

Always use the most current enrollment form as indicated by the date at the top.

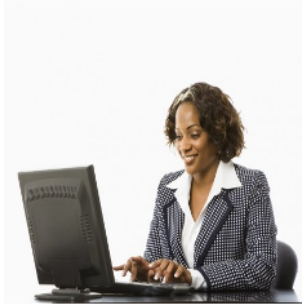
## ENROLLMENT UPDATES FOR MEALS/HOURS/DAYS

- Use child's current enrollment form — have parent make changes and initial/date next to the updated schedule information
- Do not have parent update income unless it has decreased. If they want to update their income they will need to use a completely new enrollment/income form with current parent signature date
- Send to Midwest before the end of the month

## ENTER THE CHILD IN CX RIGHT AWAY

DATE OF ENROLLMENT IS THE FIRST DAY YOU START TO CLAIM CHILD

As soon as the child is entered you can start claiming meals



*That's good for your bottom line!*



# ENROLLING FOSTER CHILDREN

**CENTER NAME**

**INCOME ELIGIBILITY & ENROLLMENT FORM FOR CHILD CARE CENTERS**  
JULY 1, 2020 THROUGH JUNE 30, 2021

Printed Form 2020 Income Eligibility & Enrollment Form - FC-1002C  
© 2020 Child Care Center - FC-1002C

**Part 1. CHILD ENROLLMENT:** Complete the information below for all children in care. If the child is an infant, Foster child (legal responsibility of a foster care agency or the court), Fosted child (legal or a non-legal child), please check the box.

Last Name, First Name	Date of Birth	Enroll Date	Thru of Care (Weeks)	Usual Days of Care												Usual Hours of Care	Intent	School Age	Head Start	Foster Child
				M	T	W	T	F	S	S	S	S	S	S	S					
Smith, Joe	2/3/14	7/1/20	9:00	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

**OPTIONAL:** I want to check the ethnicity and race of the child(ren) you are enrolling.

☐ Hispanic or Latino ☐ Not Hispanic or Latino

☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American

☐ Native Hawaiian or other Pacific Islander ☐ White or Caucasian

**Part 2. Household Receiving Benefits:** Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FPIR). Complete Parts 1, 2 and 4.

Check Agency Program & Provide Case Number(s): ☐ SNAP Case #: ☐ TANF Case #: ☐ FPIR Case #:

**Part 3A. HOUSEHOLDS EXCEEDING THIS INCOME GUIDELINES:** Complete Parts 1, 3A and 4.

If your family income exceeds the income guidelines (that is calculated), check this box ☐

**Part 3B. ALL OTHER HOUSEHOLDS - If you do not have a SNAP, TANF or FPIR, MASTERCASE number, Complete Parts 1, 3B and 4.**

**Part 3B. ALL OTHER HOUSEHOLDS - If you do not have a SNAP, TANF or FPIR, MASTERCASE number, Complete Parts 1, 3B and 4.**

List the Names of All Household Members not listed in Part 1 (Not Foster Children)	Earnings From Work		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security		All Other Income		Date Rec'd
	Frequency	Amount	Frequency	Amount	Frequency	Amount	Frequency	Amount	
1. Smith, Joe									
2.									
3.									
4.									

Social Security Number of Household Member who signs form



Foster children need to be listed in the enrollment section as well as the income section in Part 3B.

## SEND MIDWEST THE ENROLLMENT FORM



**Needs to be in by the 3<sup>rd</sup>!**



# REQUEST FOR MEAL ACCOMMODATION - PARENT

**Request for Meal Accommodation**

This form may be used to request meal accommodations for participants of the Child and Adult Care Food Program (CACFP) who have a physical or medical requirement. The care provider will work collaboratively with parents/guardians to ensure equal opportunity to participate in the CACFP and receive program benefits. However, if the care provider is unable to accommodate your participant's meal modification within the meal pattern requirements, a Medical Statement completed by a State Licensed Medical Professional will be needed (CACFP 17-2015).

**Parent/Guardian:**  
Completing the Request for Meal Accommodation form helps the care provider accommodate meal modifications within the meal pattern requirements for participants with a medical or physical impairment. Your participation in this process is important and allows for advancement planning and preparation needed to provide the accommodation. The care provider is not required to provide a specific accommodation (such as a particular brand name), but must offer a reasonable modification that effectively accommodates your participant's needs.

Name of Participant:	Date of Birth:
Name of Parent/Guardian:	Telephone:
Address:	City:
Email Address:	State/Zip:

Specify any dietary restrictions or special instructions for meals:

Describe the participant's physical or medical impairment:

**IMPORTANT:** Reasonable milk for children two years old and older and adults include low-fat or fat-free milk, low-fat or fat-free lactose-free milk, low-fat or fat-free soy milk, low-fat or fat-free almond milk, or low-fat or fat-free coconut milk (1% CPH 2015, 2016). All milk must be pasteurized and milk that meets State and local standards. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk. The nutrient standards for non-dairy beverages are outlined in the CACFP regulations at 7 CFR 226.20(a)(2). For use the non-dairy beverages that meet the requirement visit <https://www.ams.usda.gov/cacfp/forms/requirements/000101andadults/000101andadults.pdf>.

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 office where they apply 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.ams.usda.gov/programs/000101andadults/000101andadults.pdf>, fill out, sign, and file at any USDA office, or write in letter format to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (800) 853-6889. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1432 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) Fax: (202) 690-7442; or  
(3) Email: [usda.nondiscrimination@aphis.usda.gov](mailto:usda.nondiscrimination@aphis.usda.gov)

This institution is an equal opportunity provider.

Internal Use - Child Care Provider Information	
Return:	To _____
Phone number:	_____
Date form received by child care provider:	_____
Follow-up:	_____

Revised: April 2015



Available in 32, 64 and 96 fl. oz. containers.

- Soy Milk
- Lactose Free Milk

These types of milk require the meal accommodation form be completed by the parent.

## MEDICAL STATEMENTS - PHYSICIAN



**Almond Milk - Cashew Milk - Children Over Age 2 Requiring Whole Milk**  
*Center is Required to Provide if Medically Necessary*

These types of milk require a note from a doctor.

## MENU PRODUCTION REMINDERS



- 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.



**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, ANNATTO AND PAPRIKA EXTRACT (COLOR), NATAMYCIN (A NATURAL MOLD INHIBITOR), ENZYMES, CHEESE CULTURE, VITAMIN D3.  
**CONTAINS: MILK**  
**KraftHeinz**  
 KRAFT HEINZ FOODS COMPANY, CHICAGO, IL 60601  
 BEST WHEN USED BY DATE SHOWN © KRAFT FOODS

Not creditable.



Creditable

## PROCESSED MEATS

- Keep in mind that processed meats require a CN label.
- 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 here to help!
  - Note: if these additives appear after the statement, "contains less than 2%," you are good to go.

## GRAINS

- 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



## MENU RECEIPT AUDITS

We are required to compare your menus to your receipts each month in order to verify what you are buying and serving. Meals may be deducted if items on menus can't be found on 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, 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.
- Don't send duplicates.
- Make sure copies are clear. If you can't read them, neither can we.

## CATERING

Delivery slips must include the following beginning with your new contract, effective July 1<sup>st</sup>. Please work with your caterer to make sure all required information is included. If you need help with this, just ask.

- 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.
- 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)

## 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.

Birth to 5 months should be getting a minimum of 4 ounces of formula at all meals. 6-11 months need a minimum of 6oz of formula at Breakfast and lunch and at least 2 ounces at snacks. Make sure those minimums are being met for formula. If the minimum isn't met, you won't get paid for that meal. As a reminder, breast milk has no minimums. At breakfast and lunch for your older babies that are eating foods, we should be seeing either infant cereal (rice, oatmeal) or a meat/meat alt at breakfast and lunch. Grains are ONLY allowed at snack times. We also should be seeing fruits and or veggies at all meals.

Month, Day, Year		BREAKFAST			LUNCH			PM SNACK		
		4-6 Fl. Oz (0-5 months) 6-8 Fl. Oz (6-11 months) Breast Milk <sup>1</sup> or Formula	0 - 4 Tbsp. Infant Cereal and/or Meat/meat alternate <sup>2</sup>	0 - 2 Tbsp. Vegetable, or Fruit or a combination of both	4-6 Fl. Oz (0-5 months) 6-8 Fl. Oz (6-11 months) Breast Milk <sup>1</sup> or Formula	0 - 4 Tbsp. Infant Cereal and/or Meat/meat alternate <sup>2</sup>	0- 2 Tbsp. Vegetable, or Fruit or a combination of both	4-6 Fl. Oz (0-5 months) 2-4 Fl. Oz (6-11 months) Breast Milk <sup>1</sup> or Formula	0-4 Tbsp. Infant Cereal or Ready-to-eat Breakfast Cereal; or 0 - ½ ounce Bread; or 0 - 2 Crackers	0 - 2 Tbsp. Vegetable, or Fruit or a combination of both
✓	Monday	6 oz F	2 T Rice	2 T Banana	6 oz F	2 T Chicken	3 T Peas	4 oz F	2 crackers	2 T Apples
✓	Tuesday	6 oz F	2 T Oatmeal	3 T Peaches	6 oz F	2 T Rice	2 T Pears	4 oz F	2 T Cheerios	3 T Banana
✗	Wednesday	6 oz F		2 T Pears	6 oz F			2 oz F		
✗	Thursday	6 oz F	3 T Rice		6 oz F			2 oz F	2 crackers	
✗	Friday	5 oz	2 T Sausage 2 T Cheerios	2 T Vanilla Pudding	5 oz	2 T Cereal		Water	2 T yogurt	

Menu errors: The top 2 lines look great! The type of bottle is specified, in this case it was formula. We see cereal is being specified, grains only at snack, and foods are served consistently throughout the day. Wednesday things started going downhill. Nothing in the 2<sup>nd</sup> column at breakfast but rice cereal had been served on the previous days. Lunch and snack were both just bottles. Friday 5 ounces of something was served at breakfast and lunch but we're not sure what. Sausage is NOT a creditable meat for infants and Cheerios should only be served at snack. Baby food desserts are NOT creditable. At lunch it just says cereal. The type of cereal needs to be specified. Yogurt is fine at breakfast and lunch, but not snack. We're looking for a grain there.

## INFANTS

Infant menus should be completed during meal prep – just like kitchen records

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



Previously there has been a fairly open time frame for completing infant menus. Now NDE is wanting infant menus completed during meal prep – just like the kitchen records have to be completed when the food is being prepared. Make a bottle – write it down. Prepare a jar of baby food – write it down. We want these records to be as accurate as possible and infant rooms can get chaotic so we need this information documented right away. Speaking of chaos....

## INFANTS

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



“But my classroom looks like this right now! Every baby is hungry and tired and you expect me to take my dear sweet time writing everything down before taking care of my babies?” Of course not. Kiddos always come first but that doesn’t mean that the documentation can’t be completed on time.

Two tips: 1<sup>st</sup>, we strongly encourage you to keep your infant menus near your daily sheets. You’re writing feedings and changings on the daily sheet, it’s easy to just document on one and then document on the next if they are nearby instead of the menus being kept in a binder in the closet or on a shelf where they can easily be forgotten.

2<sup>nd</sup>, this is a great opportunity for teamwork. Someone can prepare bottles and food while someone with one on the hip and a free hand documents on the sheets.

We’re definitely going to be checking on this when we come out on reviews as will NDE if you are one of the centers that gets audited.

Baby room staff are notoriously great multitaskers so I know that you can do a great job of staying on top of this.

## INFANTS

Don't forget to send in your receipts for formula and baby food



These receipts help your receipt totals and it shows us that you are purchasing items regularly. Parents can provide 1 component but if a parent is providing BOTH the formula and food, you can't claim them. Seeing these on your receipts helps us keep track of that. Also, these receipts help your non-profit status.

## 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

Let us know when there is a change in Director or Cook. Staff Salary sheets will need updated and that's a good opportunity for us to come out and do some training so that they get started on the right foot instead of having a few bad claims while the kinks get worked out. If you change email addresses or phone numbers please let us know. We need to know the best way of getting in contact with you.

# SIGN IN AND OUTS

ZTestCenter (1)

Weekly Child In/Out Times Report

Midwest Child Care Association

Week of: 4/27/20 - 5/1/20

Child Name DOB	Monday				Tuesday				Wednesday				Thursday				Friday				Parent Signature
	Meals	In	Out	Parent Initials	Meals	In	Out	Parent Initials	Meals	In	Out	Parent Initials	Meals	In	Out	Parent Initials	Meals	In	Out	Parent Initials	
Bailey, Bill 6/5/2017																					
Blug, Billy 8/1/2018																					
Brown, Roy 10/21/2009																					
Drews, Gertrude 4/3/2015																					
Jenkins, Sally 8/17/2008																					
Lightfoot, Mark 12/19/2010																					
Mengler, Mary 2/14/2017																					
One, Marcy 9/22/2008																					

Sign in and outs need to be complete and verified.

Make sure sign in and outs are getting filled out completely. We compare this information to your meals marked before we go out on reviews. Also, there is a parent signature section. We want these times verified by someone. We understand that some kids are transported to and from the center from home so it's not always easy getting a parent's signature at the end of the week, but someone can verify; the director or classroom teacher. We just want to make sure this information is accurate.

## CIVIL RIGHTS TRAINING

<https://www.education.ne.gov/ns/training/cacfp-training/>

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

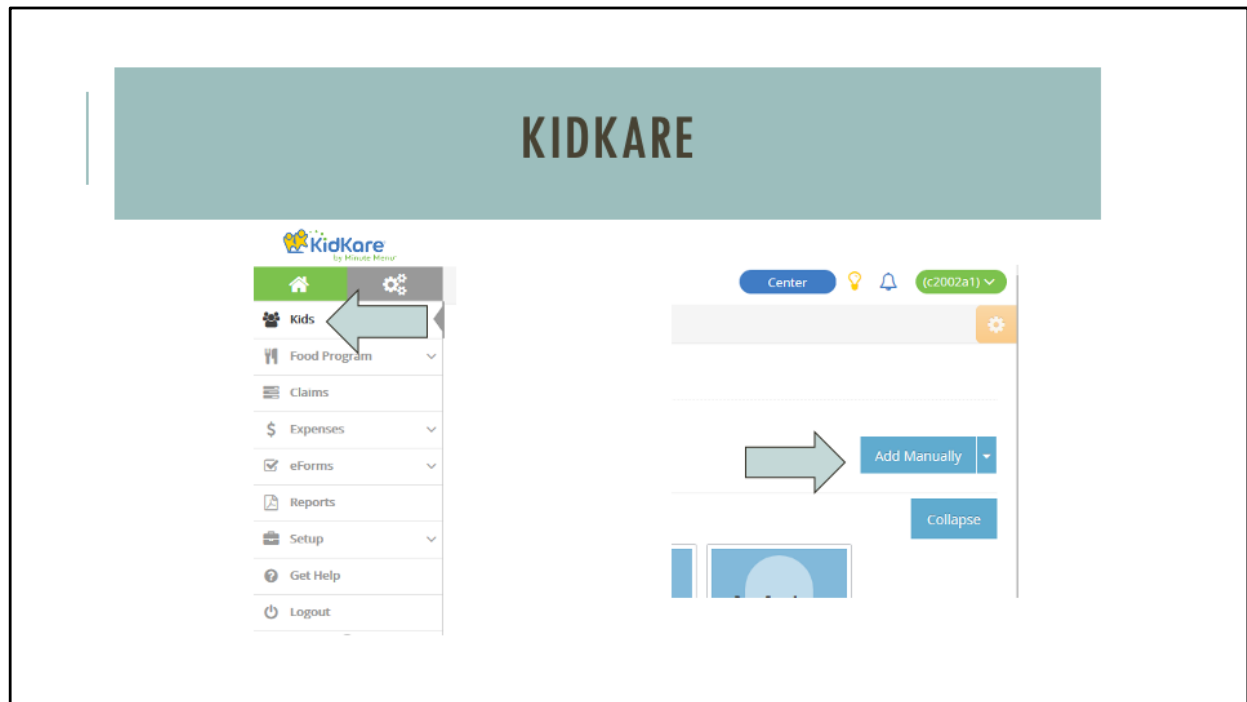
Here is a link to the NDE training. Directors, your designated food program contact person at your center, and anyone that serves food needs to complete this. Your servers, which are probably your classroom teachers for the most part, are consider your front line staff and they are the ones most likely to violate civil rights and also the ones most likely to hear the complaint. That's why it's important that they complete it. The training explains discrimination and what steps to follow if a child or that child's parent feels that they have been discriminated against. This is a federal program and we just want to make sure that everyone is treated equally. That includes people with disabilities and making sure their needs are being met with your food program.

## KIDKARE



- No download required, just go to [app.kidkare.com](http://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!

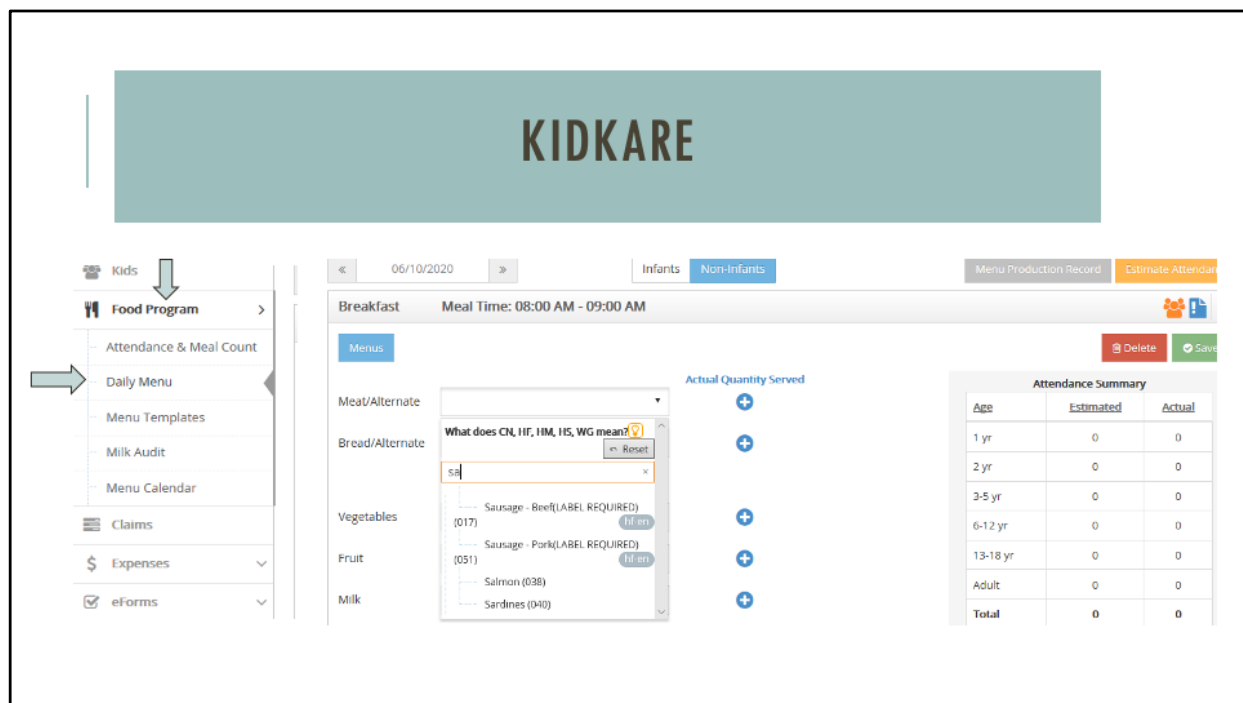
KidKare is now available for our centers to use. This is the program that our homes currently use. There is no download required which means that you can use this on your desktop, laptop, tablet, or phone. Since it's through the same company, all of your information in CX is currently in KidKare. KidKare is a nice option to use if you don't have access to your computer. You can enter kids, print forms, enter menus and attendance. On KidKare you enter information a little different than CX so I'm going to do a quick tutorial on how to use the program. I'll explain what functions you might want to utilize and what functions you might be happier sticking with in CX. It's completely fine to use both programs concurrently. Attendance in one, menus in the other. All of the information will be synced. Also, you use the same login information that you already use for CX when logging in.



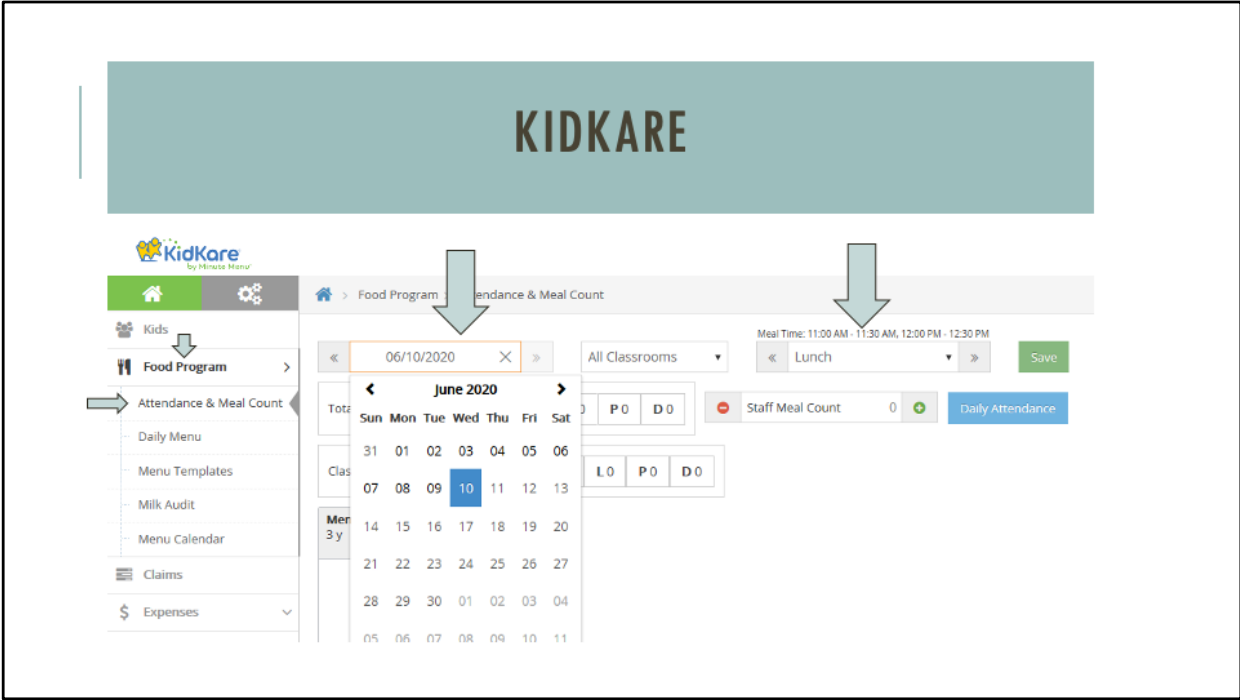
Entering kids. Once logged in, select Kids and to the right you'll see Add Manually, click on that.

The screenshot displays the KIDKARE web application interface. At the top, a teal banner features the 'KIDKARE' logo. Below this, a browser window shows the URL 'https://app.kidkare.com/%/co-enroll-child'. The application has a left-hand navigation menu with options: eForms, Reports, Setup, Get Help, and Logout. The main content area is divided into several sections: 'Name' with fields for First Name, Middle Name, and Last Name; 'Birth Date' with a date picker; 'Enrollment Details' with a Classroom dropdown (currently 'Unassigned') and Enrollment/Expiration Date pickers; 'Child Details' with a 'Race (choose all that apply)' section containing radio buttons for American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and White; an 'Ethnicity' section with radio buttons for Hispanic or Latino and Not Hispanic or Latino; and a 'Gender' section with radio buttons for Male and Female. A green 'Next' button with a right arrow is located at the bottom right of the form. The Windows taskbar is visible at the bottom of the screen.

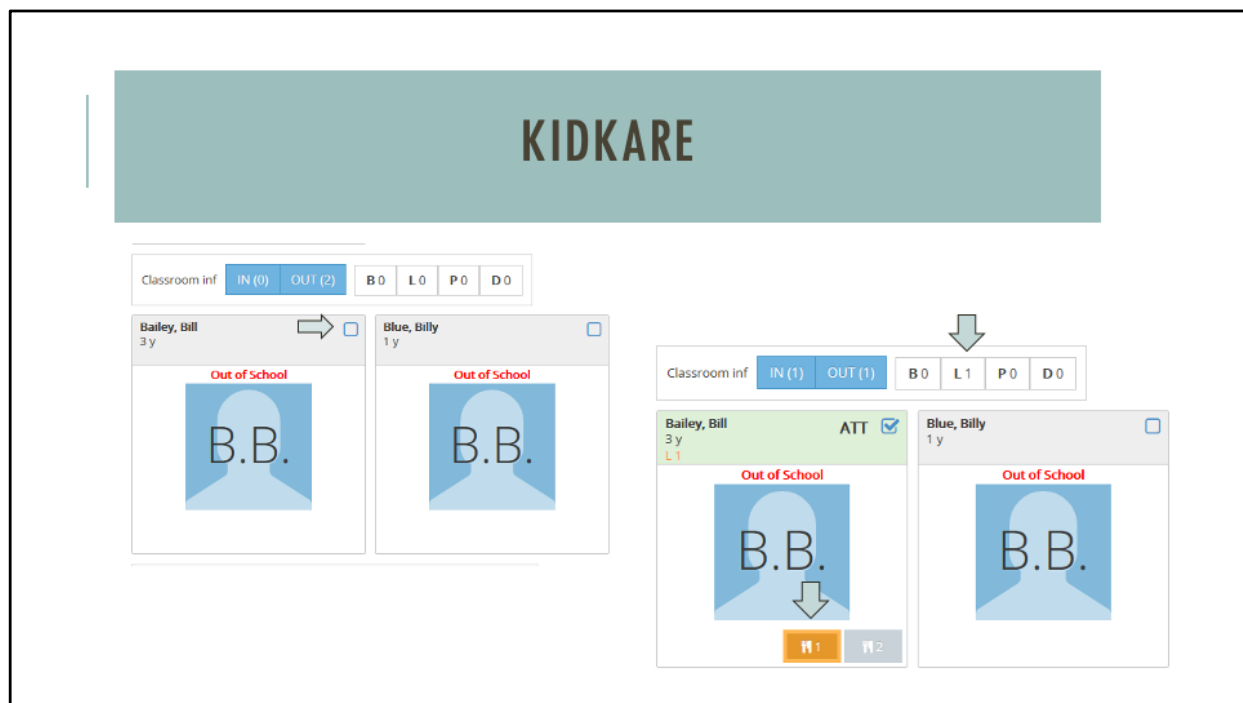
This is what the entering children screen looks like. It's a little different than CX. You just click next at the bottom after you have entered the information



Entering Menus. You will love this. Click Food Program. Then Daily Menu. You can also click Menu Calendar and that brings up closer to what you are used to seeing in CX. On the daily menu, you want to make sure the correct date is displayed at the top. All of the day's menus will be on this screen, you just have to scroll down. You see that each food slot has a drop down menu. Instead of hunting around a big screen with all the foods listed, you can type it in. Here I had started typing sausage and it brought up the sausages for me instead of looking through each section like in CX. Also notice that you can switch from non-infant to infant at the top next to the date. You'll need to do that to enter your infant menus.

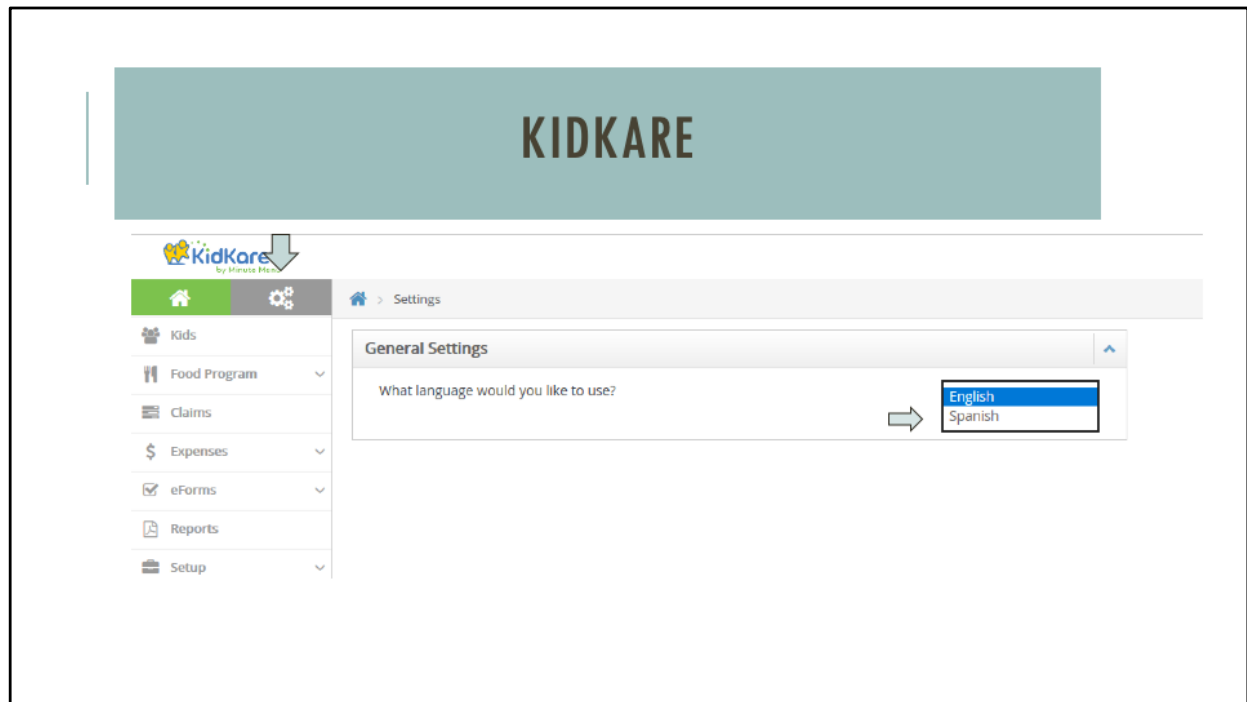


Attendance. You will click Food Program over on the left and then Attendance and Meal Count. You'll select the date and meal.



You'll click the blue box in the corner to mark that the child attended that day and then those little fork and knife squares appear and you'll select which shift they are eating at: 1st or 2<sup>nd</sup> shift. After you do that, you'll see the count is 1 so far for lunch. That's helpful to know that you've marked all of the kids that you are supposed to. You'll also notice that it says school out. If you try to mark a lunch for a school ager on a normal school day, it will give you a prompt asking if school is out that day so you no longer have to work about forgetting to mark school out.

If you are doing direct entry for attendance, this set up works really well. If you are marking an X sheet and entering a week or 2 at a time, I feel like this would be a slower process and you might want to stick to entering attendance in CX, but that's entirely up to you.



Another nice feature is language selection. Some of our centers are predominately Spanish speaking or their support staff may be. You can just click the gray setting tab and change the language to Spanish. All the words will change to Spanish. When you are entering foods into your menus, it will all be in Spanish. When you print your menus production it will come out in English though, so Midwest staff will be able to read it 😊