

OUR OFFICE WILL BE CLOSED ON JANUARY 15 IN OBSERVANCE OF MARTIN LUTHER KING JR. DAY

ARE YOU READY FOR AN UNANNOUNCED STATE REVIEW?

In 2018, our program will have a State Review; State Representatives will conduct our Program Review which will include about 50 unannounced Site Reviews with our Providers (randomly chosen by the State). Could be any day, any time. Our Providers have always done well, don't stress about it, just do what you are required to do and you will be fine.

Per your signed Permanent Agreement, if you are chosen, you are required to allow the State Representative in your home to conduct a Site Review. State Representatives always have picture identification and in most cases your regular Field Representative will be with them. **Please Review the Following:**

- Make sure your monthly claim is always up to date.
- Make sure your helper or assistant's know where your claim records are if you are not available.
- Always call the office in advance when you will be away from your home during your meal times or closed for the day.
- Make sure your license and Building for the Future poster is posted, and always be within your license capacity.
- Make sure you have your red pocket folder available with your required Food Program Records.
- Always wash your hands before preparing a meal and always have your children wash their hands before eating.
- Make sure you are following all the USDA Meal Pattern for the children in your care.
- Make sure all foods, including the milk is served at the same time.
- Make sure you are serving one whole grain-rich food each day.
- Make sure you have the CN label for foods you serve, such as chicken nuggets.
- Always serve 1% or Non-fat Milk to children 2 years and older.
- Always serve Whole Milk to children 1 year thru 23 months.
- Make sure bottles prepared by the child's parent and/or expressed breast milk have the child's name and the date the bottle was prepared or the date the breast milk was expressed on it.

TAX TIME IS COMING

Your monthly reimbursement stubs are your verification of reimbursements received. If you use the scan (bubble) forms and are missing a check stub, please call the office at least two weeks before your tax appointment. We will only mail your information to the address we have on file for you. We cannot give out reimbursement information over the telephone because we cannot verify who is calling. **There are no exceptions to this rule.**

If you claim online using KidKare you can print your own Tax Report for 2017—Select Reports (left side) > go to the category list > select Claim Statements, on the report list select Tax Report, select Year > select Run and print.

December 2017 reimbursement checks will be mailed in February 2018*

January 2018 reimbursement checks will be mailed in March 2018*

*Checks are mailed when we receive the funds

Checks for late claims are mailed when we receive the late claim funds

BEST FOOD SAFETY PRACTICES

Prevent Cross Contamination

- Remember to clean work surfaces, utensils, and cutting boards with hot soapy water and sanitize.
- Do not let your children share plates, bowls or eating utensils.
- Use a dishwasher whenever possible.
- Store cleaning supplies away from food supplies

Meat, Poultry, and Fish Safety

- Cook and cool to proper temperatures.
- Use separate cutting boards for raw meat and fruits/vegetables.
- Refrigerate meat, poultry and fish in leak-proof dishes; store on bottom shelf away from other foods.
- Defrost frozen meat, poultry, and fish in the refrigerator.

Food Safety Shopping Tips

- Use a cooler & ice pack to keep cold foods cold.
- Make the grocery store the last stop.
- Select cold and Frozen foods last.
- Never choose packages which are torn or leaking.
- Don't buy foods past the "sell-by" or expiration dates.
- Separate cleaning supplies from food.

Remember to wash hands with soap & warm running water when . . .

- Preparing and serving meals.
- Preparing meat, poultry, and fish.
- Feeding an infant.
- Eating or drinking.
- Changing diapers.
- Using the bathroom.
- Helping in the bathroom.
- Sneezing, coughing, and wiping runny noses.
- Coming in contact with body fluids.

Drown a germ . . . Wash your hands!

- Use soap and warm running water.
- Lather hands with soap up to the elbows; rub hands together for 20 seconds.
- Wash back of hands, wrists, between fingers and under fingernails.
- Use a fingernail brush as specified by local health