

## **THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING THIS MONTH**

It has been such a frustrating start of a new year; yes we knew, and we notified you in prior Updates, that the State of California was going to implement a new automated payment system. What we (all the Child & Adult Care Food Programs in California) weren't told, was when it did happen, that there would be such a delay (more than the 10 days, they estimated). Our funds to operate our program also arrive in the same check from the state. Again, Thank you for your patience...

Regarding the Federal Shutdown, USDA has stated that funds for Child Nutrition Programs nationwide should be available at least through March 2019. We appreciate your patience and we hope that the next months will be better.

## **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 2018**—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.

## **PROGRAM REMINDERS**

1. Make sure your Claim is always up to date.
2. Make sure your Helper or Assistant know where your Claim Forms are if you are away.
3. Always call the office in advance to notify your Field Representative when you will be closed, on vacation, or away from your home, especially during your scheduled meal times.
4. Always be within your license capacity. Your license capacity, regarding child, school age and infants, etc. is explained in the paragraph on your license.
5. Always serve 1% or non-fat milk to children 2 years and older.
6. Always wash your hands before preparing a meal.
7. Always have your children wash their hands before eating the meal
8. Make sure all food for the meal, including the milk, is served at the same time to each child.

## **PREVENT CROSS CONTAMINATION**

- Remember to clean work surfaces, utensils & cutting boards with hot soapy water & sanitize.
- Do not let your children share plates, bowls, eating utensils or wash clothes.
- Use a dishwasher whenever possible.
- Store cleaning supplies away from food supplies.
- Use a separate cutting board for raw meats and fruits and vegetables.
- Defrost frozen meat, poultry, and fish in the refrigerator.

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December 2018 reimbursement checks will be mailed in February 2019\*

January 2019 reimbursement checks will be mailed in March 2019

\*Checks are mailed within 5 Business days of receiving the funds from CDE

Checks for late claims are mailed when within 5 Business days of receiving the late run funds from CDE

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