

OUR OFFICE WILL BE CLOSED ON DECEMBER 24TH, 25TH, 26TH AND 31ST and January 1st

DOCUMENTING SCHOOL OUT FOR DECEMBER HOLIDAYS

Don't forget to document ALL December school out days in KidKare if you claim online or on the Monthly Claim Information sheet (for providers using the SCAN forms) for all children who normally attend School, Transitional Kindergarten, Kindergarten, Preschool and Headstart.

ARE YOU READY FOR AN UNANNOUNCED STATE REVIEW?

2020 is our year for a State Program Review. The Site Reviews could be any day, anytime in 2020. State Representatives will conduct approximately 50 unannounced Site Reviews with our Providers (randomly chosen by the State Representative). State Representatives always have picture ID and in most cases your regular Field Representative will be with them. Our providers have always done well, please don't stress about it, just do what you are required to do and you will be fine.

SITE REVIEW CHECKLIST

- ✓ My Scan claim forms are always up to date
- ✓ My Helper/Assistant knows where my Scan Claim Forms are
- ✓ I always call the office in advance when I will be away from home during a meal time
- ✓ I always wash my hands before preparing food for a meal
- ✓ My children always wash their hands before eating a meal
- ✓ I always serve 1% or Fat-Free milk to children 2 years and older
- ✓ I always serve whole milk to children 1 year through 23 months old
- ✓ I have a CN label available to show my reviewer if I serve Chicken nuggets or Fish Sticks
- ✓ I have my red folder available with my required Child Care Food Program records
- ✓ I have my Daycare License and Building for the Future posted
- ✓ My food preparation area is clean
- ✓ I always serve one vegetable and one fruit at lunch and dinner
- ✓ I always serve one whole grain rich food each day
- ✓ I only serve cereals that contain no more than 6 grams of sugar per dry ounce
- ✓ I only serve yogurts that have no more than 23 grams of sugar of less per 6 oz. serving
- ✓ I never deep fry foods on site
- ✓ Breastmilk containers and prepared bottles brought in from the parent have the child's name and date of expression or preparation listed on the container or bottle.

**Happy
Holidays!**

November 2019 reimbursement checks will be mailed in January 2020

December 2019 reimbursement checks will be mailed in February 2020

*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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