

OUR OFFICE WILL BE CLOSED ON JANUARY 20th FOR MARTIN LUTHER KING, JR. DAY

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 with KidKare you can print your own Tax Report for 2019. 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.

ARE YOU READY FOR AN UNANNOUNCED STATE REVIEW?

2020 is our year for a California State Program Review. Site Reviews done by a State Representative 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.

SITE REVIEW CHECKLIST REMINDERS

- ✓ My Monthly claim (whether claiming online or using the Scannable forms) is up to date
- ✓ If I am not at home and I use the Scannable forms, my assistant/helper know where the claim forms are kept
- ✓ I always call the office in advance when I will be away from home during a meal time
- ✓ I have my red folder available with my required Child Care Food Program records
- ✓ I have my Daycare License and *Building for the Future Poster* posted in view for Parents and Reviewers to see
- ✓ My food preparation area is clean
- ✓ 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 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 per 6 oz. serving
- ✓ I have current CN labels available to show my reviewer if I serve and claim Chicken nuggets or Fish Sticks
- ✓ Breast milk containers/bottles and/or infant formula bottles prepared by the parent must be labeled with the child's name and the date the breast milk was expressed or the date the infant formula bottle was prepared.
- ✓ I never deep fry foods in my home while children are in care

December 2019 reimbursement checks are normally issued in February 2020*

January reimbursement checks are normally issued in March 2020*

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

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

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"This institution is an equal opportunity provider."